



**Trustees of Trust Funds
AGENDA**

City Hall 2nd Floor Conference Room
June 19, 2019
9:30 AM

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

-
1. Approval of the May 2019 minutes
 2. Common Trust Fund
 - a. #529 Ashuelot River Park – Andy Bohannon, Director of Parks, Recreation & Facilities
 - i. Lighting replacement
 - ii. FY20 ARP preliminary budget discussion
 - b. Approval of Receipts = none
 - c. Approval of Disbursements = \$17,815.67
 - i. #568 Monadnock View B = \$16,498.11
 - Woodland Cemetery Culvert
 - Trustees approved 6/20/18; balance remaining \$43,561.10
 - ii. #581 Frank Wright Scholarship = \$1,041.96
 - Tia Auger reimbursement = \$544.46
 - Summer parking pass - \$30.00
 - Books - \$16.96
 - June 2019 Rent - \$497.50
 - David Gray = \$497.50
 - Rent – Tia Auger July 2019
 - iii. #585 Ingersoll Collection Trust = \$275.60
 - Michaels; Vector Stock; Monadnock Imaging
 - Federal seal for display
 3. Capital Reserve Portfolio
 - a. R-2019-06A Transfer
 - i. Transfer \$585,000 from Water Treatment Plant to Water Infrastructure
 - b. Approval of Receipts = none
 - c. Approval of Disbursements = \$573,732.38
 - i. Wastewater Treatment Plant = \$42,295.00
 - ii. Water Treatment Plant = \$25,274.00
 - iii. Fleet Equipment = \$324,313.00
 - iv. Sewer Infrastructure = \$161,217.47
 - v. Water Infrastructure = \$20,632.91
 4. Library Renovation Trust Fund
 - a. Acceptance of Donations = \$40,188.23
 - i. December 22, 2018 – April 29, 2019
 - ii. FOP = 5/9/19; Council 5/16/19
 - b. Approval of Disbursements = \$40,000.00
 - i. Repayment #6 – City of Keene interim bridge funding

Trustees of Trust Funds

June 19, 2019

Page 2 of 2

5. Distribution of MS9's for period ending May 31, 2019
 - a. Common Trust Funds – \$9,698,072.67
 - b. Capital Reserve Funds – \$13,502,555.58
 - c. Library Renovation Trust Fund – \$44,126.73
6. Updates/Future Items
 - a. Periodic review of Maurice Alger Scholarship
 - b. Common Trust Fund unexpended interest
 - c. RFP for investment advisory services- ends June 2020
 - d. Cambridge Trust quarterly review of trusts & capital reserves – July 2019
 - e. Periodic update from Boards & Commissions to FOP – October 24, 2019

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, May 15, 2019 9:30 AM City Hall-2nd Floor Conference Room

Members Present:

Michelle Howard, Chair
Susan Silver, Vice Chair
Mike Forrest

Staff Present:

Karen Gray, Senior Staff Accountant
Patricia Hurley, Secretary

Absent:

Jennie Newcombe
Katherine Snow

Other:

Tia Auger
Brigitte Auger

Approval of Minutes

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

COMMON TRUST FUNDS

Frank Wright Scholarship #581

Following an invitation by Ms. Gray and the Trustees, Tia Auger attended along with her mother Ms. Brigitte Auger. Tia Auger began by explaining the benefit of taking a gap year, even though she did not hike the Appalachian Trail as she had intended, due to an illness and the safety issue of the trail.

Tia was able to secure her Environmental Studies major since the courses she needed to take are finally being offered. Her summer course, that was previously approved by the Trustee, begins June 4. The fall semester tuition, along with book expenses are not known at this time. She will send along with her new lease and parking costs, as soon as the information is available. Ms. Auger informed the Trustees that she will have completed all her course requirements by May 2020.

A discussion followed among the Trustees regarding rental payments. It was decided, due to time constraints, that the June payment would be reimbursed to Ms. Auger, with the final July payment to be paid directly to the landlord. The Trustees asked Ms. Gray to inform Tia of the approvals and process.

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

RECEIPTS

None

DISBURSEMENTS

Clement Woodward Fund #503

Mrs. Gray presented a disbursement in the amount of \$1,596.58 to reimburse the City for expenses paid to Rite Aid approved by the Woodward Committee at the 9/13/18 meeting.

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

Ashuelot River Park #529

Mrs. Gray presented a disbursement in the amount of \$1,500.00 to reimburse the City for expenses paid to FA Bartlett approved at the 2/20/19 meeting.

