



**Trustees of Trust Funds
AGENDA**

City Hall 2nd Floor Conference Room
March 20, 2019
9:30 AM

Michelle Howard, Chairman
Michael Forrest
Jennie Newcombe
Susan Silver, Vice Chairman
Katherine Snow

1. Approval of the February 2019 minutes
2. Common Trust Fund
 - a. Approval of Receipts = none
 - b. Approval of Disbursements = \$42,999.67
 - i. #568 Monadnock View B = \$41,577.67
 - Woodland Cemetery Culvert
 - Trustees approved 6/20/18; balance remaining \$85,138.77
 - ii. #528 Ashuelot River Park Memorial Trust = \$1,422.00
 - Irrigation System
 - Trustees approved 9/19/18; balance remaining \$8,101.50
 - c. Common Trust Fund unexpended interest
 - i. Tabled for more time
3. Capital Reserve Portfolio
 - a. Approval of Receipts = none
 - b. Approval of Disbursements = \$287,353.49
 - i. Sewer Infrastructure= \$4,971.79
 - ii. Water Infrastructure = \$8,309.25
 - iii. Bridges = \$274,072.45
4. Library Renovation Trust Fund
 - a. Acceptance of Donations = none
 - b. Approval of Disbursements = \$5,000.00
 - i. Corning Foundation grant for Maker Space technology equipment
5. Distribution of MS9's for period ending February 28, 2019
 - a. Common Trust Funds – \$9,615,260.62
 - b. Capital Reserve Funds – \$13,961,024.72
 - c. Library Renovation Trust Fund – \$31,208.61
6. Updates/Future Items
 - a. Periodic update from Boards & Commissions to FOP – October 24, 2019
 - b. Human Services Holiday Program
 - c. Cambridge Trust quarterly review of trusts & capital reserves – April 2019
 - d. Common Trust Fund unexpended interest

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, February 20, 2019 9:30 AM City Hall-2nd Floor Conference Room

Members Present:

Michelle Howard, Chair
Susan Silver
Katherine Snow
Mike Forrest
Marilyn Gemmell

Staff Present:

Karen Gray, Senior Staff Accountant
Sherrie Curtis, Secretary
Andy Bohannon, Director Parks & Recreation
Pat Hurley, Staff Accountant

Absent:

Other:

Jennie Newcombe

Approval of Minutes

Ms. Snow made a motion to approve minutes of the January 2019 meeting, Mr. Forrest seconded. Motion carried unanimously.

Asheulot River Park Budget 2019

Mr. Bohannon presented the 2019 budget in the amount of \$12,295.00. Mr. Bohannon indicated that the scope of the budget for 2019 is for the purpose of moving the park maintenance forward. Mr. Bohannon stated that the Advisory Board has decided not to move forward with the replanting process as originally planned and that they have tasked him with locating a landscape architect to review the plantings and moving the gazebo to a new location. Mr. Forrest asked if this would go out to bid, Mr. Bohannon stated he will seek quotes to begin with and depending on the costs it may need to be bid to be compliant with the purchasing guidelines. He plans to report back to the Ashuelot River Park Advisory Board in April. A proposal, which is separate from this budget request, would come back to the Trustees later in 2019 once a scope and commitment level has been determined.

Mr. Bohannon stated that the department went out to bid for a landscaping contract for the park and other facilities in the city and all bids were rejected due to the high price. Subsequently, Mr. Bohannon was able to work with AGM to maintain current pricing for the park at \$5,000.00. The budget also includes \$1,500.00 funding for Arbor Scape for a 3 year agreement that provides a cloud based software that the City can access and promote the inventory of trees.

Ms. Gemmell made a motion to approve the budget at \$12,295.00 for 2019, Ms. Snow seconded. Ms. Silver recused. Motion carried 4-0.

COMMON TRUST FUNDS

RECEIPTS

None

DISBURSEMENTS

None

Common Trust Fund Investment of Unexpended Interest

Mrs. Gray reported that as a follow-up to last month's meeting there is approximately \$400,000 in unexpended income that may be invested and provided a worksheet that shows the income balance of each trust. After review and discussion, the Trustees requested additional information outlining the income in a different way such as used/unused and available/unavailable. Mrs. Gray stated that she will put something together for the March meeting.

Reporting of Trust Funds (annual MS9) – Market Value vs. Cost

Mrs. Gray reported that this item was tabled last month allowing the Trustees a chance to review the options they have been presented with since the State of NH decision to allow for the continued reporting based on market value vs. cost. Ms. Silver stated that she had spoken with colleagues and is suggesting the Trustees stay with market value reporting. After some discussion among the Trustees, Ms. Snow made a motion to stay with reporting based on market value, Ms. Silver seconded. Motion carried unanimously.

Mrs. Gray will notify Cambridge Trust of the decision so that the MS9 reports can be re-stated from July 2018 through current.

Maurice Alger Scholarship and Frank Wright Scholarship

Mrs. Gray reported that she has been contacted by Keene High School regarding the annual award for the educational scholarships. Mrs. Gray stated that the Alger scholarship is awarded yearly and the Frank Wright is every four years or when there is sufficient income to support the trusts purpose. After Trustee discussion and review of current income balances, Ms. Silver made a motion to award the Maurice Alger Scholarship for \$7,000.00, Ms. Gemmell seconded. Motion carried unanimously.

Ms. Gemmell made a motion to award the Frank Wright Scholarship at \$20,000 per year for 4 years for a total of \$80,000.00. Ms. Snow seconded the motion. Motion carried unanimously.

CAPITAL RESERVES

RECEIPTS

None

DISBURSEMENTS

Mrs. Gray presented disbursements totaling \$566,003.38, supporting documentation was attached for the Trustee review.

- Ambulance - \$159,714.82
- Sewer Infrastructure - \$19,781.42
- Water Infrastructure - \$221,547.93
- City Hall Parking Deck - \$2,032.50
- Wells Street Parking Deck - \$2,032.50
- Downtown Infrastructure - \$160,894.21

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

LIBRARY RENOVATION TRUST

RECEIPTS

Mrs. Gray presented donations received from July 19, 2018 – December 21, 2018 in the amount of \$219,201.66. Mrs. Gray advised that these donations were approved by City Council on 1/17/2019. Ms. Snow moved to accept the donations as presented, Mr. Forrest seconded. Motion carried 4-0, with Ms. Gemmell recusing.

