



Town of Brentwood

Trustees of the Trust Funds

Minutes of the November 20, 2024, Trustee Meeting

Trustees in Attendance: Julie Avant, Bill Dunham, and Megan Schneider
Trustee Alternate in Attendance: Linda Garey

1. **Call to Order:** Meeting was called to order at 9:39 a.m., Bookkeeper of The Trust Funds, Julie Avant, presiding.
2. **Welcome New Alternate:** The Trustees of the Trust Funds welcomed their new alternate trustee, Linda Garey. Linda was appointed by the Select Board and later sworn in on November 5, 2024. Linda brings a wealth of knowledge and experience to the team, and we are excited to have her helping us serve the town of Brentwood.
3. **Review of Minutes:** Trustees reviewed the minutes from the previous TTF meeting, multiple corrections and updates were requested. Minutes will be redistributed and approved at the next meeting on December 11, 2024.
4. **Update to Contact within Town Office:** At this time, the town has no administrator so any TTF inquiries that would have been directed to the town administrator will now be directed to Jillian Bendix.
5. **Distributions:** No current distribution requests to review.
6. **Deposit Review:** The TTFs were not able to complete a deposit review of deposits from the last meeting as we have not received the documentation from Three Bearings as of this meeting.

There are new procedures when a fund is brought to zero but not closed. Three Bearing IT support is working on accommodating this situation. This occurred with the Library Amphitheater Fund. Three Bearings was called during the meeting to verify the current situation. We anticipate having the October and November supporting documents at our next meeting to be held on December 11, 2024.

7. **Other Business:**
 - a. **Follow Up Forestry Fund:** Three Bearings requested the TTF review the status of the outstanding Forestry Fund. Last year, Julie had presented to the Select Board and agreement received that Conservation Committee should determine a need and utilization. Bill Dunham will reach out to the conservation committee to

assess if there is a need for the funds currently in the fund. Once we have some input from the conservation committee, the TTF will respond to Three Bearings.

- b. IT Access/Secure Files: Megan is still working to gain access to IT to establish a secure place to store TTF files on the town servers. Megan was in the middle of gaining this access with the former town administrator and will now work with Jillian to complete this task.
- c. Continued file Cleanup: Last year the TTF started to clean up files from the past to ensure we are in compliance with local governance. We will be starting this project up again in the first quarter of 2025.

Next Meeting: December 11, 2024 at 9:30 a.m. This meeting will be held at the Town Offices, 1 Dalton Road.

- 8. **End of Meeting**: Meeting was adjourned at 10:13 a.m

Respectfully Submitted by,

Megan Schneider, Secretary