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

Library Trust Funds

Mrs. Gray presented disbursements in the amount of \$2,006.00 to reimburse the City for expenses paid from the Library Trust Funds as directed by the Library Director.

- John Symonds - \$550.00 for land/building/books/reading material and to care for the same
- John T. Foster - \$856.00 for general purposes
- Clara B. Abbott - \$600.00 for historical and genealogical materials

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

Frank Wright Scholarship #581

After a brief discussion, the previously tabled fall 2019 tuition deposit reimbursement to Ms. Auger in the amount of \$325.00, was approved for payment.

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

Ingersoll Collection Trust #585

Mrs. Gray presented a disbursement in the amount of \$180.00 to reimburse the City for expenses paid to Michaels for framing of the State Seal for display in City Hall lobby.

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

CAPITAL RESERVES

RECEIPTS

None

DISBURSEMENTS

Mrs. Gray presented disbursements totaling \$318,298.20, supporting documentation was attached for the Trustee review.

- Fleet Equipment - \$290,931.36
- Sewer Infrastructure - \$10,262.64
- Water Infrastructure - \$17,104.20

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

LIBRARY RENOVATION TRUST

RECEIPTS

None

DISBURSEMENTS

None

Distribution of MS9's for period ending April 30, 2019

Mrs. Gray distributed the MS9 reports for the Common Trust, Library Renovation Trust and the Capital Reserves.

Updates/Future Items

RFP for Investment Advisory Services

Mrs. Gray noted that Cambridge Trust advisory services will be ending as of June 2020. A brief discussion followed regarding the next RFP bidding process.

The meeting adjourned at 10:15 a.m.

Respectfully submitted,

Patricia S. Hurley

City of Keene
New Hampshire

DATE: June 14, 2019
TO: Trustees of Trust Funds
THROUGH: Karen Gray, Senior Staff Accountant
FROM: Andy Bohannon, Parks, Recreation & Facilities Director
SUBJECT: Ashuelot River Park Budget Adjustment



Recommendation:

Move that the Trustees of Trust Funds authorize the adjustment in the approved budget to reflect an increase in expenditures for LED lighting for \$1400.00 for the Ashuelot River Park Advisory Board.

Background:

A focus of increased safety has been a long discussion of the Ashuelot River Park Advisory Board for the users of the park. In 2018, the budget reflected an upgrade of lighting fixtures to LED for the ornamental lights within the arboretum. The power to these lights shorted in spring 2019 and Hamblet Electric provided the repair.

In conversation, the light fixtures that extend the park as floodlights towards the back have not worked for years, a work order to investigate and repair as necessary was completed. It was found that the wiring and been dead and cut for some time. This repair provided a significant amount of light in the back of the park. However, the fixtures are 400 watt metal halide and costly to run on the same timer as the newer LED ornamental lights. A verbal quote for \$1400 to replace the light fixtures over to LED. In addition, there potentially could be an incentive for the lights through Eversource, but no guarantee for a rebate.

The switch to a LED will be brighter, more cost effective as the wattage reduced from 400 to 40, and will be a longer lasting efficient bulb.

If this recommendation is accepted, the replacement work will begin in the immediate future to help reduce the next fiscal year's operating budget.

See attached current budget.

Ashuelot River Park Advisory Board
Budget 2019


updated 6.14.19

	Budget	Difference
Landscape Contract	\$ 5,000.00	\$ -
Clean Up - Spring Mulch Clean Up - Fall		
Bartlett Tree - Arbor Scope	\$ 1,500.00	\$ 1,500.00
Bartlett Tree - Pruning	\$ 4,795.00	\$ -
Miscellaneous (not contract)	<u>\$ 1,000.00</u>	<u>\$ -</u>
Total	\$ 12,295.00	\$ 1,500.00

Bartlett Tree Inv # 38249121-0	\$ 1,500.00
--------------------------------	-------------

Total	\$ 1,500.00
-------	-------------

City of Keene
New Hampshire

DATE: June 14, 2019
TO: Trustees of Trust Funds
THROUGH: Karen Gray, Senior Staff Accountant
FROM: Andy Bohannon, Parks, Recreation & Facilities Director 
SUBJECT: Ashuelot River Park Budget future budget 2020

Recommendation:

Accept as informational.

Background:

An ongoing discussion with the Ashuelot River Park Advisory Board has been the future of the park and the need to be more proactive as reactive in the approach to education, plantings and volunteer upkeep. The park established in 1996 has reached a mature growing stage, and other parts of the arboretum need revitalization. The work plan with the original landscape architect did not go to plan after the first year, and the three-year process terminated.

