



**Trustees of Trust Funds
AGENDA**

City Hall 2nd Floor Conference Room
October 17, 2018
9:30 AM

Marilyn Gemmell, Vice Chairman
Michelle Howard, Chairman
Michael Forrest
Susan Silver
Katherine Snow

1. Approval of the September 2018 minutes
2. Quarterly review of trusts and capital Reserves – Cambridge Trust
3. Annual review of Investment Policies
 - a. Common Trust Fund
 - b. Capital Reserve Funds
 - c. Library Renovation Trust Fund
4. Distribution of MS9's for period ending September 30, 2018
 - a. Update on methodology for calculation of Market Value
 - b. Common Trust Funds – pending
 - c. Capital Reserve Funds – pending
 - d. Library Renovation Trust Fund – pending
5. Capital Reserve Portfolio
 - a. Tiered investments
 - b. Approval of Receipts = \$22,540.00
 - i. Transportation Improvement through September 30, 2018 = \$22,540.00
 - c. Approval of Disbursements = \$286,283.13
 - i. Ambulance = \$72,886.18
 - ii. Sewer Infrastructure=\$51,902.67
 - iii. Water Infrastructure = \$161,494.28
6. Common Trust Fund
 - a. Annual Income Transfers/Disbursements
 - i. Transfer of FY18 income to principal = \$15,171.23
 - ii. Disburse FY18 income to City of Keene = \$101,849.89
 - b. Approval of Receipts = none
 - c. Approval of Disbursements = none
 - i. #510 Police Benevolent Fund = \$1,000.00
 - Annual contribution for maintenance and replacement of equipment
 - ii. #503 Clement Woodward = \$1,712.45
 - Reimbursement to City of Keene – Rite Aid = \$407.57
 - Woodward Committee approved 5/16/18
 - Monadnock Family Services = \$1,304.88
 - Woodward Committee approved 9/13/18
7. Library Renovation Trust Fund
 - a. Acceptance of Donations = none
 - b. Approval of Disbursements =none

8. Other

a. Trustees vacancies

- i. Nominations should be made to the Mayor along with a biography/professional profile

9. Future Items

a. FY19 Capital Reserve Appropriations – January 2019

b. Cambridge Trust quarterly review of trusts & capital reserves – January 2019

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, September 19, 2018 9:30 AM City Hall-2nd Floor Conference Room

Members Present:

Michelle Howard , Chair
Susan Silver
Marilyn Gemmell, Vice Chair
Katherine Snow

Staff Present:

Karen Gray, Senior Staff Accountant
Sherrie Curtis, Secretary

Absent:

Mike Forrest

Other:

Approval of Minutes

Ms. Snow made a motion to approve minutes of the August 15, 2018 meeting as presented, Mrs. Gemmell seconded. Motion carried unanimously.

COMMON TRUST FUNDS

RECEIPTS

None

DISBURSEMENTS

None

AUTHORIZATION OF IMPROVEMENTS

Mrs. Gray reported that the 2019 CIP irrigation project at Ashuelot River Park has been bid out with an award being made to Knott's Land Care for \$36,248.50. The Ashuelot River Park Memorial Trust is a fully expendable fund and at the time of the original approval by the Trustees in 2015 the available market value of the Ashuelot River Park Memorial Trust was around \$40,000.00. However, effective July 1, 2018 the State of NH has made changes to the way market value can be reported on the MS9&10. This change has had an impact on the available balances of various trust accounts. After a brief discussion regarding the changes and available balances, the Trustee agreed the project should move forward regardless. The following motion was made.

Ms. Snow made a motion to allocate 100% of the trust balance in the Ashuelot River Memorial Trust towards this project, with the end result being the closure of the Trust. If after the closing of the Ashuelot River Park Memorial Trust there are still insufficient funds to completely fund the project the remaining balance needed are to be disbursed from the Ashuelot River Park Trust income balance. Mrs. Gemmell seconded. Ms. Silver recused from the vote. Motion carried 3-0.

LIBRARY RENOVATION TRUST

RECEIPTS

None

DISBURSEMENTS

None

CAPITAL RESERVES

RECEIPTS

None

DISBURSEMENTS

Mrs. Gray presented the disbursements listed below totaling \$94,623.61. Supporting documentation was attached for Trustee review and noted that the funds are reimbursing the City.

- Bridges - \$1,384.96
- Sewer Infrastructure - \$45,100.00
- Water Infrastructure - \$48,138.65

Ms. Snow made a motion to approve as presented, Ms. Silver seconded. Motion carried unanimously.

OTHER

MS9's Distribution

Mrs. Gray reported that she has received the MS9 & 10 for July 30, 2018, however the State has changed the allowable methodology for the allocation calculation and reporting of market value in the new on-line reporting module. Mrs. Gray distributed an email she received from Cambridge Trust and the subsequent email she sent to the State of NH Attorney General's Office. Mrs. Gray provided a brief overview of the changes as follows:

Cambridge Trust advised the City that methodology the City has been using for many years – as long as anyone can remember- is no longer being allowed due to changes made with the new on-line reporting system.

- The percentage of the total Common Fund of each individual trust has been determined by taking each fund's previous month ending market value, and adding/subtracting the monthly unrealized gain/loss, to come up with the current month's ending market value.

The new-online reporting module requires that the cost – not market value - of each individual trust be used for calculating the percentage of the entire Common Fund for each individual trust and the allocation of the monthly gain/loss and the ending market value.

- Each fund's cost is the driving factor. The principal and income cost balances are added together, and divided by the total cost to determine a percentage value of the total Common Fund. That percentage value is then applied to the total market value to determine the new market value of each fund.

This new methodology has caused a significant change in some of the individual Trust Funds market value from June 30, 2018 to July 1, 2018.

Mrs. Gray advised she is awaiting a response to her email from the State of NH Attorney General's Office and will update the Trustees as additional information becomes available.

The meeting adjourned at 10:15 a.m.

Respectfully submitted,
Sherrie Curtis



City of Keene, Trustee of Trust Funds Investment Policy as of October 18, 2017

Trustees of Trust Funds shall review and confirm the objectives and constraints of the investment policy at least annually, keeping in mind the safety, liquidity and yield of the trust funds, and shall file a copy of the same with the attorney general in accordance with RSA 31:25.