DISBURSEMENTS

In addition, Mrs. Gray presented a disbursement in the amount of \$220,000.00 from the Library Renovation Trust. This disbursement represents payment #5 to the City of Keene for the interim bridge funding (R-2017-31). Ms. Snow moved to approve as presented, Mr. Forrest seconded. Motion carried 4-0, with Ms. Gemmell recusing.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Sherrie Curis

City of Keene Trustees of Trust Funds (TTF)

Approved Trustee Trust Fund Expenditures (as of March 20, 2019)

		Status	Trustee Approved Date	Approved Amount	Actual Expense	Trustee Reimb Date	Unused Funds	Balance Remaining
568	Monadnock View B							
90270-A	Monadnock Entrance	Complete	12/15/2010	41,050.00	(27,490.31)	N/A	13,559.69	0.00
90270-B	West Cemetery Fence-Bradford Rd	Complete	12/17/2014	32,136.50	(24,681.00)	N/A	7,455.50	0.00
90270-M	Cemetery Mapping Intern	Complete	1/21/2015	1,700.00	(1,551.58)	N/A	148.42	0.00
90270-16	Signs for Woodland and NED Cemetery	Cancelled	2/17/2016	3,806.00	0.00		0.00	0.00
90270-16	Signs for Woodland and NED Cemetery	Complete	11/15/2017	3,341.54				
	Hamshaw Lumber				(438.86)	02/21/18	2,902.68	
	Ace Rental Center				(331.14)	02/21/18	2,571.54	
	Xpressmyself.com				(2,569.74)	02/21/18	1.80	0.00
90270-T	Woodland Tomb Repair	In Process	3/16/2016	3,749.00				
	Monadnock Fence				(2,654.00)	12/21/16	1,095.00	1,095.00
90270-??	Cemetery Management Software	In Process	12/20/2017	TBD				TBD
90270-C	Woodland Cemetery Culvert (CC approve 7/5/18)	In Process	6/20/2018	86,675.00				
	The Granite Group (PVC pipes)				(1,536.23)	07/18/18	85,138.77	
	SUR Construction				(39,384.62)	03/20/19	45,754.15	
	Gemgraphics Inc (plans & specs)				(75.76)	03/20/19	45,678.39	
	Beavercone Products				(1,875.75)	03/20/19	43,802.64	
	Postage (JE from postage meter)				(235.20)	03/20/19	45,443.19	
	Postage (Pcard)				(6.34)	03/20/19	43,796.30	43,796.30
529	Ashuelot River Park							
	Budget for 2013	Complete		9,530.00	(9,276.95)	N/A	253.05	0.00
90272-14	Budget for 2014	Complete	2/19/2014	7,900.00	(6,160.00)	N/A	1,740.00	0.00
90272-15	Budget for 2015	Complete	1/1/2015	1,650.00	(257.60)	N/A	1,392.40	0.00
	Reallocate Budget for Park Trail expansion	Complete	10/21/2015	1,250.00	(393.23)	N/A	856.77	0.00
	M Johnson	Complete		5,000.00	(5,000.00)	N/A	0.00	0.00
90272-16	Budget for 2016	Complete	1/20/2016	7,900.00	(7,285.58)	3/16 - 2/17	614.42	0.00
90272-17	Budget for 2017	Complete	3/15/2017	13,175.00	(12,285.00)	6/17 - 12/17	890.00	0.00
90272-18	Budget for 2018	Complete	2/21/2018; 4/18/2018	16,670.00				
	AGM Landscaping LLC (mulch)				(2,500.00)	06/20/18	14,170.00	
	AGM Landscaping LLC (spring cleanup)				(1,250.00)	06/20/18	12,920.00	
	FA Bartlett (soil application)				(175.00)	06/20/18	12,745.00	
	FH Hamblet (lighting)				(4,445.00)	07/18/18	8,300.00	
	FA Bartlett (pruning)				(2,050.00)	01/16/19	6,250.00	
	AGM Landscaping (fall cleanup)				(1,250.00)	01/16/19	5,000.00	0.00
90272-19	Budget for 2019	In Process	2/20/2019	12,295.00				12,295.00
528	Ashuelot River Park Memorial Trust							
90272-A	Irrigation System RFP (CC 2019-2024 CIP)		10/21/2015; 9/19/18	40,000.00				
	<i>Expend up to \$40,000 from ARP Memorial Trust - if insufficient funds the balance will come from the ARP Park Trust</i>							
	Knotts Land Care				(31,898.50)	01/16/19	8,101.50	
	Stiles Company				(1,422.00)	03/20/19	6,679.50	6,679.50
530	Rachel Marshall Trust							
90275	Robin Hood Park- Trail Entrance	Complete	9/15/2010	55,000.00		N/A		0.00

90275	Robin Hood Park- Stone Walls	Complete	12/19/2012	37,405.00		N/A		0.00
90275-A	Robin Hood Park -Stone Walls Gazebo	Complete		43,750.00	(35,018.00)	N/A	8,732.00	0.00
90275-A	Phil's Tree Service	Complete	12/18/2013	2,200.00	(2,200.00)	N/A	0.00	0.00
90275-A	Equipment (benches, picnic tables, grills)	Complete	12/18/2013	4,895.00	(4,895.00)	N/A	0.00	0.00
90275-A	Student Conservation Assoc Trail Restoration	Complete	2/19/2014	32,059.00	(32,058.00)	N/A	1.00	0.00
90275-C	Carpenter Park- Design	Complete	3/18/2015	6,500.00	(6,500.00)	N/A	0.00	0.00
90275-D	Rec Trail Grant (80% State - 20% Trust)	Complete	9/16/2015	7,000.00				
	Student Conservation Assoc				(6,619.40)	03/15/17	380.60	0.00
	Carpenter Park Playground Equipment	CIP 2021	10/21/2015	17,502.00			17,502.00	17,502.00
567 Colony Lot Trust- Repairs to lot								
	11/10/16 ABohannon - work never completed	Complete	7/16/2014	688.00	0.00	N/A	0.00	0.00
	Memorial repairs - new footings	Complete	11/16/2016	1,174.85			1,174.85	
CambTr	Keene Monument Company				(1,174.85)	12/21/16	0.00	0.00
570 Campo Santo Trust-Repairs								
		Complete	2/18/2015	2,390.00	(1,083.97)	N/A	1,306.03	0.00
585 Ingersoll Collection Trust								
	Ingersoll cabinet LED lighting	In Process	12/20/2017	1,700.00			1,700.00	
00200 / 62498	Amer Electric				(300.00)	6/20/2018	1,400.00	0.00
510 Police Benevolent Fund								
90255-B	Police Gym Maint	Complete	6/15/2016	4,300.00				
	Aatlantic Fitness (treadmill maint)				(637.33)	10/19/2016	3,662.67	
	Fred Hamblet (electric water bubbler)				(112.05)	10/19/2016	3,550.62	
	David Pellerin (install bubbler)				(585.96)	10/19/2016	2,964.66	
	PayPal (Elkay filtered bottle fill)				(1,529.85)	10/19/2016	1,434.81	
	Amazon				(1,430.48)	10/18/2017	4.33	0.00
	Treadmill Replacement	Complete	8/16/2017	2,800.00				
	Fitness Equipment				(2,738.99)	10/18/17	0.00	0.00
582 Alger								
	Jun-11	Complete	2/16/2011	5,000.00	(5,000.00)	N/A	0.00	0.00
	Jun-12	Complete	3/21/2012	5,000.00	(5,000.00)	N/A	0.00	0.00
	Jun-13	Complete	3/20/2013	5,000.00	(5,000.00)	N/A	0.00	0.00
	Jun-14	Complete	2/19/2014	5,000.00	(5,000.00)	N/A	0.00	0.00
	June 2015 - David Bain	Complete	3/18/2014	7,500.00	(7,500.00)	07/15/15	0.00	0.00
	June 2016 - Andrew Winn	Complete	2/17/2016	6,000.00	(6,000.00)	07/20/16	0.00	0.00
CambTr	June 2017 - Ty Holtzman	Complete	2/15/2017	6,000.00	(6,000.00)	07/19/17	0.00	0.00
CambTr	June 2018 - Andrew Derry	Complete	2/21/2018	6,000.00	(6,000.00)	07/18/18	0.00	0.00
581 Wright Scholarship								
	Katie Carbonara	Complete	2/1/2014	100,000.00	(100,000.00)	N/A	0.00	0.00
	\$80,000 (\$20,000 per year x 4 years)	3/18/2015						
	2015-16 School Year - Tia Auger - year 1	Complete	3/18/2015	20,000.00				
	Simmons College				(10,000.00)	07/15/15	10,000.00	0.00
	University of NE				(10,000.00)	12/16/15	0.00	0.00
	2016-17 School Year - Tia Auger - year 2	Complete		20,000.00	(17,311.94)		2,688.06	0.00