The committee began to explore various ways and talking with different approaches, a possible option the Conway School of Landscape Design. The school is a Master Level graduate program for Landscape Architects. The City has worked with the school for the concept plans for Carpenter Field, now Russell Park. In addition, the Ashuelot Green Space also utilized the school for their designs on the empty lot on Ashuelot Street in 2014.

Staff met onsite with Conway staff members on Tuesday, June 11 for a walk and discussion on a potential project described as below:

Ashuelot Park, established in 1996, contains a landscape in a critical location, both for social and environmental connections. Bounded by Franklin Pierce Parkway to the north and West Street to the south, this public land to the east of the Ashuelot River contains bike trails and opportunities for people to connect with nature.

Through the lens of climate change and the need to plan for resilient public spaces and landscapes moving forward, the Conway School's graduate student team would prepare a climate-informed master plan for the park. The analysis will include the park's place in the larger landscape and how it can perform necessary ecosystem services for the community and be best prepared for the extreme weather events to come. Starting with the inventory of over 90 existing trees within the park, the students will provide ideas for the creation of educational facets of the park, which could include various aspects from tree identification to climate change adaptation. The plan will include recommendations for upgrades and maintenance of existing park facilities. Existing plant lists will be evaluated and enhanced for future installations and removals.

Funding for the project would require \$10,500.00, plus mileage for the students, and estimate would be provided before the final fiscal request.

A formal proposal will be submitted should the Trustees provide an affirmative blessing to further explore the possibility.

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

Date: 6/19/2019
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 payment	16,498.11
		- SUR Construction	
		Woodland Cemetery Culvert project	
		Trustees approved 6/20/18; CC 7/5/18	
Total Withdrawal Request			16,498.11

**Amount of
Withdrawal:** \$16,498.11

**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 Trustees of Trust Funds (TTF)								
Approved Trustee Trust Fund Expenditures (as of June 19, 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	43,567.44	
	Postage (Pcard)				(6.34)	03/20/19	43,561.10	
	SUR Construction				(16,498.11)	06/19/19	27,062.99	27,062.99
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	(11,670.00)	6/18 - 1/19	5,000.00	0.00
90272-19	Budget for 2019	In Process	2/20/2019	12,295.00				
	FA Bartlett (Arborscape)				(1,500.00)	05/15/19	10,795.00	10,795.00
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	0.00	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)		0.00	0.00
	2017-18 School Year - Tia Auger - year 3	Complete		20,000.00	(13,630.92)		0.00	0.00
	2018-19 School Year - Tia Auger -gap year	N/A		0.00				
	2019-20 School Year - Tia Auger - year 4			20,000.00				
CambTr	Keene State Tuition (Summer 2019)				(2,064.00)	04/17/19	17,936.00	

	Tia Auger (reimb Fall 2019 deposit)				(325.00)	05/15/19	17,611.00	
	Tia Auger (reimb Summer parking; books; June rent)				(544.46)	06/19/19	17,066.54	
	David Gray (Tauger July rent)				(497.50)	06/19/19	16,569.04	16,569.04
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: 6/19/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
581	Frank Wright Trust	Reimbursement to Tia Auger	544.46
		Summer parking - \$30.00	
		Books - \$16.96	
		June rent - \$497.50	
Total Withdrawal Request			544.46

**Amount of
Withdrawal:** \$544.46

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

Payable To: Tia Auger
55 North Street
Keene, NH 03431
Note: Please mail check to : City of Keene, Attn: Karen Gray

Approved By Trustees:

X _____
X _____
X _____
X _____
X _____

Hi Tia,

Thanks very much for coming this morning. It was very nice to finally meet you and your mother in person. After you left the Trustees had some further discussion as follows:

- 1) Rent – your off campus housing will be paid from the Wright Scholarship from June 2019 through May 2020 which is the 4th year of your scholarship. See the details below because of the timing of the monthly Trustees meetings and the need to get your rent paid on time.
 - a. Rent for June 2019 – you will need to pay your rent directly to the landlord and the Trustees will sign the authorization to reimburse you at their June 19th meeting. The reimbursement will be for \$497.50 (1/2 of \$995.00)
 - b. Rent for July 2019 – the Trustees will authorize payment of \$497.50 directly to your landlord David Gray at their June 19th meeting. We should have this check in time to get it to your landlord for July 1st. If he has any concerns I am more than happy to speak with him.
 - c. Starting August 2019 – we will need a new rental agreement as soon as you have it. The Trustees plan on paying your landlord directly but depending on the timing the first month may end up being a reimbursement to you. We will have to wait and finalize plans on this later.
- 2) Tuition – just send the fall & spring invoices to me as soon as you get them and the Trustees will pay Keene State directly.
- 3) Books, parking and other essential items – please send me detailed documentation of the purchases and the Trustees will reimburse you directly for these expenditures.