Investment Objectives:

The specific investment objectives for the Trust Fund's assets are:

- The Trust Fund has a primary objective of maximizing income and preserving the principal by exceeding the CPI by 1%. The goal of the Fund's equity component is to exceed the S & P 500 total return over a full market cycle.
- Asset mix for the Trust Fund is targeted to achieve the above objectives. Equities can range from 35%-75% while bonds can range from 25%-65% and cash 0%-10%.
- The Trust Fund has a long term investment horizon.

Constraints:

- Investments shall comply with the Prudent Investor Rule. (RSA 31:25-d)
- The Investment Advisor shall maintain sole investment authority of the portfolio subject to quarterly review by the Trustee of Trust Funds. Upon review the Trustees have the authority to request changes within the portfolio. Emphasis on the selection of equities should be on stocks of high-grade companies having inflation hedge characteristics – i.e. companies whose growth in earnings and/or dividends should keep pace with or exceed the rate of inflation. Emphasis should be placed on seasoned companies with proven track records, favorable prospects and sound financial positions.
- The portfolio shall be diversified by asset allocation, market capitalization rate, style, sector and geography.
- Investments in international securities up to 30% of the stock position and as much as 10% of the bond position shall be permitted.
- Investments in cash and cash equivalents shall be limited to insured or collateralized bank deposits, US Treasury Bills, repurchase agreements, or money market funds whose investments are limited to short term direct obligations of the US Treasury, US Government Agencies or domestic corporations. In no event shall cash deposits be held in any institution located outside the United States.
- Fixed income securities shall have a weighted average maturity of not more than ten (10) years, and a single issue maturity of thirty (30) years.
- The overall fixed income portfolio shall maintain a minimum credit quality rating of A. Lower quality bonds (below BBB rated) shall be limited to 10% of the fixed income portfolio.
- No single equity shall comprise more than 5% of the total value of the total portfolio.



- The portfolio shall be diversified by sector with no equity investment in any one industrial group exceeding more than twice the industry weighting based upon the S&P 500 industry categories.
- **Fees for Investment Advisory services shall be charged 100% to Income.**

The fund shall comply with all laws, rules and regulations of the State of New Hampshire.

Reviews:

- The Trustees of Trust Funds will meet monthly to review the accounts and act on requested disbursements. Every five years they will evaluate the performance of the investment advisor and may request RFP's from approved State of NH financial institutions.

Reviewed: 9/7/2014, 10/21/2015, 11/16/2016

Revised: 11/8/2000, 1/14/2003, 07/08/2003, 10/16/2008, 2/17/2010 2/12/2012, 7/1/2013, 10/18/17



City of Keene, Trustee of Trust Funds Capital Reserve Investment Policy as of October 18, 2017

Trustees will review the objectives and constraints at least annually.

Investment Objectives:

The specific investment objectives for the Capital Reserve Fund's assets are:

- Safety- the safety of principal is the foremost objective
- Liquidity- investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene
- Yield- taking into account the priority objectives of safety of principal and liquidity, a market rate of return and administrative efficiency

Authorized Investments:

Capital reserve funds managed by the Trustees are invested with Cambridge Trust of New Hampshire to best take advantage of secondary markets not available to the Trustees. They include but are not limited to T-Bills, T-Notes, other U.S. Government obligations and Certificates of Deposit.

Constraints:

- Capital and other reserve funds appropriated pursuant to the provisions of Chapters 34, 35 RSA shall be invested to maintain principal and provide liquidity, due to the expendable nature and short term horizon of the funds. The Trustees are aware that meeting these objectives may restrict the level of yield attainable.
- Capital reserve funds shall be kept in a separate account or sub-account and shall be invested only in:
 1. Deposits in any federally or state chartered bank or association authorized to engage in a banking business in the United States;
 2. Participation units in the public deposit investment pool established pursuant to RSA 383:22; and
 3. Obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government.
- The investment policy is reviewed annually at a posted meeting of the Trustees with representatives of Cambridge Trust. In addition, Cambridge provides the trustees with monthly reports and a quarterly review.

Reviewed: 2/17/2010, 3/16/2011, 2/15/2012, 2/20/2013, 6/17/2015, 6/15/2016, 11/16/16, 10/18/17
Revised: 4/16/2014



City of Keene, Trustee of Trust Funds Library Renovation Trust Fund Investment Policy as of October 18, 2017

Trustees will review the objectives and constraints at least annually.

Investment Objectives:

The specific investment objectives for the Library Renovation Trust Fund's assets are:

- Safety- the safety of principal is the foremost objective
- Liquidity- investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene related to the Library Renovation Project.
- Yield- taking into account the priority objectives of safety of principal and liquidity, a market rate of return and administrative efficiency

Authorized Investments:

Library Renovation Trust Fund managed by the Trustees is invested with Cambridge Trust of New Hampshire to best take advantage of secondary markets not available to the Trustees. They include but are not limited to T-Bills, T-Notes, other U.S. Government obligations and Certificates of Deposit.

Constraints:

- Library Renovation Trust Fund shall be invested to maintain principal and provide liquidity, due to the expendable nature and short term horizon of the funds. The Trustees are aware that meeting these objectives may restrict the level of yield attainable.
- Library Renovation Trust Fund shall be kept in a separate account or sub-account and shall be invested only in:
 1. Deposits in any federally or state chartered bank or association authorized to engage in a banking business in the United States;
 2. Participation units in the public deposit investment pool established pursuant to RSA 383:22; and
 3. Obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government.
- The investment policy is reviewed annually at a posted meeting of the Trustees with representatives of Cambridge Trust. In addition, Cambridge provides the Trustees with monthly reports and a quarterly review.

Original: 11/18/15

Reviewed: 11/16/16, 10/18/17

Revised:

Notify Nancy Vincent-Library Director when review or update

K:\Trusts\ Investment Policy

Karen Gray

From: Kelliher, Maureen <Maureen.Kelliher@cambridgetrust.com>
Sent: Thursday, October 11, 2018 1:25 PM
To: Karen Gray; Noel, Judith
Cc: Sartorio, Janelle
Subject: RE: City of Keene - annual review of investment polices at October 17 meeting & CDs for Capital Reserve

Hello Karen-

I have reviewed the investment policies for the City of Keene and have no recommended changes at this time.