	2017-18 School Year - Tia Auger - year 3	Complete		20,000.00	(13,630.92)		6,369.08	0.00
	2018-19 School Year - Tia Auger -gap year	N/A		0.00				0.00
	2019-20 School Year - Tia Auger - year 4	Pending		20,000.00			20,000.00	0.00
Notes: 01200 Parks & Rec 62498; 01102 Library Disbursement 62498; 02020 Memorial Tree 62498								

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

Date: 3/20/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
568	Monadnock View B	Reimburse City of Keene for payments (SUR Construction; Gemgraphics; Beavercone Products; postage)	41,577.67
		Woodland Cemetery Culvert project	
		Trustees approved 6/20/18; CC 7/5/18	
Total Withdrawal Request			41,577.67

**Amount of
Withdrawal:** \$41,577.67

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

ACH 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 _____

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

Date: 3/20/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income & Principal

Trust #	Title of Trust	Purpose	Amount
528	Ashuelot River Park Memorial Trust	Reimbursement to the City for irrigation system (Stiles Company)	1,422.00
		Trustees approved 9/19/18 - project 90272-A	
Total Withdrawal Request			1,422.00

**Amount of
Withdrawal:** \$1,422.00

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

ACH 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											
FY19 Period #8 March 2019 Trustees Meeting											
Project #	Reserve	Fund	Project Name	Cap Reserve Budget	Status	FY19 Pd 8 Expense	Revenue Other Sources	NET Exp Less Other Rev	Cummulative	REQUEST	
									Prior Mos Reimb Revenue	FY19 March 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		24,763.78	1,350,000.00	(1,325,236.22)	16,960.65	(1,342,196.87)	Martel Court Capital Reserve
08093-A	607	32	Martel 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		2,711,543.69	429,590.67	2,281,953.02	2,368,814.55	(86,861.53)	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	0.00	0.00	Transfer/Recycling - Solid Waste Facility
90000-19	611	26	FY19 Ambulance Replacement	240,000.00		239,019.00		239,019.00	239,019.00	0.00	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		67,770.49		67,770.49	67,770.49	0.00	Equipment Fund 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		361,329.63		361,329.63	361,329.63	0.03	Sewer Infrastructure Capital Reserve
08055-19	613	32	FY19 Sewer Main Improvements	653,101.00		25,307.92		25,307.92	20,336.13	4,971.79	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		304,311.68	63,605.00	240,706.68	240,706.68	0.00	Water Infrastructure Capital reserve
05009-17	614	34	FY17 Water Distribution Improvements	146,896.00		248,159.80		248,159.80	239,857.65	8,302.15	Water Infrastructure Capital reserve
05009-19	614	34	FY19 Water Distribution Improvements	500,000.00		3,651.40	627,257.00	(623,605.60)	0.00	(623,605.60)	Water Infrastructure Capital reserve
05034-B	614	34	FY17 & FY16 Babbridge Dam Rehab	921,013.00		1,608,808.60	850,000.00	750,808.60	750,808.60	0.00	Water Infrastructure Capital reserve
05039-C	614	34	Woodward Dam Improvements	128,987.00		117,792.15		117,792.15	117,785.05	7.10	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		105,841.10	65,335.00	40,506.10	40,506.10	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		28,827.00		28,827.00	28,827.00	0.00	Water Infrastructure Capital reserve
05090-18	614	26	Drummer Hill Pump Replace	800,000.00		35,588.00		35,588.00	35,588.00	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		10,162.50		10,162.50	10,162.50	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		10,162.50		10,162.50	10,162.50	0.00	Wells St Parking Garage
90151-A / T0617-B	617-B	26	Bridge Main Over Beaver Brook	410,865.81		2,091,904.81	962,802.67	1,129,102.14	155,592.32	255,273.49	Bridges Capital Reserve (City = 20% expenses)
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		93,994.79	736,000.00	(642,005.21)	0.00	18,798.96	Bridges Capital Reserve (City = 20% expenses)
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		364,302.21	203,408.00	160,894.21	160,894.21	0.00	Downtown Infra
90032-17	620	26	FY17 Sidewalks	150,000.00		249,503.14	105,927.00	143,576.14	143,576.14	0.00	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		17,842.71	227,642.00	(209,799.29)	0.00	(209,799.29)	Transportation Improvement
									Total	287,353.49	March19 Cap Reserve WD

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

Date: 3/20/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal	Amount
#613 Sewer Infrastructure		4,971.79
08055-19	Sewer Main Improvements	4,971.79
#614 Water Infrastructure		8,309.25
05009-17	Water Distribution Improvements	8,302.15
05039-C	Woodward Dam Improvements	7.10
#617 Bridges		274,072.45
90151-A	Bridge Main Over Beaver Brook	255,273.49
90186-A	Roxbury Street Over Beaver Brook	18,798.96
Total Withdrawal Request		287,353.49

**Amount of
Withdrawal:** \$287,353.49

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

ACH 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 _____

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

Date: 3/20/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Principal

Trust #	Title of Trust	Purpose of Withdrawal	Amount
590	Library Renovation Trust Fund	Transfer of Corning Foundation grant to Library Renovation Trust to project 90276-G for purchase of technology equpt for Maker Space	5,000.00
Total Withdrawal Request			5,000.00

**Amount of
Withdrawal:** \$5,000.00

**Account to be
Charged:** City of Keene - Library Renovation Trust Fund #4490

ACH 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 _____



CORNING
FOUNDATION

December 21, 2018

Mrs. Alfrieda J Englund
Co-Chair, KPL Next Chapter Capital Campaign
City of Keene Public Library
60 Winter Street
Keene, NH 03431

Dear Mrs. Englund:

Corning Incorporated Foundation is pleased to make a grant of \$5,000.00 to City of Keene Public Library, Library Renovation Trust Fund in support of technology equipment for the Maker Space. Check No. 20049 in this amount is attached.

Please complete the Foundation Acknowledgment Form and return it to the above address at your earliest convenience.