Remember that payments and reimbursements to you are a maximum of \$20,000.00 for the 4th year of the scholarship.

One other thing.... What is your mother's name so that I can record it in the meeting minutes?

I think that is everything – if I missed anything or if you have other concerns please let me know.

Good Luck and thanks again for coming today.

Karen



keene.service@thepermitstore.com

Tue 6/4, 8:43 AM

Auger, Tia (Tia.Auger@ksc.keene.edu) ↘

👤 📧 Reply all | ▾

Thank you for purchasing from Keene State College. Here is a summary of your order.

Order #4634688:

ITEMS:

=====

Semester Break - Summer Commuter 2019 \$30.00

valid for:

New Hampshire plate: **2503290**

year: 2019

color: Grey

make: Subaru

model: Impreza

US Postal Service \$0.00

Total: \$30.00

SHIPPING DETAILS:

=====

US Postal Service

Shipping & Processing Fees

to:

55 North St

Order Placed: June 6, 2019
Amazon.com order number: 111-7684316-8145057
Order Total: \$6.97

Shipped on June 6, 2019

Items Ordered

1 of: *Words from the Land: Encounters With Natural History Writing*, Trimble, Stephen
Sold by: ThriftBooks - Sierra Nevada ([seller profile](#))

Price
\$6.97

Condition: Used - Acceptable
A readable copy. All pages are intact, and the cover is intact. Pages can include considerable notes-in pen or highlighter-but the notes cannot obscure the text. At ThriftBooks, our motto is: Read More, Spend Less.

Condition: Used - Acceptable
A readable copy. All pages are intact, and the cover is intact. Pages can include considerable notes-in pen or highlighter-but the notes cannot obscure the text. At ThriftBooks, our motto is: Read More, Spend Less.

Shipping Address:

Tia Auger
SANDWICH ST
SEBASTIAN, NH 03431-2620
United States

Item(s) Subtotal: \$6.97
Shipping & Handling: \$0.00

Total before tax: \$6.97
Sales Tax: \$0.00

Shipping Speed:
Standard Shipping

Total for This Shipment: \$6.97

Payment information

Payment Method:

MasterCard | Last digits: 7734

Item(s) Subtotal: \$6.97
Shipping & Handling: \$0.00

[Print this page for your records.](#)

Order Placed: June 2, 2019
Amazon.com order number: 111-2438191-9141027
Order Total: \$9.99

Shipped on June 3, 2019

Items Ordered

1 of: *A Walk Between Heaven and Earth: A Personal Journal on Writing and the Creative Process*, Holzer, Burghild Nina
Sold by: Creative Chameleon (seller profile)

Condition: Used - Good
some pencil underlining

Price
\$9.99

Shipping Address:

Tia Auger
55 NORTH ST
WENE, NH 0331-2620
United States

Item(s) Subtotal: \$9.99
Shipping & Handling: \$0.00

Total before tax: \$9.99
Sales Tax: \$0.00

Shipping Speed:
One-Day Shipping

Total for This Shipment: \$9.99

Payment information

Payment Method:

MasterCard | Last digits: 247

Billing address

Tia Auger
55 NORTH ST
WENE, NH 0331-2620

Item(s) Subtotal: \$9.99
Shipping & Handling: \$0.00

Total before tax: \$9.99
Estimated tax to be collected: \$0.00

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

Date: 6/19/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
581	Frank Wright Trust	Rent Tia Auger - July 2019	497.50
Total Withdrawal Request			497.50

**Amount of
Withdrawal:** \$497.50

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

Payable To: David Gray
 232 Winchester Street
 Keene, NH 03431
Note: Please mail check to: City of Keene, Attn: Karen Gray

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____

Hi Tia,

Thanks very much for coming this morning. It was very nice to finally meet you and your mother in person. After you left the Trustees had some further discussion as follows:

- 1) Rent – your off campus housing will be paid from the Wright Scholarship from June 2019 through May 2020 which is the 4th year of your scholarship. See the details below because of the timing of the monthly Trustees meetings and the need to get your rent paid on time.
 - a. Rent for June 2019 – you will need to pay your rent directly to the landlord and the Trustees will sign the authorization to reimburse you at their June 19th meeting. The reimbursement will be for \$497.50 (1/2 of \$995.00)
 - b. Rent for July 2019 – the Trustees will authorize payment of \$497.50 directly to your landlord David Gray at their June 19th meeting. We should have this check in time to get it to your landlord for July 1st. If he has any concerns I am more than happy to speak with him.
 - c. Starting August 2019 – we will need a new rental agreement as soon as you have it. The Trustees plan on paying your landlord directly but depending on the timing the first month may end up being a reimbursement to you. We will have to wait and finalize plans on this later.
- 2) Tuition – just send the fall & spring invoices to me as soon as you get them and the Trustees will pay Keene State directly.
- 3) Books, parking and other essential items – please send me detailed documentation of the purchases and the Trustees will reimburse you directly for these expenditures.