It is very auspicious that you have additional capital reserve funds to commit, as current rates are very attractive.

For funds commit for six months the current rate is 2.44%

The rate on one-year maturities is 2.75%

The rate on 18-month maturities is 2.96%

Karen, so you are aware, I have other commitments on the 17th and, as such, I will be attending this quarter's meeting by phone. Judy will be attending in-person.

With kind regards,
Maureen

From: Karen Gray [mailto:kgray@ci.keene.nh.us]
Sent: Wednesday, October 10, 2018 8:21 AM
To: Noel, Judith <Judith.Noel@cambridgetrust.com>; Kelliher, Maureen <Maureen.Kelliher@cambridgetrust.com>
Subject: City of Keene - annual review of investment polices at October 17 meeting & CDs for Capital Reserve

Good Morning,

I just started working on the Trustees agenda and realized that the annual review of the Investment Policies is scheduled for the October meeting. I wanted to give you a heads up. If you could take a look and let me know of any recommended changes (if any) that would be great. I have attached the ones approved last October to this email.

Also, Maureen if you could look at whether this is a good time to purchase either CDs or fixed income securities for the Capital Reserve funds. We should be able to use \$1,750,000 staggered. I would say \$500,000 6 mos, \$500,000 year, \$750,000 up to 18 months. These are not exact – higher or lower in any of the increments would be OK from a cash perspective. Then we can get the Trustees to OK at the meeting also.

Karen

Karen P. Gray
Senior Staff Accountant
kgray@ci.keene.nh.us
Phone 603-352-1013

**City of Keene, New Hampshire Trust Funds
Deposit to Capital Reserves**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Capital Reserve Appropriation

Capital Reserve	Purpose of Deposit	Amount
#620 Transportation Improvement		
	Period 7/1/18 - 9/30/18	22,540.00
Total Deposit Request		22,540.00

Amount of Deposit: \$22,540.00

Account to be Credited: **City of Keene - Capital Reserve Fund #4474**

Wire Funds To: Cambridge Trust Company ABA #011300595
 Attn: Wealth Management Account #02012505
 Cambridge, MA 02138-1171
 FBO: City of Keene
 Capital Reserve Account #5204474

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____



CITY OF KEENE

6A1

R-2014-34-A

Fourteen

In the Year of Our Lord Two Thousand and
Relating to the creation of a municipal transportation improvement fund

A RESOLUTION

Resolved by the City Council of the City of Keene, as follows:

Whereas the City of Keene transportation infrastructure is essential to the economic development and vibrancy of City promoting opportunities for prosperity of our community,

Whereas the roads, bridges, sidewalks, bicycle and pedestrian facilities envisioned by the Comprehensive Master Plan require additional resources, and

Whereas the City's adopted fiscal policies state that the City will strive to diversify its revenues,

Now therefore be it resolved that the City of Keene establishes a municipal transportation improvement fund as authorized by RSA 261:153, VI to allow the City to fund, wholly or in part, improvements in the transportation system including roads, bridges, bicycle and pedestrian facilities, parking, and intermodal facilities, except for parking, in accordance with RSA 261:153, VI to be funded by a surcharge of \$5 on motor vehicle registrations.

Upon the prior approval of the City Council for any expenditure, the funds may be used for engineering, right of way acquisition, and construction costs of transportation facilities. It may also be used as a source for matching funds for state or federal funds allocated for transportation improvements.

The Trustees of Trust Funds for the City of Keene shall make payment to the City of Keene, on a reimbursement basis, based on reports provided by the City Manager or his/her designee.

This resolution and the authority granted by it shall remain in effect until rescinded.

In City Council January 15, 2015.
Public Hearing set for February 5, 2015
at 7:00 PM.

City Clerk

Kendall W. Lane, Mayor

In City Council February 19, 2015.
Tabled to the next regular meeting to comply
with statutory requirements.

City Clerk

PASSED March 5, 2015

A true copy;

Attest:

City Clerk

PENTAMATION ENTERPRISES
 DATE: 10/10/2018
 TIME: 11:42:40

CITY OF KEENE, NEW HAMPSHIRE
 REVENUE STATUS REPORT

PAGE NUMBER: 1
 REVSTAIL

SELECTION CRITERIA: revledgr.key_orgn='00603' and revledgr.account='42218'
 ACCOUNTING PERIOD: 3/19

SORTED BY: *FUND*, *FUNCTION*, *DEPARTMENT*
 TOTALLED ON: *FUND*, *FUNCTION*, *DEPARTMENT*
 PAGE BREAKS ON: *FUND*

FUND-01 GENERAL FUND
 FUNCTION-01 GENERAL GOVERNMENT

*DEPARTM-	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
30	FINANCE	100,000.00	7,380.00	.00	22,540.00	77,460.00	22.54
	TOTAL FINANCE	100,000.00	7,380.00	.00	22,540.00	77,460.00	22.54
	TOTAL GENERAL GOVERNMENT	100,000.00	7,380.00	.00	22,540.00	77,460.00	22.54
	TOTAL GENERAL FUND	100,000.00	7,380.00	.00	22,540.00	77,460.00	22.54
	TOTAL REPORT	100,000.00	7,380.00	.00	22,540.00	77,460.00	22.54

**City of Keene, New Hampshire Trust Funds
Withdrawal from Capital Reserves**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal		Amount
#611 Ambulance			72,886.18
90000-19	Ambulance Replacement	72,886.18	
#613 Sewer Infrastructure			51,902.67
08055-18	Sewer Main Improvements	51,358.01	
08055-19	Sewer Main Improvements	544.66	
#614 Water Infrastructure			161,494.28
05009-17	Water Distribution Improvements	16,965.00	
05034-B	Babbidge Dam Rehab	55,941.48	
05039-C	Woodward Dam Improvements	88,587.80	
Total Withdrawal Request			286,283.13

**Amount of
Withdrawal:** \$286,283.13

**Account to be
Charged:** City of Keene - Capital Reserve Fund #4474

Wire Funds To: Mascoma Savings Bank ABA #211770213
 255 West Street
 Keene, NH 03431
 FBO: City of Keene
 General Account #931158617