Your acknowledgement of this grant would be appreciated. All grant references should cite Corning Incorporated Foundation. For descriptive verbiage to use in press releases or to download the Foundation's logo go to <http://www.corningfoundation.org/how-we-give/support-for-non-profits/>. If convenient, please email an advance copy of any publicity to the Foundation at Foundation1@corning.com.

The application process for Corning Incorporated Foundation is online. Typically, an organization can request funding once per the annual grant cycle. For renewed support please visit http://corningincfoundation.org/grant_application/.

Your interest in the Foundation is appreciated. You have our every good wish for continuing success with your endeavors.

Sincerely,

Andrea H. Lynch
President

Enclosures: Acknowledgement Form
Check No. 20049

CC: Edith Putnam

CORNING INCORPORATED FOUNDATION

MP-BH-07
CORNING, NY 14831
(607) 974-3719

JPMorgan Case Bank, NA
Northeast Market, PO Box 669754
San Antonio, TX 78265-9754

50-17/223

20049

12/21/18

PAY TO THE
ORDER OF

City of Keene Public Library
Five thousand and 00/100

\$ 5,000.00

DOLLARS

600 Winter Street
Keene, NH 03431

TWO SIGNATURES REQUIRED ON AMOUNTS OVER \$25,000.00

Shirley Hill

MEMO Technology Equipment

THIS DOCUMENT CONTAINS HEAT SENSITIVE INK. TOUCH OR PRESS HERE - RED IMAGE DISAPPEARS WITH HEAT.

⑈020049⑈ ⑆022300173⑆ 051 503 9⑈



Security Features Included

Details on back

CORNING INCORPORATED FOUNDATION

ACKNOWLEDGMENT OF CHARITABLE CONTRIBUTION

This is to acknowledge receipt of Check Number 20049 from Corning Incorporated Foundation,
dated 12/21/18 in the amount of \$ 5,000.00, and payable to

City of Keene Public Library

As a representative of the recipient organization, I hereby certify that this donation will be used

technology equipment for Maker Space

(Purpose of contribution)

I also certify that the value of membership, subscription, product, etc. that must be deducted from the
gift amount is \$ 0. (Please complete even if amount is "\$0").

The information above is provided for the purpose of complying with Internal Revenue Service reporting
requirements and is accurate to the best of my knowledge.

Please print:

City of Keene Public Library

(Name of Organization Representative)

(Title)

Nancy Vincent

Library Director

(Mailing Address)

60 Winter St, Keene NH 03431

603-352-0157

(City, State & Zip Code)

(Telephone)

Nancy Vincent

(Signature of Organization Representative)

(Date)

Please return completed form to:

Corning Incorporated Foundation

MP-BH-07, Corning, NY 14831

Karen Gray

From: Karen Gray
Sent: Monday, February 25, 2019 5:04 PM
To: Nancy Vincent; Gail Zachariah; Tammy Parrott
Cc: Merri Howe
Subject: \$5,000.00 Corning Foundation / Library Reno Rest Trust project 90276-G / 62744
Attachments: proaudit_515.pdf

Hi All,

On 12/21/18 the Library received \$5,000.00 from the Corning Foundation for the Library Renovation Trust Fund that was designated specifically for technology equipment for the Maker Space. These funds were forwarded to Cambridge Trust Company and deposited into the Library Renovation Restricted Trust. As such, these funds will be accepted by the City Council as a part of the Library Renovation donations (the regular process for this) and the City's Trustees of the Trust Funds will then authorize the removal of the funds from the Trust to the project.

I have setup project 90276-G / account #62744 for all expenditures related to this \$5,000.00. Please make sure that equipment purchased with these funds are charged to: 90276-G / account 62744.

If you have any questions on this please give me a call.

Karen

CITY OF KEENE, NH
 REPORT OF THE TRUSTEES OF TRUST FUNDS
 COMMON TRUST FUND (ACCOUNT NUMBER XXX4482)
 FOR YEAR ENDING: 06/30/2019
 AS OF: 02/28/2019