Remember that payments and reimbursements to you are a maximum of \$20,000.00 for the 4th year of the scholarship.

One other thing.... What is your mother's name so that I can record it in the meeting minutes?

I think that is everything – if I missed anything or if you have other concerns please let me know.

Good Luck and thanks again for coming today.

Karen

Fixed-Term Residential Lease

Clause 1. Identification of Landlord and Tenant

This Agreement is entered into between [REDACTED] & Tia Auger ("Tenants") and David Gray ("Landlord"). Each Tenant is jointly and severally liable for the payment of rent and performance of all other terms of this Agreement.

Clause 2. Identification of Premises

Subject to the terms and conditions in this Agreement, Landlord rents to Tenant(s), and Tenant(s) rent from Landlord, for residential purposes only, the premises located at [REDACTED], upstairs, ("the premises"), together with the following furnishings and appliances: electric stove, refrigerator, washing machine, clothes dryer. Use of washer & dryer is restricted to tenant(s) only.

Rental of the premises also includes: Parking for up to two cars, owned and registered to Tenants or Tenants' parents. Please note: any cars parked in parking lot for a period longer than 2 hours weekdays between 8:00 a.m. and 5:00 p.m., other than the three already noted, will be towed at owner's expense unless you have prior permission from Landlord for those cars to be in the lot.

Clause 3. Limits on Use and Occupancy

The premises are to be used only as a private residence for Tenant(s) listed in Clause 1 of this Agreement.

Occupancy by guests for more than 3 consecutive days, or 9 days total in any one month period is prohibited without Landlord's written consent and will be considered a breach of this Agreement.

Clause 4. Term of the Tenancy

The term of the rental will begin on August 11, 2018, and end on July 31, 2019. If Tenant(s) vacate before the term ends, Tenant(s) will be liable for the balance of the rent for the remainder of the term.

Clause 5. Payment of Rent

Regular monthly rent

Tenant(s) will pay to Landlord a monthly rent of \$995.00, payable in advance on the first day of each month, except when that day falls on a weekend or legal holiday, in which case rent is due on the next business day. Rent will be paid to

David Gray at 232 Winchester St., Keene, NH, 03431, or at such other place as Landlord designates..

Clause 6. Late Charges

If Tenant(s) fail to pay the rent in full by 5 p.m. on day it's due, Tenant(s) will pay Landlord a late charge of \$45.00, plus \$10.00 for each additional day that the rent remains unpaid. The total late charge for any one month will not exceed \$145.00. Landlord does not waive the right to insist on payment of the rent in full on the date it is due.

Clause 7. Returned Check and Other Bank Charges

If any check offered by Tenants to Landlord in payment of rent or any other amount due under this Agreement is returned for lack of sufficient funds, a "stop payment" or any other reason, Tenants will pay Landlord a returned check charge of \$50.00.

Clause 8. Security Deposit

Tenant(s) have paid Landlord the sum of \$995.00 with application as a security deposit. Tenants may not, without Landlord's prior written consent, apply this security deposit to the last month's rent or to any other sum due under this Agreement. Within 30 days after Tenants vacate the premises, returned keys and provided Landlord with a forwarding address, Landlord will give Tenants an itemized written statement of the reasons for, and the dollar amount of, any of the security deposit retained by the Landlord, along with a check for any deposit balance. If, in landlord's opinion, apartment has not been cleaned sufficiently upon tenant(s) leaving, a cleaning charge will be deducted from deposit.

Clause 9. Utilities

All utilities including heat, hot water, electric & water/sewer are paid by landlord. Tenants are responsible for establishing cable/internet connection if desired.

Clause 10. Assignment and Subletting

Tenant(s) will not sublet any part of the premises or assign this Agreement without the prior written consent of Landlord.