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

Capital Reserve Withdrawal								Cummulative	REQUEST		
FY19 Period #3 October 2018 Trustees Meeting								Trustee	FY19		
Project #	Reserve	Fund	Project Name	Cap Reserve Budget	Status	FY19 Pd 3 Expense	Revenue Other Sources	NET Exp Less Other Rev	Prior Mos Reimb Revenue	October Trustees	
xxxx-x	600	26	TBD	0.00		0.00		0.00	0.00	0.00	Fire Equipment Capital Reserve
08072-A	607	32	Martell Ct- McGrinder Rehab /Headworks	200,000.00		16,960.65	1,350,000.00	(1,333,039.35)	16,960.65	(1,350,000.00)	Martel Court Capital Reserve
08093-A	607	32	Martell Ct Roof	10,135.00		0.00		0.00	0.00	0.00	Martel Court Capital Reserve
08098-17	607	32	FY17 Martel Court Force Main Emergency Plan	45,000.00		0.00		0.00	0.00	0.00	Martel Court Capital Reserve
08099-18	607	32	Martell Court Phase 2	69,592.00		0.00		0.00	0.00	0.00	Martel Court Capital Reserve
08030-C	608	32	Solids Dewatering Equipment	3,190,432.00		2,673,223.17	429,590.67	2,243,632.50	2,368,814.55	(125,182.05)	Wastewater Treatment Plant Reserve
08081-B	608	32	WWTP Blower Replacement	68,741.00		0.00		0.00	0.00	0.00	Wastewater Treatment Plant Reserve
08082-17	608	32	FY17 WWTP Sludge Pump Replacement	52,000.00		9,783.67		9,783.67	9,783.67	0.00	Wastewater Treatment Plant Reserve
08091-A	608	32	WWTP Roof Replacement	198,380.00		0.00		0.00	0.00	0.00	Wastewater Treatment Plant Reserve
08095-A	608	32	FY17 & FY16 WWTP Aeration Gate & Mixer Replace	210,340.00		0.00		0.00	0.00	0.00	Wastewater Treatment Plant Reserve
08096-A	608	32	Grit Removal	20,420.00		0.00		0.00	0.00	0.00	Wastewater Treatment Plant Reserve
08061-19	608	32	WWTP Generator Replacement	21,131.00		0.00		0.00	0.00	0.00	Wastewater Treatment Plant Reserve
08103-19	608	32	Non-Potable Water System	65,400.00		0.00		0.00	0.00	0.00	Wastewater Treatment Plant Reserve
05067-11	609	34	WTF Waste Tank Improvements	50,000.00		0.00		0.00	0.00	0.00	Water Treatment Plant Reserve
05082-A	609	34	WTF PLC Replacement	76,240.00		0.00		0.00	0.00	0.00	Water Treatment Plant Reserve
05089-17	609	34	FY17 WTF Pressure Reduction Valve Upgrade	101,648.00		8,724.29		8,724.29	8,724.29	0.00	Water Treatment Plant Reserve
05081-19	609	34	FY19 WTF Instrument Upgrade (on-line monitor)	49,522.00		0.00		0.00	0.00	0.00	Water Treatment Plant Reserve
xxxx-x	610	26	TBD	0.00		0.00		0.00	54,977.32	0.00	Transfer/Recycling - Solid Waste Facility
90000-19	611	26	FY19 Ambulance Replacement	240,000.00		72,886.18		72,886.18	0.00	72,886.18	Ambulance Cap Reserve
11003-A	612	41	Fleet (11003)			817,325.28		817,325.28	817,325.28	0.00	Equipment Fund Capital Reserve
11003-A	612	41	FY18 Fleet (11003)	731,752.00		628,804.00	60,000.00	568,804.00	568,804.00	0.00	Equipment Fund Capital Reserve
11003-A	612	41	FY19 Fleet (11003)	751,341.00		15,105.49		15,105.49	15,105.49	0.00	Equipment Fund Capital Reserve
08007-16	613	32	Lower Main St Rt 12 Bridge Utilities	45,100.00		45,100.00		45,100.00	45,100.00	0.00	Sewer Infrastructure Capital Reserve
08055-16	613	32	FY16 Sewer Main Improvements	906,322.00		401,164.57		401,164.57	401,164.57	0.00	Sewer Infrastructure Capital Reserve
08055-18	613	32	FY18 Sewer Main Improvements	145,700.00		273,614.35		273,614.35	222,256.34	51,358.01	Sewer Infrastructure Capital Reserve
08055-19	613	32	FY19 Sewer Main Improvements	653,101.00		544.66		544.66	0.00	544.66	Sewer Infrastructure Capital Reserve
08066-12	613	32	FY12 Sewer Main Lining	117,995.00		0.00		0.00	0.00	0.00	Sewer Infrastructure Capital Reserve
08155-17	613	32	FY17 Sewer Main Improvements (Infra)	967,741.00		9,500.00		9,500.00	9,500.00	0.00	Sewer Infrastructure Capital Reserve
08035-18	613	32	Bridge Main - Roxbury Over Beaver Brook	40,000.00		0.00		0.00	0.00	0.00	Sewer Infrastructure Capital Reserve
08101-19	613	32	State Bypass Utilities (Winchester) Isl to Round	360,291.00		0.00		0.00	0.00	0.00	Sewer Infrastructure Capital Reserve
08102-19	613	32	Water Utility Bridges (Winchester over Ash Brook)	43,500.00		0.00		0.00	0.00	0.00	Sewer Infrastructure Capital Reserve
05009-16	614	34	FY16 Water Distribution Improvement	300,000.00		233,840.79	63,605.00	170,235.79	170,235.79	0.00	Water Infrastructure Capital reserve
05009-17	614	34	FY17 Water Distribution Improvements	146,896.00		155,539.20		155,539.20	138,574.20	16,965.00	Water Infrastructure Capital reserve
05009-19	614	34	FY19 Water Distribution Improvements	500,000.00		796.66	627,257.00	(626,460.34)	0.00	(626,460.34)	Water Infrastructure Capital reserve
05034-B	614	34	FY17 & FY16 Babbidge Dam Rehab	927,013.00		962,721.48	850,000.00	112,721.48	56,780.00	55,941.48	Water Infrastructure Capital Reserve
05039-C	614	34	Woodward Dam Improvements	122,987.00		88,587.80		88,587.80	0.00	88,587.80	Water Infrastructure Capital Reserve
05039-B	614	34	Woodward Dam Improvements	50,000.00		0.00		0.00	0.00	0.00	Water Infrastructure Capital reserve
05053-A	614	34	Water Storage Tank Upgrade	47,678.00		105,351.10	65,335.00	40,016.10	40,016.10	0.00	Water Infrastructure Capital reserve
05087-A	614	34	FY16 Water Main Bridge Improvements	40,100.00		40,100.00		40,100.00	40,100.00	0.00	Water Infrastructure Capital reserve
05085-18	614	26	Bridge Main - Roxbury Over Beaver Brook	40,000.00		0.00		0.00	0.00	0.00	Water Infrastructure Capital Reserve
05053-18	614	26	3.0 MG Water Tank Study	35,000.00		0.00		0.00	0.00	0.00	Water Infrastructure Capital reserve
05090-18	614	26	Drummer Hill Pump Replace	800,000.00		14,775.26		14,775.26	14,775.26	0.00	Water Infrastructure Capital Reserve
05091-19	614	26	Water Utility Bridges (Winchester over Ash Brook)	38,300.00		0.00		0.00	0.00	0.00	Water Infrastructure Capital Reserve
05092-19	614	26	State Bypass Utilities (Winchester) Isl to Round	250,500.00		0.00		0.00	0.00	0.00	Water Infrastructure Capital Reserve
90081-F	615	26	Condition Assessment	12,500.00		8,130.00		8,130.00	8,130.00	0.00	City Hall Parking Deck Reserve
90041-E	616	26	Wells St Parking	259,193.00		469,689.31	369,117.00	100,572.31	92,981.06	7,591.25	Wells St Parking Garage - DO NOT DRAW CR
90081-F	616	26	Condition Assessment	12,500.00		8,130.00		8,130.00	8,130.00	0.00	Wells St Parking Garage
90151-A / T0617-B	617-B	26	Bridge Main Over Beaver Brook	410,865.81		1,584,588.74	962,802.67	621,786.07	155,592.32	466,193.75	Bridges Capital Reserve
90277-A / T0617-C	617-C	26	Winchester Bridge	213,000.00		91,544.89		91,544.89	91,544.89	0.00	Bridges Capital Reserve
90186-A / T0617-D	617-D	26	Roxbury Street Over Beaver Brook	184,000.00		0.00	736,000.00	(736,000.00)	0.00	(736,000.00)	Bridges Capital Reserve
90224-15	619	26	Commercial St Lot	271,135.00		334,238.14	99,090.00	235,148.14	235,148.14	0.00	Downtown Infra
90285-A	619	26	Parking Facility	672,000.00		0.00		0.00	0.00	0.00	Downtown Infra
90153-B	619	26	Gilbo East Parking Lot Improvement	185,000.00		37,674.37	178,408.00	(140,733.63)	0.00	(140,733.63)	Downtown Infra
90032-17	620	26	FY17 Sidewalks	150,000.00		242,903.11	105,927.00	136,976.11	136,974.61	1.50	Transportation Improvement
90057-F	620	26	Phase 3 Cheshire Rail Trail	50,000.00		73,500.57	398,591.31	(325,090.74)	0.00	(325,090.74)	Transportation Improvement
90305-17	620	26	FY17 Marlboro St Corridor Improvements	196,017.00		0.00	227,642.00	(227,642.00)	0.00	(227,642.00)	Transportation Improvement
									Total	286,283.13	October18 Cap Reserve WD