FUND NAME	PURPOSE	HOW INVESTED	DATE OF CREATION	PRINCIPAL BEGIN MARKET VALUE	PRINCIPAL										INCOME					TOTAL COST PRINCIPAL & INCOME	TOTAL MARKET VALUE PRINCIPAL & INCOME		
					PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	%	PRINCIPAL UNREALIZED GAIN/LOSS	PRINCIPAL REALIZED GAIN/LOSS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING MARKET VALUE	INCOME BEGIN BALANCE	INCOME PERCENT	INCOME	INCOME FEES	INCOME EXPENDED			INCOME ENDING BALANCE	
Abbott A. Lane Park Fund	Parks/Recreation	Common Investment	1934	63,786.84	51,656.93	0.00	0.738787%	1,721.45	(193.95)	0.00	0.00	0.00	0.00	51,462.98	65,508.29	956.59	0.738787%	119.52	(39.16)	0.00	1,036.95	52,499.93	66,545.24
Abbott A. Lane Playground Fund	Parks/Recreation	Common Investment	1934	12,390.26	10,030.57	0.00	0.143506%	334.38	(37.67)	0.00	0.00	0.00	0.00	9,992.90	12,724.64	185.81	0.143506%	23.22	(7.61)	0.00	201.42	10,194.32	12,926.06
Ashuelot River Park Memorial Trust	Common Investment	Common Investment	1995	30,419.56	3,584.36	0.00	0.352323%	820.95	(92.49)	0.00	0.00	0.00	0.00	3,491.87	31,240.51	12,585.22	0.352323%	57.00	(18.67)	0.00	12,623.55	16,115.42	43,864.06
Ashuelot River Park Trust	Common Investment	Common Investment	1996	372,304.75	371,835.02	0.00	4.312080%	10,047.61	(1,132.03)	0.00	0.00	0.00	0.00	370,702.99	382,352.36	29,268.91	4.312080%	697.63	(228.55)	0.00	29,737.99	400,440.98	412,090.35
Campo Santo Trust	Cemetery Perpetual Care	Common Investment	2014	10,606.34	10,041.78	0.00	0.122844%	286.24	(32.25)	0.00	0.00	0.00	0.00	10,009.53	10,892.58	4,314.52	0.122844%	19.88	(6.51)	0.00	4,327.89	14,337.42	15,220.47
Caroline H. Ingersoll	Parks/Recreation	Common Investment	1894	3,902.58	3,177.20	0.00	0.045200%	105.32	(11.87)	0.00	0.00	0.00	0.00	3,165.33	4,007.90	160.65	0.045200%	7.31	(2.40)	0.00	165.56	3,330.89	4,173.46
Caroline Ingersoll	Library	Common Investment	1894	3,845.98	3,178.64	0.00	0.044545%	103.79	(11.69)	0.00	0.00	0.00	0.00	3,166.95	3,949.77	(29.72)	0.044545%	7.21	(2.36)	0.00	(24.87)	3,142.08	3,924.90
Carrie Hersey	Library	Common Investment	1974	131,098.69	106,154.58	0.00	1.518401%	3,538.04	(398.62)	0.00	0.00	0.00	0.00	105,755.96	134,636.73	2,467.38	1.518401%	245.66	(80.48)	0.00	2,632.56	108,388.52	137,269.29
Charles A. Jones Fund	Common Investment	Common Investment	1928	23,311.92	18,320.56	0.00	0.270002%	629.13	(70.88)	0.00	0.00	0.00	0.00	18,249.68	23,941.05	15,774.80	0.270002%	43.68	(14.31)	0.00	15,804.17	34,053.85	39,745.22
Clara B. Abbott	Library	Common Investment	1955	18,343.45	14,670.65	0.00	0.212456%	495.05	(55.78)	0.00	0.00	0.00	0.00	14,614.87	18,838.50	4,764.47	0.212456%	34.37	(11.26)	0.00	4,787.58	19,402.45	23,626.08
Clement Woodward Fund	Common Investment	Common Investment	1890	833,382.41	674,877.92	0.00	9.652339%	22,490.98	(2,533.99)	0.00	0.00	0.00	0.00	672,343.93	855,873.39	109,464.33	9.652339%	1,561.61	(511.59)	0.00	110,514.35	782,858.28	966,387.74
Colony Lot - Repairs	Cemetery Trust (Other)	Common Investment	20	634.04	608.55	0.00	0.261169%	608.55	(68.56)	0.00	0.00	0.00	0.00	20,565.48	23,157.83	13,462.89	0.261169%	42.25	(13.84)	0.00	13,491.30	34,056.78	36,649.13
Dinsmoor Woods Trust	Parks/Recreation	Common Investment	1980	4,862.51	3,932.38	0.00	0.056318%	131.23	(14.78)	0.00	0.00	0.00	0.00	4,993.74	4,993.74	72.93	0.056318%	9.12	(2.98)	0.00	79.07	3,996.67	5,072.81
Emily J. Elliot Daland	Parks/Recreation	Common Investment	1933	5,272.49	4,281.16	0.00	0.061067%	142.29	(16.03)	0.00	0.00	0.00	0.00	4,265.13	5,414.78	79.06	0.061067%	9.88	(3.24)	0.00	85.70	4,350.83	5,500.48
Fireman's Relief Fund	Fire Department Donation	Common Investment	1901	120,068.28	82,205.12	0.00	1.390466%	3,240.35	(365.08)	0.00	0.00	0.00	0.00	81,840.04	123,308.63	113,459.90	1.390466%	224.99	(73.71)	0.00	113,611.18	195,451.22	236,919.81
Flower Fund	Cemetery Trust (Other)	Common Investment	1980	148,097.01	121,475.70	0.00	1.715278%	3,996.78	(450.31)	0.00	0.00	0.00	0.00	121,025.39	152,093.79	2,220.96	1.715278%	277.51	(90.91)	0.00	2,407.56	123,432.95	154,501.35
Frank Wright Fund	Scholarship	Common Investment	1930	1,259,205.03	1,035,699.52	0.00	14.584269%	33,982.91	(3,828.75)	0.00	0.00	0.00	0.00	1,031,870.77	1,293,187.94	121,320.46	14.584269%	2,359.52	(772.98)	0.00	122,907.00	1,154,777.77	1,416,094.94
George A. Wheelock	Parks/Recreation	Common Investment	1906	54,578.28	44,203.60	0.00	0.632132%	1,472.94	(165.95)	0.00	0.00	0.00	0.00	44,037.65	56,051.22	818.48	0.632132%	102.27	(33.50)	0.00	887.25	44,924.90	56,938.47
George B. Elliot	Library	Common Investment	1931	1,295.38	1,047.78	0.00	0.015003%	34.96	(3.94)	0.00	0.00	0.00	0.00	1,043.84	1,330.34	30.15	0.015003%	2.43	(0.80)	0.00	31.78	1,075.62	1,362.12
George B. Elliot Fund	Common Investment	Common Investment	1931	491.85	405.85	0.00	0.005697%	13.27	(1.50)	0.00	0.00	0.00	0.00	404.35	505.12	104.62	0.005697%	0.92	(0.30)	0.00	105.24	509.59	610.36
Greenlawn Cemetery	Cemetery Trust (Other)	Common Investment	1980	476,331.13	389,835.80	0.00	5.516926%	12,855.03	(1,448.34)	0.00	0.00	0.00	0.00	388,387.46	489,186.16	7,143.28	5.516926%	892.55	(292.40)	0.00	7,743.43	396,130.89	496,929.59
Ingersoll Collection Trust	Common Investment	Common Investment	1998	11,334.02	11,540.39	0.00	0.131272%	305.88	(34.46)	0.00	0.00	0.00	0.00	11,505.93	11,639.90	3,806.66	0.131272%	21.24	(6.96)	0.00	3,820.94	15,326.87	15,460.84
John Symonds Fund	Library	Common Investment	1902	20,854.32	7,801.41	0.00	0.241537%	562.81	(63.41)	0.00	0.00	0.00	0.00	7,738.00	21,417.13	418.13	0.241537%	39.08	(12.80)	0.00	444.41	8,182.41	21,861.54
John T. Foster	Library	Common Investment	2003	16,116.88	14,318.98	0.00	0.186668%	434.96	(49.01)	0.00	0.00	0.00	0.00	14,269.97	16,551.84	753.86	0.186668%	30.20	(9.89)	0.00	774.17	15,044.14	17,326.01
Marcus W. Knight	Religious Purposes	Common Investment	1932	163,284.90	144,379.09	0.00	1.891186%	4,406.67	(496.49)	0.00	0.00	0.00	0.00	143,882.60	167,691.57	8,791.08	1.891186%	305.97	(100.24)	0.00	8,996.81	152,879.41	176,688.38
Maria Giffin Fund	Common Investment	Common Investment	1914	4,739.63	3,843.24	0.00	0.054895%	127.91	(14.41)	0.00	0.00	0.00	0.00	3,828.83	4,867.54	1,014.26	0.054895%	8.88	(2.91)	0.00	1,020.23	4,849.06	5,887.77
Maria Osborne	Library	Common Investment	1909	639.55	520.79	0.00	0.007407%	17.26	(1.94)	0.00	0.00	0.00	0.00	518.85	656.81	69.10	0.007407%	1.20	(0.39)	0.00	69.91	588.76	726.72
Mary P. Lane	Common Investment	Common Investment	1934	76,316.03	61,792.91	0.00	0.883902%	2,059.59	(232.05)	0.00	0.00	0.00	0.00	61,560.86	78,375.62	1,144.45	0.883902%	143.00	(46.85)	0.00	1,240.60	62,801.46	79,616.22
Mary R. Hall	Common Investment	Common Investment	1907	23,549.80	19,098.79	0.00	0.272757%	635.55	(71.61)	0.00	0.00	0.00	0.00	19,027.18	24,185.35	969.41	0.272757%	44.13	(14.46)	0.00	999.08	20,026.26	25,184.43
Mary R. Hall Fund	Library	Common Investment	1907	1,943.13	1,571.04	0.00	0.022506%	52.44	(5.91)	0.00	0.00	0.00	0.00	1,565.13	1,995.57	(576.97)	0.022506%	3.64	(1.19)	0.00	(574.52)	990.61	1,421.05
Maurice Alger Fund	Scholarship	Common Investment	1970	230,330.10	188,237.14	0.00	2.667712%	6,216.05	(700.34)	0.00	0.00	0.00	0.00	187,536.80	236,546.15	9,258.93	2.667712%	431.59	(141.39)	0.00	9,549.13	197,085.93	246,095.28
Memorial Tree Fund	Common Investment	Common Investment	1989	302,796.99	269,249.69	0.00	3.507032%	8,171.76	(920.69)	0.00	0.00	0.00	0.00	268,329.00	310,968.75	4,492.35	3.507032%	567.39	(185.88)	0.00	4,873.86	273,202.86	315,842.61
Milan F. Jones Fund	Common Investment	Common Investment	1934	9,635.14	7,802.55	0.00	0.111595%	260.03	(29.30)	0.00	0.00	0.00	0.00	7,773.25	9,895.17	144.50	0.111595%	18.06	(5.91)	0.00	156.65	7,929.90	10,051.82
Miscellaneous Cemeteries	Cemetery Trust (Other)	Common Investment	1980	30,869.08	24,295.53	0.00	0.357530%	833.08	(93.86)	0.00	0.00	0.00	0.00	24,201.67	31,702.16	462.92	0.357530%	57.85	(18.95)	0.00	501.82	24,703.49	32,203.98
Monadnock View Cemetery (A)	Cemetery Perpetual Care	Common Investment	1980	1,432,340.03	1,167,125.47	0.00	16.589539%	38,655.42	(4,355.19)	0.00	0.00	0.00	0.00	1,162,770.28	1,470,995.45	21,429.50	16.589539%	2,683.91	(879.25)	0.00	23,234.16	1,186,004.44	1,494,229.61
Monadnock View Fund (B)	Common Investment	Common Investment	1980	966,052.69	827,084.89	0.00	11.188942%	26,071.43	(2,937.39)	0.00	0.00	0.00	0.00	824,147.50	992,124.12	162,206.92	11.188942%	1,810.21	(593.03)	0.00	163,424.10	987,571.60	1,155,548.22
Police Benevolent Fund	Police Department Donation	Common Investment	1901	216,274.01	159,049.64	0.00	2.504913%	5,836.72	(657.61)	0.00	0.00	0.00	0.00	158,392.03	222,110.73	53,060.27	2.504913%	405.26	(132.76)	0.00	53,332.77	211,724.80	275,443.50
Rachel Marshall Trust	Educational Purposes	Common Investment	1996	19,144.16	18,704.72	0.00	0.221730%	516.65	(58.21)	0.00	0.00	0.00	0.00	18,646.51	19,660.81	4,265.18	0.221730%	35.87	(11.75)	0.00	4,289.30	22,935.81	23,950.11
Serena W. Upton Fund	Common Investment	Common Investment	1929	29,006.01	25,050.86	0.00	0.335951%	782.80	(88.20)	0.00	0.00	0.00	0.00	24,962.66	29,788.81	3,627.56	0.335951%	54.35	(17.81)	0.00	3,664.10	28,626.76	33,452.91
Simons, Eastburn & Morse	Common Investment	Common Investment	1887	15,620.84	12,651.36	0.00	0.180923%	421.57	(47.50)	0.00	0.00	0.00	0.00	12,603.86	16,042.41	234.27	0.180923%	29.27	(9.59)	0.00	253.95	12,857.81	16,296.36
Summer Knight Chapel	Religious Purposes	Common Investment	1930																				