Clause 11. Tenant's Maintenance Responsibilities

Tenants will: (1) keep the premises clean, sanitary and in good condition and, upon termination of the tenancy, return the premises to Landlord in a condition identical to that which existed when Tenants took occupancy, except for ordinary wear and tear; (2) immediately notify Landlord of any defects or dangerous

conditions in and about the premises of which Tenants becomes aware; and (3) reimburse Landlord, on demand by Landlord, for the cost of any repairs to the premises damaged by Tenants or Tenants guests or business invitees through misuse or neglect.

Clause 12. Repairs and Alterations by Tenant

- a. Except as provided by law, or as authorized by the prior written consent of Landlord, Tenant will not make any repairs or alterations to the premises.
- b. Tenants will not, without Landlord's prior written consent, alter, re-key or install any locks to the premises. Tenants will provide Landlord with a key or keys capable of unlocking all such re-keyed or new locks.

Clause 13. Violating Laws and Causing Disturbances

Tenants are entitled to quiet enjoyment of the premises. Tenants and guests or invitees will not use the premises or adjacent areas in such a way as to: (1) violate any law or ordinance, including laws prohibiting the use, possession or sale of illegal drugs or alcohol; (2) commit waste (severe property damage); or (3) create a nuisance by annoying, disturbing, inconveniencing or interfering with the quiet enjoyment and peace and quiet of any other tenant or nearby resident.

Clause 14. Pets

Tenant(s) are allowed 2 guinea pigs and a rabbit, which are to kept caged when unattended – no other pets allowed.

Clause 15. Landlord's Right to Access

Landlord or Landlord's agents may enter the premises in the event of an emergency, to make repairs or to show the premises to prospective buyers or tenants. Landlord may also enter the premises to conduct an annual inspection to check for safety or maintenance problems. Except in cases of emergency, Tenants abandonment of the premises, court order, or where it is impracticable to do so, Landlord shall give Tenants 24 hour notice before entering.

Clause 16. Extended Absences by Tenant

Tenants will notify Landlord in advance if Tenants will be away from the premises for 3 or more consecutive days. During such absence, Landlord may enter the premises at times reasonably necessary to maintain the property and inspect for needed repairs.

Clause 17. Possession of the Premises

a. Tenant's failure to take possession.

If, after signing this Agreement, Tenants fail to take possession of the premises, Tenants will still be responsible for paying rent and complying with all other terms of this Agreement.

b. Landlord's failure to deliver possession.

If Landlord is unable to deliver possession of the premises to Tenants for any reason not within Landlord's control, including, but not limited to, partial or complete destruction of the premises, Tenant will have the right to terminate this Agreement upon proper notice as required by law. In such event, Landlord's liability to Tenants will be limited to the return of all sums previously paid by Tenants to Landlord.

Clause 18. Payment of Court Costs and Attorney Fees in a Lawsuit

In any action or legal proceeding to enforce any part of this Agreement, the prevailing party shall recover reasonable attorney fees and court costs.

Clause 19. Additional Provisions

Additional provisions are as follows:

1. No space heater of any type allowed in building.
2. No signs or displays of any type allowed in windows or on building.
3. No satellite dishes may be installed
4. Cars are to be parked in the rear of the parking lot.

Clause 20. Validity of Each Part

If any portion of this Agreement is held to be invalid, its invalidity will not affect the validity or enforceability of any other provision of this Agreement.

Clause 21. Grounds for Termination of Tenancy

The failure of Tenants or Tenants guests or invitees to comply with any term of this Agreement, or the misrepresentation of any material fact on Tenant's Rental Application, are grounds for termination of the tenancy, with appropriate notice to tenants and procedures as required by law.

Clause 22. Entire Agreement

a. This document, with attached addendum, constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Landlord or Tenants. Any modifications to this Agreement must be in writing signed by Landlord and Tenants.

b. The failure of Tenants or their guests or invitees to comply with any term of this Agreement is grounds for termination of the tenancy, with appropriate notice to tenants and procedures as required by law.

Date: 8/9/18
Landlord: David / Gray David Gray Tel: [REDACTED]

Date: 8/9/2018
Tenant: [REDACTED]

Date: 8/9/2018
Tenant: [Signature] Tia Auger

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

Date: 6/19/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
Reimburse the City of Keene for expenses paid (00200 / 62498) from the INGERSOLL COLLECTION TRUST as directed by the City Clerk.			
585	Ingersoll Collection Trust	Reimbursement to the City of Keene	275.60
		for Pcard payment to Michaels;	
		Vector Stock; Monadnock Imaging	
		Federal seal	
Total Withdrawal Request			275.60

**Amount of
Withdrawal:** \$275.60

**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 _____

SELECTION CRITERIA: expldgr.key orgn='00200' and expledgr.account='62498'
 ACCOUNTING PERIODS: 1/19 THRU 12/19