**City of Keene, New Hampshire Trust Funds
TRANSFER Request from Income to Principal**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Transfer of FY18 Income to Principal

Trust #	Title of Trust	Purpose	Amount
515	Serena Upton	FY18 Income to Principal	0.00
581	Frank Wright	FY18 Income to Principal	6,550.90
529	Ashuelot River Park	FY18 Income to Principal	971.33
527	Memorial Tree	FY18 Income to Principal	7,649.00
Total Transfer from Income to Principal			15,171.23

Amount of Deposit: \$15,171.23

Account to be Credited: City of Keene - Common Fund #4482

Payable To: Transfer to Principal

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

FY18 Income Transfer to Principal
City of Keene - Trustees of Trust Funds
 (Source Net Income GL)

	<u>Trust #</u>	<u>MS 9's As of 6/30/18</u>	FY18 Income GL 46101 As of 6/30/18	<u>Variance MS9 vs. GL</u>	<u>% Percentage Transfer</u>	<u>PY Expenses 6/30/2018</u>	Transfer \$ As of 6/30/18
Serena W. Upton Fund	515	3,192.58	758.97	2,433.61			0.00 Hold per Attorney Mullins
Frank Wright Fund	581	109,029.32	32,754.49	76,274.83	20.00%		6,550.90
Ashuelot River Park Trust	529	32,408.16	9,713.27	22,694.89	10.00%		971.33
Memorial Tree Fund	527	7,699.14	7,699.14	0.00		(50.14)	7,649.00
<i>If income is greater than maintenance costs that were transferred back to the City, then the balance goes to Principal</i>							
TOTAL TRANSFER							15,171.23

**City of Keene, New Hampshire Trust Funds
Disbursement Request - FROM INCOME**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Transfer of FY18 income to City of Keene

Trust	Trust #	Transfer \$	Trust	Trust #	Transfer \$
Simons, Eastburn & Morse	500	408.78	Woodland Extension	560	14,634.66
Mary R. Hall	501	616.25	Greenlawn Cemetery	561	12,464.36
Mary P. Lane	502	1,997.03	West Keene Cemetery	562	1,286.78
Milan F. Jones Fund	512	252.14	Washington Street Cemetery	563	237.31
George A. Wheelock	521	1,428.19	Miscellaneous Cemeteries	564	807.78
Emily J. Elliot Daland	522	137.97	Monadnock View Cemetery A	565	37,154.04
Caroline H. Ingersoll	523	102.10	Flower Fund	566	3,875.32
Abbott A. Lane Park Fund	524	1,669.07	Downtown Memorial Trees	527	50.14
Abbott A. Lane Playground Fund	525	324.22	Sumner Knight Chapel	575	556.84
Dinsmoor Woods Trust	526	127.20	Marcus W. Knight	576	3,790.93
Woodland Cemetery	569	19,928.78			

