



Town of Brentwood

Trustees of the Trust Funds

Minutes of the October 4, 2024, Trustee Meeting

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

1. **Call to Order:** Meeting was called to order at 9:39 a.m., Bookkeeper of The Trust Funds, Julie Avant, presiding.
2. **Review of Minutes:** Trustees reviewed the minutes from the previous TTF meeting, having been corrected for a number of typos. Minutes were thereby approved.
3. **Three Bearings Fiduciary Advisors Invoices** - The advisory fee for Three Bearings Fiduciary Advisors is paid out of interest earned on the funds.
 - a. Common Trust Fund
 - i. Professional Services Rendered: Portfolio Management
 - ii. Duration: 06/01/2024 - 08/31/2024
 - iii. Fee: \$494.76
 - b. Common Capital Reserve Fund
 - i. Professional Services Rendered: Portfolio Management
 - ii. Duration: 06/01/2024 - 08/31/2024
 - iii. Fee: \$2,162.87
4. **Deposits Received:** Funds received since the previous August 22, 2024 TTF Meeting

Department	Name of Fund	Fund Type	Amount	Status
Cemetery	General Cemetery	CRF	\$400.00	Received
<u>Description:</u> Sale of cemetery lots - Keegal, Frank				
Highway	Construction of Highway Buildings	CRF	\$107.23	Received
<u>Description:</u> Refund Amount that had previously been over paid.				
School Board	- Special Education - Technology Capital Reserve Fund	CRF	Total: \$30,000.00	Received

Department	Name of Fund	Fund Type	Amount	Status
<u>Description:</u> Warrant Article Funding.				
<ul style="list-style-type: none"> • Special Education - \$20,000 • Technology Fund - \$10,000 				

5. **Disbursement Requests:** Disbursement requests received since the previous TTF meeting.

Department	Name of Fund	Fund Type	Amount	Status
Cemetery	General Cemetery	CRF	\$2,500.00	Approved
<u>Description:</u> Tree service at Tonry Cemetery				
Police	Information Systems	CRF	\$2,738.96	Approved
<u>Description:</u> Set up two new workstations and related systems.				
Town - General	Solar	CRF	\$101,447.00	Approved
<u>Description:</u> Buyout of solar system				
Town - General	Maintenance of Town-Owned Buildings	CRF	Total \$23,427.64	Approved
<u>Description:</u>				
<ul style="list-style-type: none"> • Highway Buildings - Fire alarm system for - \$2,630.00 • Mary E. Bartlett Library - front walk and steps - \$20,797.64 				

6. **Other Business:**

- a. Establishing New Funds: The state of NH requested additional information from the TTFs for newly established Funds. The state requested the warrant articles approved by the Town of Brentwood to establish these new funds. The warrant articles documentation was sent via email. The state has followed up that they have received the information they needed and are satisfied.
- b. New Alternate: The TTF received an email from our new alternate, Linda Garey. Julie will respond and let her know when our next meeting is.
- c. Update on Form for in-house use: The TTF had discussed adding an information form to be filled out and accompany requests so ensure clear communication. Bill was tasked with creating the form. It was briefly discussed and decided that Bill will reach out to Karen, the town administrator, to join our next meeting to discuss communication deposit requests.
- d. Secure Files: Megan has reached out to Karen, the town administrator, to connect with the town's IT department to continue the conversation.

Next Meeting: November 13, 2024 at 9:30 a.m. This meeting will be held at the Town Offices, 1 Dalton Road.

7. **End of Meeting**: Meeting was adjourned at 10:50 a.m

Respectfully Submitted by,

Megan Schneider, Secretary