SORTED BY: *FUND*, *FUNCTION*, *DEPARTMENT*

TOTALLED ON: *FUND*, *FUNCTION*, *DEPARTMENT*

PAGE BREAKS ON: *FUND*

FUND - 01 - GENERAL FUND
 COST CENTER - 00200 - CITY CLERK

ACCOUNT DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
01-01-20-02-099-999-00200				CITY CLERK					
62498				USE OF TRUST FUNDS	.00	.00	.00	BEGINNING BALANCE	
07/01/18	11-1				200.00			POSTED FROM BUDGET SYSTEM	
07/25/18	13-1				150.00			PRIOR YEAR ENCUMBRANCE	
07/25/18	17-1		20180278-01	9622 K.E. BERGERON ME			150.00	ENCUMB CARRIED FORWARD	
08/03/18	17-2		PRO12745-01	7231 WAL-MART			8.47	INGERSOLL CABINET LIGHTIN	
08/07/18	21-2		PRO12745-01	7231 WAL-MART		8.47	-8.47	INGERSOLL CABINET LIGHTIN	
08/22/18	19-2		20190368					LIGHTING INGERSOLL CABINE	
03/01/19	17-8		PRO15320-01	8758 MICHAELS # 5745			180.00	Reframing of State Seal f	
03/04/19	21-9		PRO15320-01	8758 MICHAELS # 5745			-180.00	Reframing of State Seal f	
05/28/19	21-11		PRO16649-01	14178 VECTOR STOCK MED		.42		Exchange rate for purchas	
05/28/19	17-11		PRO16649-01	14178 VECTOR STOCK MED			.42	Exchange rate for purchas	
05/28/19	17-11		PRO16650-01	14178 VECTOR STOCK MED		14.99		Federal Seal Image for Co	
05/28/19	21-11		PRO16650-01	14178 VECTOR STOCK MED		-14.99		Federal Seal Image for Co	
05/28/19	17-11		PRO16653-01	96967 MONADNOCK IMAGIN		35.15		Federal Seal Printing fee	
05/28/19	17-11		PRO16653-01	96967 MONADNOCK IMAGIN			35.15	Federal Seal Printing fee	
05/28/19	17-11		PRO16654-01	8758 MICHAELS # 5745		225.46		Framing for Federal Seal	
05/28/19	21-11		PRO16654-01	8758 MICHAELS # 5745		-225.46		Framing for Federal Seal	
TOTAL				USE OF TRUST FUNDS	350.00	456.02	150.00		-256.02
TOTAL				*DEPARTMENT* - CITY CLERK	350.00	456.02	150.00		-256.02
TOTAL				*FUNCTION* - GENERAL GOVERNMENT	350.00	456.02	150.00		-256.02
TOTAL				*FUND* - GENERAL FUND	350.00	456.02	150.00		-256.02
TOTAL				REPORT	350.00	456.02	150.00		-256.02

* THERE IS A NOTE ASSOCIATED WITH THIS TRANSACTION

**City of Keene, New Hampshire Trust Funds
Capital Reserves Transfer**

Date: 6/19/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Capital Reserves Transfer

Capital Reserve	Purpose of Transfer		Amount
#609 Water Treatment Plant			(585,000.00)
R-2019-06A	Transfer to Water Infrastructure	(585,000.00)	
#614 Water Infrastructure			585,000.00
R-2019-06A	Transfer from Water Treatment CR	585,000.00	
As per City Council Resolution R-2019-06A 6/6/2019			

Account for Transfer **City of Keene - Capital Reserve Fund #4474**

Approved By Trustees:

X _____
 X _____
 X _____
 X _____
 X _____



CITY OF KEENE

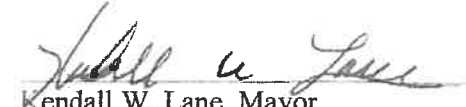
R-2019-06-A

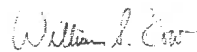
In the Year of Our Lord Two Thousand andNineteen.....

A RESOLUTION Related to an appropriation for the Replacement of the Drummer Hill
Water Tank and Pump Station.

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

That the sum of five hundred and eighty five thousand dollars (\$585,000) is hereby appropriated from the Water Treatment Facility Capital Reserve and allocated into the Water Infrastructure Capital Reserve for the purpose of Replacing the Drummer Hill Water Tank and Pumping Station


Kendall W. Lane, Mayor





City of Keene, N.H.
Transmittal Form

May 23, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: K.1.

SUBJECT: Drummer Hill Water Tank and Pump Station Replacement

COUNCIL ACTION:

In City Council June 6, 2019.