**Amount of
Withdrawal:** \$101,849.89

**Account to be
Charged:** City of Keene - Common Fund #4482

Payable To: City of Keene
 Attn: Finance, Karen Gray
 3 Washington Street
 Keene, NH 03431

Note: Please mail check to : City of Keene, Attn: Karen Gray

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

FY18 Income Transfer to City of Keene							
City of Keene - Trustees of Trust Funds							
(Source Net Income Revenue Status)							
			FY18 Income				
		MS 9's	GL 46101	Variance	%	Transfer \$	
	Trust #	As of 6/30/18	As of 6/30/18	MS9 vs. GL	Allocation	As of 6/30/18	
CHARITABLE & BENEVOLENT FUNDS							
Simons, Eastburn & Morse	500	408.78	408.78	0.00		408.78	
Mary R. Hall	501	616.25	616.25	0.00		616.25	
Mary P. Lane	502	1,997.03	1,997.03	0.00		1,997.03	
Maria Giffin Fund	514	4,776.38	124.03	4,652.35		0.00	Hold per Attorney Mullins
George B. Elliot Fund	516	97.23	12.81	84.42		0.00	Hold per Attorney Mullins
Total Charitable & Benevolent						3,022.06	
Milan F. Jones Fund	512	252.14	252.14	0.00		252.14	
Transfer to Deluge Hose Company							
Police Benevolent Fund	510	50,816.94	5,659.38	45,157.56		1,000.00	
\$1,000 transfer to Police gym + \$1,000 GL match							
PARK FUNDS							
George A. Wheelock	521	1,428.19	1,428.19	0.00		1,428.19	
Emily J. Elliot Daland	522	137.97	137.97	0.00		137.97	
Caroline H. Ingersoll	523	102.10	102.10	0.00		102.10	
Abbott A. Lane Park Fund	524	1,669.07	1,669.07	0.00		1,669.07	
Abbott A. Lane Playground Fund	525	324.22	324.22	0.00		324.22	
Dinsmoor Woods Trust	526	127.20	127.20	0.00		127.20	
Total Park						3,788.75	
CEMETERY FUNDS							
Woodland Cemetery	569	19,928.78	19,928.78	0.00		19,928.78	
Woodland Extension	560	14,634.66	14,634.66	0.00		14,634.66	
Greenlawn Cemetery	561	12,464.36	12,464.36	0.00		12,464.36	
West Keene Cemetery	562	1,286.78	1,286.78	0.00		1,286.78	
Washington Street Cemetery	563	237.31	237.31	0.00		237.31	
Miscellaneous Cemeteries	564	807.78	807.78	0.00		807.78	
Monadnock View Cemetery A	565	37,154.04	37,154.04	0.00		37,154.04	
Total Cemetery						86,513.71	
Flower Fund	566	3,875.32	3,875.32	0.00		3,875.32	
Downtown Memorial Trees	527	7,699.14	7,699.14	0.00		50.14	
\$ amount of income transfer to City equals amount City has expended on maintenance costs less a/c #62498 Use of Trust Fund - Tree Replacement							
DPW cost center 02020							
Total FY18 Downtown Trees Expenses (02020)	50.14						
CHAPEL MAINTENANCE FUNDS							
Sumner Knight Chapel	575	1,491.36	627.61	863.75	12.81%	556.84	
Marcus W. Knight	576	10,133.30	4,272.75	5,860.55	87.19%	3,790.93	
Total Chapel Maintenance		11,624.66	4,900.36	6,724.30	100.00%	4,347.77	
Income is only transferred to the City to the extent that the City has expended monies on repair & maintenance (Exp > Income)							
(01314-62000,61000,62503,62735,62504)							
Total FY18 Chapel Maint Expenses (#01314)	4,347.77						
TOTAL TRANSFER (Does not include Police Benevolent)						101,849.89	
JE #1							
TO BE CREDITED TO THE CITY OF KEENE, NH - GENERAL FUND AS FOLLOWS:							
	CHARITABLE			3,022.06	01000-46403	CHRTR	
	DOWNTOWN MEMORIAL TREES			50.14	02000-46405	TREETR	
	PARKS			3,788.75	01200-46408	PRTR	
	CEMETERY			86,513.71	01310-46401	CEMTRUST	
Sumner Knight Chapel	CEMETERY MAINTENANCE			4,347.77	01314-46410	S K CHAPEL	
	FLOWER FUND			3,875.32	01200-46406	FLWRTR	
	DELUGE HOSE CO.			252.14	00800-46404	DLGTR	
				101,849.89			
Direct Reimbursement	00600/44109		101,849.89				
Note: Send a copy of the transfer to Andy Bohannon							

**City of Keene, New Hampshire Trust Funds
Disbursement Request - FROM INCOME**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
510	Police Benevolent	Annual (FY19) contribution for maintenance and equipt replacement	1,000.00
Total Withdrawal Request			1,000.00

**Amount of
Withdrawal:** \$1,000.00

**Account to be
Charged:** City of Keene - Common Fund #4482

Payable To: City of Keene
 Attn: Finance, Karen Gray
 3 Washington Street
 Keene, NH 03431

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

upon application to and recommendation of the Benevolent Trust Relief Review Board, to continue to relieve active members of the KPD, injured in the line of duty, in accordance with the guidelines contained in Exhibit D and the original terms of said Trust. Said Ten Thousand Dollars (\$10,000.00) which is set aside to be maintained with future income earned on the principal balance.

B. To allow that the Trustees be authorized to expend a portion of the income balance not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), of the Trust to build and equip a gymnasium for use by active members of the KPD.

C. To allow that the Trustees be authorized to expend One Thousand Dollars (\$1,000.00) per year of future income from the Trust, and if not expended in any given year to accumulate said amount for future expenditure, for maintenance of the gymnasium equipment. Said maintenance expenditure may continue in perpetuity or until the gymnasium no longer exists, as long as the City of Keene matches said amount with an equal annual contribution to a non-lapsing special revenue fund to be used for the same purposes.