CITY OF KEENE, NH
 REPORT OF THE TRUSTEES OF TRUST FUNDS
 CAPITAL RESERVE (ACCOUNT NUMBER XXX4474)
 FOR YEAR ENDING: 06/30/2019
 AS OF: 02/28/2019

FUND NAME	PURPOSE	HOW INVESTED	DATE OF CREATION	PRINCIPAL									INCOME					TOTAL COST PRINCIPAL & INCOME	TOTAL MARKET VALUE PRINCIPAL & INCOME	
				PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	%	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING FAIR VALUE	INCOME BEGIN BALANCE	INCOME PERCENT	INCOME	INCOME FEES	INCOME EXPENDED			INCOME ENDING BALANCE
Ambulance Reserve		Common Investment	1998	165,575.75	0.00	0.041943%	0.13	0.00	0.00	(159,714.82)	5,877.01	5,855.70	0.00	0.041943%	15.95	0.00	0.00	0.00	5,877.01	5,855.70
Bridges		Common Investment	2002	1,015,666.44	0.00	7.268516%	21.81	0.00	0.00	0.00	1,018,452.01	1,014,759.29	0.00	7.268516%	2,763.76	0.00	0.00	0.00	1,018,452.01	1,014,759.29
City Hall Parking DK		Common Investment	1999	131,725.07	0.00	0.928132%	2.78	0.00	0.00	(2,032.50)	130,048.26	129,576.73	0.00	0.928132%	352.91	0.00	0.00	0.00	130,048.26	129,576.73
Downtown Infrastructure and Facility		Common Investment	2008	1,431,554.36	0.00	9.093353%	27.28	0.00	0.00	(160,894.21)	1,274,145.06	1,269,525.24	0.00	9.093353%	3,457.63	0.00	0.00	0.00	1,274,145.06	1,269,525.24
Equipment Capital Reserve		Common Investment	1998	1,241,166.09	0.00	8.882282%	26.65	0.00	0.00	0.00	1,244,570.12	1,240,057.53	0.00	8.882282%	3,377.38	0.00	0.00	0.00	1,244,570.12	1,240,057.53
Fire Equipment		Common Investment	1968	705,160.47	0.00	5.046411%	15.14	0.00	0.00	0.00	707,094.44	704,530.64	0.00	5.046411%	1,918.83	0.00	0.00	0.00	707,094.44	704,530.64
Hazardous Waste Site		Common Investment	1988	49,040.72	0.00	0.350955%	1.05	0.00	0.00	0.00	49,175.22	48,996.92	0.00	0.350955%	133.45	0.00	0.00	0.00	49,175.22	48,996.92
Intersection Improv		Common Investment	1986	1,930.14	0.00	0.013813%	0.04	0.00	0.00	0.00	1,935.43	1,928.41	0.00	0.013813%	5.25	0.00	0.00	0.00	1,935.43	1,928.41
Landfill		Common Investment	1980	21,402.52	0.00	0.153165%	0.46	0.00	0.00	0.00	21,461.22	21,383.41	0.00	0.153165%	58.24	0.00	0.00	0.00	21,461.22	21,383.41
Martel Court Pump St		Common Investment	1992	717,656.96	0.00	5.135841%	15.41	0.00	0.00	0.00	719,625.21	717,015.98	0.00	5.135841%	1,952.84	0.00	0.00	0.00	719,625.21	717,015.98
Sewer Infrastructure		Common Investment	1998	2,895,360.51	0.00	20.578795%	61.72	0.00	0.00	(19,781.42)	2,883,465.64	2,873,010.71	0.00	20.578795%	7,824.83	0.00	0.00	0.00	2,883,465.64	2,873,010.71
Transfer/Recycle Facility		Common Investment	1998	367,749.45	0.00	2.631762%	7.90	0.00	0.00	0.00	368,758.04	367,420.99	0.00	2.631762%	1,000.69	0.00	0.00	0.00	368,758.04	367,420.99
Transportation Improvement Fund		Common Investment	2015	225,876.69	0.00	1.616464%	4.85	0.00	0.00	0.00	226,496.18	225,674.95	0.00	1.616464%	614.64	0.00	0.00	0.00	226,496.18	225,674.95
Waste Water Treatment Plant		Common Investment	1992	1,875,067.31	0.00	13.418733%	40.26	0.00	0.00	0.00	1,880,209.88	1,873,392.58	0.00	13.418733%	5,102.31	0.00	0.00	0.00	1,880,209.88	1,873,392.58
Water Infrastructure		Common Investment	1998	2,511,819.76	0.00	16.390101%	49.17	0.00	0.00	(221,547.93)	2,296,553.14	2,288,226.25	0.00	16.390101%	6,232.14	0.00	0.00	0.00	2,296,553.14	2,288,226.25
Water Treatment Facility		Common Investment	1993	981,907.85	0.00	7.026926%	21.08	0.00	0.00	0.00	984,600.83	981,030.85	0.00	7.026926%	2,671.90	0.00	0.00	0.00	984,600.83	981,030.85
Wells Street Parking Str		Common Investment	1999	200,848.62	0.00	1.422808%	4.27	0.00	0.00	(2,032.50)	199,361.39	198,638.54	0.00	1.422808%	541.00	0.00	0.00	0.00	199,361.39	198,638.54
TOTALS				14,539,508.71	0.00	100.000000%	300.00	0.00	0.00	(566,003.38)	14,011,829.08	13,961,024.72	0.00	100.000000%	38,023.75	0.00	0.00	0.00	14,011,829.08	13,961,024.72

