



Town of Brentwood Trustees of the Trust Funds

Minutes of the February 17, 2023, Trustees Meeting

Trustees in Attendance: Julie Avant, Bill Dunham and Nick Wrighton.

- I. **Call to order.** Meeting was called to order at 09:03 a.m., Bookkeeper of the Trust Funds, Julie Avant, presiding.

- II. **Review of Minutes.** Trustees reviewed draft minutes of the previous 12/09/22 and 01/27/23 Trustees of the Trust Funds (TTF) meetings, these having been corrected for and a number of typos prior to meeting. Minutes were thereby approved.

- III. **Review Previous Distributions/Deposits.** N/A.

- IV. **Disbursements.** Paperwork for the following disbursements was prepared and duly signed (to be submitted to Three Bearings Fiduciary Advisors (3BA) by Avant:

From the Katherine L Morrill Library Trust Fund – yearly income (2022) of \$228.26 (via ACH to Town). TTF to request list of book titles purchased with said money to check in compliance with Trust, going forward (Dunham to draft email for the request).

- V. **Deposits/Monies Received.** N/A.

- VI. **Town Report.** Prior to meeting, Avant had condensed the report prepared by 3BA in to a single page format for inclusion in the bound 2022 Town Report. Trustees had reviewed the documents, checked the single pager for accuracy and approved for submission to Town prior to this meeting by email.

- VII. **2022 Year-End Activities.** Avant was in possession of the paper copy of the year-end package of documents, as prepared by 3BA. Trustees reviewed financial reports and an amended investment policy (reflecting new name of 3BA, not previously changed on this document) which they then signed. One copy of the amended policy will be given to 3BA, who will upload

it to NHTTF portal along with other, required year-end reporting documents for the State of NH. Wrighton to be informed by Wakefield when he should enter the NHTTF portal and proceed to approve the submissions. TTF voted 3 – 0 to authorize Wrighton to proceed with this. As of this meeting no electronic copy of year-end package had been received by TTF.

III.V. **Other Business.** Joyce Keegal, Superintendent of Cemeteries, joined the meeting at 09:33 to discuss some business pertaining to Cy Pres. She had noticed some potential irregularities in the timing in the billing of flower and mowing costs on the 2019 and 2020 MS-9 spreadsheets (02/17/23 email from Keegal to TTF on morning of this meeting attached). She was concerned these might jeopardize and a Cy Pres petition in the future. She had contacted Linda Wakefield of 3BA and was awaiting her reply as to how to account for this to the State of NH. TTF were unaware of this particular email because they had not been copied on it. TTF will monitor situation as it develops.

IX. **Next Meeting.** Friday, April 21, 2023, at 1:00 p.m., Town Offices, 1 Dalton Road.

X. **End of Meeting.** Meeting was adjourned at 09:57 a.m.

Respectfully Submitted,

Nick Wrighton, Secretary

Attachments:

From: Joyce Keegal <bwoodnhcem@gmail.com>

Sent: Friday, February 17, 2023 9:04 AM To: Julie Avant <avant.ttf.brentwood.nh@gmail.com>; Nick Wrighton <nwrighton@brentwoodnh.gov>; Bill Dunham <bdunham@brentwoodnh.gov> Subject: Fwd: FW: Reports to TT 2019 to 2022

Hello

Here is what I have found....MS9 for 2019 income expended, figures are for the flowers only. (Should be flowers + mowing.)

MS 9 for 2020 income expended, figures are for 2019 mowing.

No reporting of figures for 2020, anywhere

MS 9 for 2021 and 2022 look fine.

Not sure how to rectify this. I have an email into 3 Bearing, but no reply as of yet.

Stay tuned

Joyce

----- Forwarded message -----

From: Joyce Keegal <bwoodnhcem@gmail.com>

Date: Thu, Feb 16, 2023 at 9:27 PM

Subject: Fwd: FW: Reports to TT 2019 to 2022

To: Diana Young <diana@threebearings.com>, Linda Wakefield <linda@threebearings.com>

Hello again

Sorry, being a bother. I should know not to send emails on the weekends...they get lost on Monday.

I am resending this as the Trustees of Trust are meeting tomorrow and I did not know if I should reach out to them at this point or wait to hear back from you.

I am not pointing fingers, but I think the worksheets in 2019 and 2020 did not get handed in in a timely manner. I just wonder how we can correct this. I do want to send what we have to the DOJ Charitable Trust so we can see where we are with starting Cy Pres.

Love to hear your thoughts. Thanks.

Joyce

----- Forwarded message -----

From: Joyce Keegal <bwoodnhcem@gmail.com>

Date: Sat, Feb 11, 2023 at 10:40 AM

Subject: Fwd: FW: Reports to TT 2019 to 2022

To: Diana Young <diana@threebearings.com>, Linda Wakefield <linda@threebearings.com>

Hello again

Sending you our reports to the TT from 2019 to 2022.

2022 and 2021 look fine, the MS 9's for those years include mowing and flowers.

2020 MS 9 is for the mowing figure for 2019, and the 2019 MS 9 is for the flowers of 2019.

All the figures for 2020 are not shown anywhere, at least that I can see. I attached our report to the TT for 2020 and the mowing figure should be

\$1240.48 and the flowers should be \$379.50 (the price stayed the same for 2019 and 2020.)

Help? Unless you see something that I don't, how can we "fix" this? Thank you both, again. Let me know if you need anything else from me. I am cleaning out our filing system and reorganizing, so who knows what I will find!

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Joyce Keegal
Superintendent of Cemeteries
Brentwood NH