



Town of Brentwood

Trustees of the Trust Funds

Minutes of the August 25, 2023, Trustee Meeting

Trustees in Attendance: Julie Avant, Bill Dunham, and Megan Schneider

1. **Call to Order:** Meeting was called to order at 2:00 p.m., Bookkeeper of The Trust Funds, Julie Avant, presiding.
2. **Review of Minutes:** Trustees reviewed the draft minutes from the previous July 24, 2023 TTF meeting, having been corrected for a number of typos. Minutes were thereby approved.
3. **Disbursements:** Paperwork was prepared for execution of disbursement requests.

Department	Name of Fund	Fund Type	Amount	Status
Library	Library Amphitheater Fund	CRF	\$19,104.59	Approved
Description: Landscape architect, other services				
Highway	Construction of Highway Buildings	CRF	\$33,800.00	Approved
Description: Brentwood Garage				
Cemetery	General Cemetery Maintenance Fund	CRF	\$1,450.00	Approved
Description: Return of two lots, tree work				
Town Offices	Information Technology Systems	CRF	\$15,346.98	Approved
Description: Purchase new server, computer equipment, speaker				
Town Buildings	Maintenance of Town Owned Buildings	CRF	\$34,286.49	Approved
Description: Equipment installation, painting, electrical, HVAC, water treatment, elevator maintenance				

4. **Review of Broker Statements:** This will occur at the next TTF meeting, scheduled for October 20, 2023. Rescheduled to November 6, 2023.
5. **Other Business:**
 - a. Communication Subcommittee request for information. General request to all town committees and boards for specific information about each committee or board to help populate content for the new town website.
 - b. **Brentwood School District Outstanding Funds:** At the Brentwood School District Meeting on March 10, 2023, two Warrant Articles, Article 3 and 4, were approved totalling \$30,000. The funds have yet to be received by the TTF. Megan Schneider will reach out to Michelle Larson and/or Molly O’Keefe to request the funds be received before the next TTF meeting on October 20, 2023.
 - c. **Retention Policy Work:**
 - i. Megan Schneider will reach out to Karen, the town administrator, to receive access to add TTF meeting minutes to the town website.
 - ii. Retention work of past TTF binders has begun. The Trustees will continue the work of removing non-required documents from the files through the next several meetings until all available documents from prior years conform to the state’s retention policy.
6. **Next Meeting:** October 20, 2023 at 10:00 a.m. The end of year meeting is scheduled for December 8, 2023 at 10:00 a.m., both at the Town Offices, 1 Dalton Road.
7. **End of Meeting:** Meeting was adjourned at 3:55 p.m.

Respectfully Submitted by,

Megan Schneider, Secretary