D. To allow that the Trustees be authorized to expend any remaining future income earned by the Trust, upon application to and recommendation of the Benevolent Trust Relief Review Board, to provide scholarships and tuition reimbursement to active members of the KPD, in addition to any tuition reimbursement that is currently made available to said members, and their dependant children.

**City of Keene, New Hampshire Trust Funds
Disbursement Request - FROM INCOME**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
503	Clement J Woodward	Rite Aid	407.57
		W2018-05 = \$407.57	
		- reimbursement to City of Keene for	
		\$407.57 payment ck #153805 dtd 9/20/18	
		Approved by Woodward Committee at	
		5/16/18 meeting	
Total Withdrawal Request			407.57

**Amount of
Withdrawal:** \$407.57

**Account to be
Charged:** City of Keene - Common Fund #4482

Payable To: City of Keene
 Attn: Finance - Karen Gray
 3 Washington Street
 Keene, NH 03431

Note: Please mail check to: City of Keene, Attn: Karen Gray

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

Woodward Fund Committee
Keene, New Hampshire

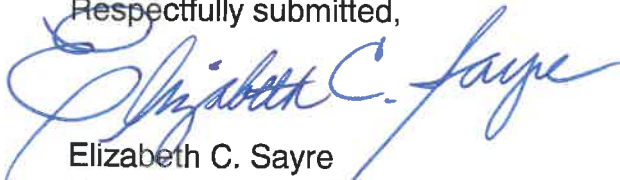
To: Trustees of the Clement Woodward Trust
From: Woodward Fund Committee
Through: Karen Gray, Fund Manager, Finance Dept.
Re: Woodward Fund Request for Disbursements

Woodward Fund Committee met on Sept 13, 2018. The Committee recommends the following Keene residents for assistance from the Clement Woodward Trust Fund. This represents the approved out of pocket prescription expenses for the first client that come on a monthly basis until the conditions of the "donut hole" are met. As well as out of pocket expenses for the second client listed.

Approved by WF Committee CMC DHK * Other Total

W2018-05			Rite Aid	\$407.57
W2018-08			MFS	\$1304.88
Total				\$1712.45

Respectfully submitted,



Elizabeth C. Sayre
Human Services Manager
City of Keene

Woodward Fund Committee
NON -CONFIDENTIAL MINUTES

5/16/2018

In attendance: Denise Croteau, Mimi Barber, Elizabeth Sayre

Meeting called to order at 1:30 pm.

Minutes from February 8, 2018 were reviewed and approved.

Financial Report – Balance as of May 1, 2018 amount in the Trust is as follows:

Principal: \$673,113.42, Interest: \$99,190.01, Total: \$772,303.43.

Old Business:

W2018-02 –approved \$253.34 to DHK, pended current charges

New Business:

W2018-05 – Out of pocket co-pays for life threatening medications. Discussion result in approval to pay co-pays when in the donut hole.

Discussion:

Reviewed approved Guidelines and discussed in detail medical needs of citizens. Liz reported conversation with City Attorney who stated that medically necessary expenses can be brought to the Woodward Fund for payment. It was determined by the committee that inability to pay the cost of the co-pay for life threatening medications fits the criteria of medical need. Also discussed inability to pay for medically necessary eye glasses and hearing aids.

Meeting adjourned at 2:40 pm.

Next Meeting scheduled for Tuesday July 12, 2018 at 1:30 pm.

Submitted by Elizabeth C. Sayre

-

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



CITY OF KEENE
KEENE, NEW HAMPSHIRE

Mascoma
Savings Bank
54-7021/2117

153805

CHECK DATE
09/20/18

CHECK NO.
153805

AMOUNT **\$*****525.44***

THIS CHECK VOID 60 DAYS FROM DATE

PAY THE SUM OF *****525* DOLLARS AND *44* CENTS

TO THE ORDER OF RITE AID CORPORATION - 40882
PO BOX 360321
PITTSBURGH PA 15250-6321

Meredith Howe

TREASURER

MP

⑈ 153805 ⑈ ⑆ 211770213 ⑆ 931158596 ⑈

CITY OF KEENE, NH

VENDOR NO. 11438

CHECK NO. 153805

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
01001	62145	40882090618	117.87	PRESCRIPTIONS
01001	62145	40882090918	407.57	PRESCRIPTIONS

Woodward Fund
5/8
01000/62145

11438 RITE AID CORPORATION - 40882

JUNY 9 1 0 1 8



Rite Aid Corporation
Third Party Billing
200 Newberry Commons
Eiters, PA 17319-9363

DATE: September 10, 2018
INVOICE# 40882-090918

Bill To: City Of Keene Human Services
Attn: Elizabeth Sayre
3 Washington St
Keene, NH 03431

Account: 99963-40882

Bill Date	Description	Claims Count	Total Bal Due
09/09/2018	Pharmacy Billing	2	\$407.57

*9/18/18 Approved for payment \$407.57
EC Sayre #01001-62457
143*

Please remit payment to:
Rite Aid Corporation - 40882
P.O. Box 360321
Pittsburgh, PA 15250-6321

Please attach copy of invoice with payment
For all correspondence, including the reason for any denied claims, please contact Kellie Green at kgreen@riteaid.com
(Payable Upon Receipt)
(Please do not return denied claims to the store)
(We cannot accept credit card payments)

**City of Keene, New Hampshire Trust Funds
Disbursement Request - FROM INCOME**

Date: 10/17/2018
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
503	Clement J Woodward	Monadnock Family Services	1,304.88
		W2018-08 = \$1,304.88	
		Approved by Woodward Committee at	
		9/13/18 meeting	
Total Withdrawal Request			1,304.88

**Amount of
Withdrawal:** \$1,304.88

**Account to be
Charged:** City of Keene - Common Fund #4482

Payable To: Monadnock Family Services Note: Please mail check to: City of Keene, Attn: Karen Gray
 64 Main Street, Suite 212
 Keene, NH 03431

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

Woodward Fund Committee
Keene, New Hampshire

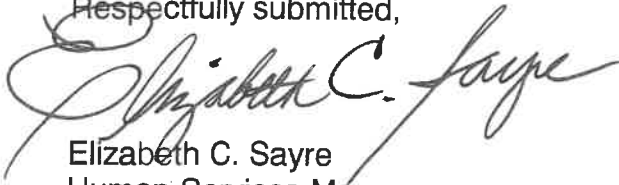
To: Trustees of the Clement Woodward Trust
From: Woodward Fund Committee
Through: Karen Gray, Fund Manager, Finance Dept.
Re: Woodward Fund Request for Disbursements

Woodward Fund Committee met on Sept 13, 2018. The Committee recommends the following Keene residents for assistance from the Clement Woodward Trust Fund. This represents the approved out of pocket prescription expenses for the first client that come on a monthly basis until the conditions of the "donut hole" are met. As well as out of pocket expenses for the second client listed.