CITY OF KEENE, NH
 REPORT OF THE TRUSTEES OF TRUST FUNDS
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXX4490)
 FOR YEAR ENDING: 06/30/2019
 AS OF: 02/28/2019

FUND NAME	PURPOSE	HOW INVESTED	DATE OF CREATION	PRINCIPAL								INCOME						TOTAL COST PRINCIPAL & INCOME	TOTAL MARKET VALUE PRINCIPAL & INCOME	
				PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	%	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING FAIR VALUE	INCOME BEGIN BALANCE	INCOME PERCENT	INCOME	INCOME FEES	INCOME EXPENDED			INCOME ENDING BALANCE
Library Renovation Fund	Library	Money Market	2015	228,885.71	12,377.73	100.000000%	0.00	0.00	(137.59)	(220,000.00)	21,125.85	21,125.85	9,634.67	100.000000%	448.09	0.00	0.00	10,082.76	31,208.61	31,208.61
TOTALS				228,885.71	12,377.73	100.000000%	0.00	0.00	(137.59)	(220,000.00)	21,125.85	21,125.85	9,634.67	100.000000%	448.09	0.00	0.00	10,082.76	31,208.61	31,208.61

Karen Gray

From: Patty Little
Sent: Friday, December 07, 2018 12:32 PM
To: Andrew Bohannon; Daniel Langille; Donald Lussier; Donna Hanscom; Duncan Watson; Elizabeth A. Dragon; Elizabeth Fox; Jeffrey Chickering; John Rogers; John Wozmak; Kurt Blomquist; Mark Howard; Medard Kopczynski; Nancy Vincent; Patty Little; Rebecca Landry; Rhett Lamb; Steven Russo; Thomas Mullins; William Schoefmann; Tara Kessler; Mari Brunner; Karen Gray; Helen Mattson
Subject: Periodic Updates to the Council Standing Committees
Attachments: Schedule of Periodic Updates_2019.docx

Councilor Manwaring has asked that we return to our past practice of having the City's various Boards and Commissions appear before one of the appropriate Council Standing Committees to give an oral update on what the group has focused on over the past 12 months as well as their future goals. A schedule for 2019 is attached. I would appreciate it if the staff liaisons would coordinate this update with the appropriate Chairs. Please let me know of any scheduling conflicts.

Periodic Updates from Boards and Commissions 2019

	MSFI	PLD	FOP
January 1 st cycle	Library Board of Trustees		
January 2 nd cycle		Agriculture Commission	
February 1 st cycle			
February 2 nd cycle		Conservation Commission	
March 1 st cycle			
March 2 nd cycle			
April 1 st cycle		Heritage Commission	
April 2 nd cycle	Ashuelot River Park		
May 1 st cycle			
May 2 nd cycle		Historic District Commission	
June 1 st cycle	Martin Luther King/JD		
June 2 nd cycle		Energy & Climate Committee	
July 1 st cycle			
July 2 nd cycle	Juvenile Conference Committee		
August 1 st cycle	COUNCIL BREAK	COUNCIL BREAK	COUNCIL BREAK
August 2 nd cycle			
Sept. 1 st cycle	Partner City Committee	Keene Housing	Assessors Board
Sept. 2 nd cycle			
October 1 st cycle			
October 2 nd cycle		Zoning Board of Adjustment	Trustees of Trust Funds
November 1 st cycle	Bicycle Pedestrian Path	Airport Development and Marketing Committee	
November 2 nd cycle		NO COMMITTEES	
December 1 st cycle		Planning Board	
December 2 nd cycle		NO COMMITTEES	



City of Keene, N.H.
Transmittal Form

October 27, 2016

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.3.

SUBJECT: Periodic Report - Trustees of Trust Funds

COUNCIL ACTION:

In City Council November 3, 2016.
The report was filed into the record as informational.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the periodic report on behalf of the Trustees of Trust Funds be accepted as informational.

BACKGROUND:

Ms. Martha Curtis on behalf of the Trustees of the Trust Funds read the following into the record:

For over 100 years, community minded citizens of Keene have established trusts for various charitable purposes to benefit the residents of our city. These include charitable funds, library funds, park funds, cemetery funds, and scholarships. The more than 40 trusts are each separate entities and the funds are not co-mingled between the trusts. Each trust has its own trust document and intent.

The Trustees act as the custodians of the funds and act as fiduciaries to ensure that the intent of the trust is being honored and to review the investment, receipt and disbursements of funds under the trusts.

There are five trustees who meet monthly to review any requests for funds from the trusts. The trustees must be residents of Keene and serve a term of 3 years with a 6 year limit. Our role is to ensure the request adheres to the wishes of the fund's grantor in both intent as well as the amount that can be disbursed (income only or income and principal). The requests are voted upon and withdrawals approved in writing for each request. Funds are transferred from the investments to the city for disbursement. The meetings and minutes are open to the public.

