

# TRUSTEES OF PUBLIC FUNDS

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**Trustees of Public Funds Meeting  
Wednesday, November 15, 2023 8:30am  
191 Alta Woods Brandon, VT 05733**

NOTE: These are unapproved minutes, subject to amendment and/or approval at the subsequent meeting of the Trustees of Public Funds.

Trustees of Public Funds in Attendance: Courtney Satz, Tanner Romano, and Laura Miner  
Trustee of Public Funds Absent: None  
Others in Attendance: None

## **1 Call to order**

The meeting was called to order at 8:33am by Courtney Satz.

Adopt Agenda as Posted or as Amended

Motion by Courtney Satz and second by Tanner Romano to adopt the agenda as posted. The motion carried with a vote of 3-0.

## **2 Approval of minutes of previous meeting**

Motion by Courtney Satz and second by Tanner Romano to approve the Trustees of Public Funds minutes of October 27, 2023. The motion carried with a vote of 3-0.

## **3 Public Comment and Participation**

No public participation for comment

## **4 New Business**

- I. Funding Request submitted by the Otter Valley Football Club (OVFC) in the amount of \$7,500.00 for 2023 and \$10,000 in 2024 to offset costs of football field lighting.

The board reviewed the application submitted by Nate and Kate McKay and considered the application to be complete. The board discussed FY22/23 approved funding pledges and utilizing slightly greater funding given the recent growth in the Trust investment and the importance of this project for the community. A motion was made by Tanner Romano and second by Courtney Satz to award funding to the Otter Valley Football Club (OVFC) for \$20,000 in FY23/24. The motion carried with a vote of 3-0.

- II. Adoption of Year End Report

The board reviewed the draft of the year end summary prepared for the Brandon Town Report. A motion was made by Courtney Satz and second by Laura Miner to indicate pledge delineations on applicable line items. A motion was made by Tanner Romano and second by Courtney Satz to approve the Year End Report. Both motions carried with a vote of 3-0.

- III. Review Bar Harbor Banking Monthly Statements
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The board discussed the most recent Bar Harbor checking account statement and a question was raised as to whether the bank has up to date contact information and mailing addresses for members of the board. It was observed that Sue Gage, Town Clerk/Treasurer is also receiving copies of the monthly bank statements. Tanner Romano made a motion and a second by Laura Miner to contact Sue Gage on whether she would still like to continue receiving the statements and to ensure the bank has the most accurate contact information for all members of the board. The motion carried with a 3-0 vote.

IV. Formalization of Meeting Procedures

At the recommendation of Town Manager, Mr. Seth Hopkins, the board reviewed the formalization of meeting procedures in alignment with Vermont's Open Meeting Law as well as Robert's Rules of Order. A motion was made by Tanner Romano and second by Laura Miner to follow the meeting facilitation requirements, along with utilization of meeting agenda and meeting minute templates provided by Mr. Hopkins. The motion carried with a vote of 3-0.

**5 Confirm Next Meeting**

The Trustees of Public Funds (TOPF) will plan to reconvene upon receipt of next funding application.

**6 Adjourn**

Motion by Laura Miner and second by Courtney Satz to adjourn. The motion carried with a vote of 3-0.

Meeting adjourned 9:10am.

Respectfully submitted,  
Laura Miner