Approved by WF Committee CMC DHK * Other Total

W2018-05			Rite Aid	\$407.57
W2018-08			MFS	\$1304.88
Total				\$1712.45

Respectfully submitted,



Elizabeth C. Sayre
Human Services Manager
City of Keene

Woodward Fund Committee
NON CONFIDENTIAL MINUTES

9/13/18

In attendance: Elizabeth Sayre, Denise Croteau, Amy Lawliss (Secretary), Natalie Darcy (Guest).

Excused: Mimi Barber

Meeting called to order at 2:10 pm.

Minutes from May 16, 2018 were reviewed and approved.

Financial Report – Balance as of July 31, 2018 amount in the Trust is as follows:

Principal: \$877,617 Interest: \$105,770 Total: \$983,387.

Old Business:

W2018-02 - Case Closed-No FAA filed after repeated reminders

W2018-05 – Approved authorization to cover co-pays of RX while client is in the donut hole for calendar year 2018 and does not have the resources to pay.

New Business:

W-2018-08- Approved out of pocket co-pays to MFS upon receipt of the bill.

W-2018-09 - Request for RX and therapy .No decision was made at this time since no expenses have been requested.

W-2018-10 - Approved RX for life threatening medications not covered by insurance.

Discussion:

Reviewed and discussed medical needs of citizens, and how to best utilize the fund to meet citizen's needs. Liz reported that she will be retiring at the end of September and Natalie will be representing the city until a new Human Services Manager is hired.

Meeting adjourned at 2:43 pm.

Next Meeting scheduled for Thursday, Nov 29, 2018 at 2:00 pm.

Submitted by Amy J Lawliss

MONADNOCK FAMILY SERVICE
 64 MAIN ST SUITE 212
 (603) 357-4400
 KEENE NH

03431 3701

S T A T E M E N T

8/31/18

FOR: [REDACTED]

NH 03431

PLEASE REMIT THIS PORTION OF STATEMENT WITH PAYMENT

DATE	DESCRIPTION	CHARGES	*INS/3PTY	ADJUST.	PAYMENTS	BALANCE
	BALANCE FORWARD					1079.14
8/17/18	SPENDDOWN (FROM 7/24/18 SERVICES)		356.00			1435.14
8/17/18	SPENDDOWN (FROM 7/02/18 SERVICES)		101.80			1536.94
8/17/18	SPENDDOWN (FROM 7/18/18 SERVICES)		101.80			1638.74
8/26/18	SPEND DOWN ADJUSTMEN			300.07-		1338.67
8/26/18	SPEND DOWN ADJUSTMEN			33.79-		1304.88
B/FACILITY: 12						PAY THIS AMOUNT ---> 1304.88

CURRENT	30 - 60	60 - 90	90 - 120	120 - OVER
559.60	478.62	162.24	93.84	10.58

PAYMENT DUE UPON RECEIPT OF BILL. VISA, MASTERCARD
 AND DISCOVER ACCEPTED. CALL (603) PETERBOROUGH 924-7236,
 WINCHESTER 239-4376,
 93RD ST KEENE 357-5270, MAIN ST KEENE 357-4400

NADM105.03

LINDAB2

Printer: *RPTCTL

MONADNOCK FAMILY SERVICES

Account Application Inquiry

9/18/18

16:32:33

S10AF754

Case:

Self-Pay Rate: 100.00 %

Reimb: SELF

SELF PAY

Primary Program: 06 30

Date	Invoice	Reimb	SI	Charges	Payments	Adjusts	Transfers	Balance
13018	3208055	SELF	TH	.00	.00	83.26-	93.84	10.58
32618	3215436	SELF	PD	.00	.00	.00	33.79	33.79
41918	3218930	SELF	MG	.00	.00	.00	93.84	93.84
51718	3220267	SELF	SG	.00	.00	300.07-	358.14	58.07
51718	3222641	SELF	SG	.00	.00	.00	70.38	70.38
60118	3224451	SELF	SG	.00	.00	.00	358.14	358.14
60118	3224716	SELF	SG	.00	.00	.00	46.92	46.92
62118	3227238	SELF	SG	.00	.00	.00	46.92	46.92
62118	3227307	SELF	JP	.00	.00	.00	26.64	26.64
70218	3228670	SELF	SJ	.00	.00	.00	101.80	101.80
71818	3230619	SELF	SJ	.00	.00	.00	101.80	101.80
72418	3228625	SELF	KV	.00	.00	.00	356.00	356.00

Bottom

Options: 5=Filing Hist 6=Roll Detail 8=Display 9=Select Claim
 F3=Exit F5=Billing F8=Appt Lookup F9=Prt by Date F10=Prt by Inv F11=Balances
 F12=Previous F13=Comments F17=Top F18=Bottom F20=Prt Letter F22=Alt View



City of Keene

New Hampshire

Effective January 1, 2018 the following individual are currently appointed City of Keene, Trustees of Trust Funds and Cemetery Trustees.

Trustees

Term Expires

Michael B. Forrest
7 Marguerite Street
Keene, NH 03431

12/31/2020
1st Term

Marilyn Gemmell
40 D Stonehouse Lane
Keene, NH 03431

12/31/2018
2nd Term

Michelle Howard
26 Dale Drive
Keene, NH 03431

12/31/2019
2nd Term

Susan H. Silver
62 Dale Drive
Keene, NH 03431

12/31/2019
1st Term

Katherine Snow
54 West Surry Road
Keene, NH 03431

12/31/2018
1st Term

Merri Howe, Assistant Finance Director