In addition to reviewing requests, we oversee the investment of the trust funds. We have an investment policy that is reviewed annually and governs the investment decisions. As these are long term funds we are able to invest these funds with a longer term strategy to maximize income as well as safety. Our investment strategy is a mix of stocks and bonds and using the "prudent investor" strategy. We use the services of Cambridge Trust Company to manage the funds according to the investment policy. They provide monthly statements and work closely with the finance staff of the City to disburse funds to the City as approved by the trustees.

Our newest trust is for the library renovation and this fund has its own separate investment policy as the

timeline is very different from the other trusts.

In addition to the trust funds, the Trustees are also responsible for approval of the capital reserve funds disbursement. These funds are separate from the Trust funds. These funds are raised through taxes and managed for longer term projects such as equipment replacement, infrastructure, sewer infrastructure etc. The intent for these funds is more short term than the trust funds. In addition, as these are tax funded accounts, safety is of utmost importance. We utilize Cambridge Trust Funds to manage these accounts as well. As the primary goals for these funds are liquidity and safety, these funds are invested in bank certificates of deposits. Multiple banks are used to keep the certificates within the FDIC insured limits to protect the funds.

Capital fund disbursements are approved by the trustees by vote and signed for in the same manner as the trust funds.

Mr. Curtis expressed her appreciation for the assistance of the Finance staff, which does most of the “heavy lifting.” As there were no questions from the committee or the public, the Chair requested a motion.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommend the periodic report on behalf of the Trustees of Trust Funds be accepted as informational.



City of Keene
New Hampshire

**FINANCE, ORGANIZATION
AND PERSONNEL COMMITTEE
AGENDA
Council Chambers B
October 27, 2016
6:30 PM**

Mitchell H. Greenwald
Carl B. Jacobs
Terry M. Clark
Thomas F. Powers
Jay V. Kahn

1. Periodic Report - Trustees of Trust Funds
2. Solid Waste Facility Energy Options Report - Public Works Department
3. Change Order #1 for Woodland Cemetery Wetland Restoration Project Construction Oversight Contract with GZA GeoEnvironmental Inc. - Planning Department
4. Relating to the Early Replacement of Ladder Truck 2 - Fire Department
Resolution R-2016-32
5. Ladder Truck 2 Purchase Contract - Fire Department

MORE TIME ITEMS:

- A. Charter Employee Evaluation Process - FOP COM
- B. Relinquishment of Easement to Parking Spaces on Railroad Property on Behalf of Monadnock Food Co-op

Non Public Session
Adjournment

In City Council August 6, 2015.
Report filed as informational.

3A5

William S. Dow

Deputy City Clerk

City of Keene
NEW HAMPSHIRE

July 24, 2015

TO: Mayor and City Council
FROM: Finance, Organization and Personnel Committee
SUBJECT: **PRESENTATION: Trustees of Trust Funds & Cemetery Trustees**

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the report be accepted as informational.



Chairman/Designee

Background:

Martha Curtis Chair of the Trustees stated for over 100 years, community minded citizens of Keene have established trusts for various charitable purposes to benefit the residents of our city. These include charitable funds, library funds, park funds, cemetery funds, and scholarships. Each trust is a separate entity and the funds are not co-mingled between the trusts. Each trust has its own trust document and its own intent.

The Trustees act as the custodians of the funds and act as fiduciaries to review the investment receipts and disbursements of funds under the trusts.

She continued there are five trustees who meet monthly to review any requests for funds from the trusts. The trustees must be residents of Keene and serve a three-year term with a six-year limit. Their role is to ensure the request adhere to the wishes of the fund's grantor in both intent as well as the amount that can be disbursed (income only or income and principal). The requests are voted upon and withdrawals approved in writing for each request. Funds are transferred from the investment to the city for disbursement. The meetings and minutes are open to the public.

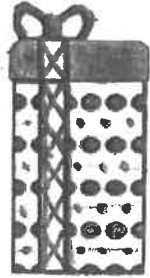
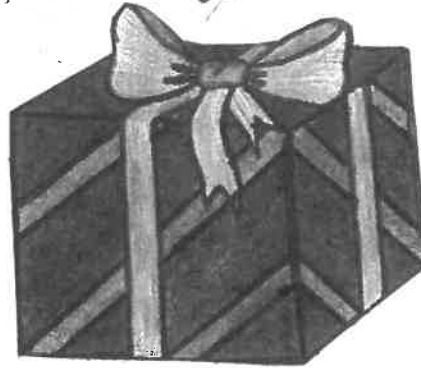
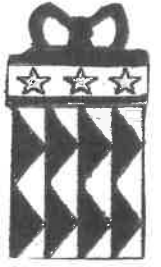
Ms. Curtis continued in addition to reviewing requests, they oversee the investment of the trust funds. They have an investment policy that is reviewed annually and governs the investment decisions. As these are long term funds they are able to invest the funds with a longer term strategy to maximize income as well as safety. Their investment strategy is a mix of stocks and bonds and using the "prudent investor" strategy. The Trustees use the services of Cambridge Trust Company to manage the funds according to the investment policy. They provide monthly statements and work closely with the finance staff of the city to disburse funds to the city as approved by the trustees.

In addition to the trust funds, the Trustees are also responsible for approval of the capital reserve funds disbursements. These funds are separate from the Trust funds. These funds are raised through taxes and managed for longer term projects such as equipment replacement, infrastructure, sewer infrastructure etc. The intent for these funds is more short term than the trust funds. In addition as these are tax funded accounts, safety is of utmost importance. The Trustees utilize Cambridge Trust Funds to manage these accounts as well. As the primary goals for these funds are liquidity and safety, these funds are invested in bank certificates of deposits. Multiple banks are used to keep the certificates within the FDIC insured limits to protect these funds. Capital fund disbursements are approved by the trustees by vote and signed for in the same manner as the trust funds.

Councilor Clark made the following motion which was seconded by Councilor Powers.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends the report be accepted as informational.

Merry



Christmas.

Dear City of Kenec Finance Dept,

We cannot thank you enough for thinking of us during this holiday season. We were overwhelmed by your generosity. We never expected such kindness. This is a Christmas we will never forget!

Sincerely
Kara & Family



January 30, 2019

City of Keene Finance Dept.,
3 Washington St. 3rd Floor.
Keene, NH 03431

Dear City of Keene Finance Dept.,

All of us in Human Services would like to extend our total appreciation and gratitude for making this an unbelievable Christmas season for your adopted family. It was obvious that you had a great big heart when deciding to provide a wonderful holiday experience for your family. Your gifts made all the difference in the world to them.

Each year, it is such a joy to be able to greet the families as they pick up their gifts. Smiles, tears of joy, utter amazement, and disbelief are the only way to describe the look on your family's face. Our families were so touched that "someone they don't even know cared enough about them to assure that their Christmas was special." Enclosed, please find a thank you note from your family for you to enjoy.

Thank you again for your support in making the Holiday Sponsorship Program a complete success. Best wishes for a happy, healthy New Year!

Sincerely,



Natalie Darcy & Amy Lawliss
City of Keene
Human Services Department

Thank you
all for helping
make this
program so
special!

Amy

Dear Janice & Karen & team,
you gave the family so much
joy! you do such an
amazing job for them.
Thank you from the
bottom of our hearts.

