



Town of Brentwood Trustees of the Trust Funds

Minutes of the January 27, 2023, Trustees Meeting

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

- I. **Call to order.** Meeting was called to order at 09:18 a.m., Bookkeeper of the Trust Funds, Julie Avant, presiding.

- II. **Review of Minutes.** Trustees reviewed draft minutes of the previous 12/09/22 Trustees of the Trust Funds (TTF) meeting and a number of typos were noted. These will be corrected and the Trustees approve the minutes at the next meeting.

- III. **Review Previous Distributions/Deposits.** Disbursements authorized and processed at the previous 12/09/22 TTF meeting were traced to brokerage statements. The correct total of \$108,047.45 was noted, confirming successful completion of transactions.

- IV. **Disbursements.** There were no disbursements awaiting Trustees for processing at the meeting.

- V. **Deposits/Monies Received.** TTF were in receipt of two checks to purchase burial lots, one for \$1,200 (3 lots, dated 12/15/22) and the other in the amount of \$400 (1 lot, dated 1/18/23). Paperwork was prepared to deposit said monies into the General Cemetery Maintenance CRF. Avant will email K. Clement (Town Administrator) and Tamara Peek (admin. Assistant) with preferred language for check payee information for future checks.

- VI. **Town Report.** Trustees were in receipt of the (3 page) 2022 report for the Brentwood Annual Report (via the Three Bearings Fiduciary Advisors – 3BA - online portal). As is customary, Avant will condense down to a single page format for inclusion in the bound Town Report. Trustees will review at next TTF meeting.

- VII. **Call to Linda Wakefield.** A telephone call was placed to Linda Wakefield of 3BA to inquire after the year-end document package. Linda stated that it would be mailed out within a day and

electronic copies would be available in the Trustee online document portal. She informed Trustees of a March 1st filing deadline for year-end reports in the State of NH NHTTF portal. In addition, she mentioned that the State no longer required the MS-10 documents and that full-year brokerage statements (Brentwood uses Fidelity) would serve in place of the MS-10.

VIII. **Pertaining to 3BA**. Quarterly invoices for services rendered by 3BA were noted, these being \$450.76 (Trust Funds) and \$1,861.54 (CRF) and auto-deducted from fund balances. TTF were also in receipt of the latest 3BA quarterly reports, for period ending December 2022. Trustees discussed inviting 3BA at least yearly to a TTF meeting for a general review. A meeting in the region of July was agreed upon for the invitation, at which the June (end of) report would be available.

XI. **Other Business**. Wrighton was noted as being “up for re-election.” He stated that he would be registering for inclusion on the Town ballot.

X. **Next Meeting**. Friday, February 17th, 2023, at 09:00 a.m., Town Offices, 1 Dalton Road.

XI. **End of Meeting**. Meeting was adjourned at 09:47 a.m.

Respectfully Submitted,

Nick Wrighton, Secretary

Attachments: N/A.