Voted unanimously to carry out the intent of the report.

Voted unanimously to adopt Resolution R-2019-06-A.

Voted unanimously to adopt Resolution R-2019-07-A.

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the remaining project balance of the Chlorine Injection Project Account (05083-A) be appropriated to the Drummer Hill Tank and Pump Station Replacement Project (05090-18).

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2019-06-A, Related to an appropriation for the Replacement of the Drummer Hill Water tank and Pump Station.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2019-07-A, Relating to the Reallocation of funds from the Water Infrastructure Capital Reserve to replace the Drummer Hill Water Tank and Pump Station.

ATTACHMENTS:

Description

Resolution R-2019-06-A

Resolution R-2019-07-A

BACKGROUND:

Public Works Director Kurt Blomquist stated this item has been on the committee's more time agenda. He noted this is to replace the Drummer Hill water tank and pump station and the cost for it was approximately two million dollars: \$800,000 was allocated and additional funding of 1.4 million dollars was necessary. Staff had previously recommended taking these additional funds from the water fund unallocated fund balance. Staff looked at this and realized withdrawing that amount would place the water fund in a position staff was not comfortable with. Staff looked at some other funding sources – one is the water treatment capital reserve. Mr. Blomquist noted staff felt this capital reserve could support the withdrawal of \$585,000. Staff also looked at the water infrastructure capital reserve and looking to take out close to \$790,000. He noted the Resolutions have

been amended to make these changes to funding.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the remaining project balance of the Chlorine Injection Project Account (05083-A) be appropriated to the Drummer Hill Tank and Pump Station Replacement Project (05090-18).

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R 2019-06A, Related to an appropriation for the Replacement of the Drummer Hill Water tank and Pump Station.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R 2019-07A, Relating to the Reallocation of funds from the Water Infrastructure Capital Reserve to replace the Drummer Hill Water Tank and Pump Station.

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

Date: 6/19/2019
To: Trustees of Trust Funds
From: Karen Gray, Senior Staff Accountant
RE: Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal	Amount
#608 Wastewater Treatment Plant		42,295.00
08095-A	WWTP Aeration Gate & Mixer	42,295.00
#609 Water Treatment Plant		25,274.00
05089-17	WTF Pressure Reduction Valve	25,274.00
#612 Fleet Equipment		324,313.00
11003-A	FY19 Fleet Equipment	324,313.00
#613 Sewer Infrastructure		161,217.47
08055-18	FY18 Sewer Main Improvements	0.03
08055-19	FY19 Sewer Main Improvements	771.84
08155-17	FY17 Sewer Main Improvements	160,445.60
#614 Water Infrastructure		20,632.91
05009-16	FY16 Water Distribution Improvement	7,749.20
05009-17	FY17 Water Distribution Improvement	1,286.60
05034-B	Babbidge Dam Rehab	11,017.91
05039-C	Woodward Dam Improvements	579.20
Total Withdrawal Request		573,732.38

**Amount of
Withdrawal:** \$573,732.38

**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 _____

Capital Reserve Withdrawal										Cummulative	REQUEST	
FY19 Period #11 June 2019 Trustees Meeting										Trustee	FY19	
Project #	Reserve	Fund	Project Name	Cap Reserve Budget	Status	FY19 Pd 11 Expense	Revenue Other Sources	NET Exp Less Other Rev	Prior Mos Reimb Revenue	June Trustees		
xxxx-x	600	26	TBD	0.00		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	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		2,713,398.90	429,590.67	2,283,808.23	2,368,814.55	(85,006.32)		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		42,295.00		42,295.00	0.00	42,295.00		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		36,078.73		36,078.73	10,804.73	25,274.00		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		683,014.85		683,014.85	358,701.85	324,313.00		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	361,329.60	0.03		Sewer Infrastructure Capital Reserve
08055-19	613	32	FY19 Sewer Main Improvements	653,101.00		36,342.40		36,342.40	35,570.56	771.84		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		169,945.60		169,945.60	9,500.00	160,445.60		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		312,060.88	63,605.00	248,455.88	240,706.68	7,749.20		Water Infrastructure Capital Reserve
05009-17	614	34	FY17 Water Distribution Improvements	146,896.00		266,550.60		266,550.60	265,264.00	1,286.60		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 Babbidge Dam Rehab	921,013.00		1,611,826.51	850,000.00	761,826.51	750,808.60	11,017.91		Water Infrastructure Capital Reserve
05039-C	614	34	Woodward Dam Improvements	128,987.00		118,371.35		118,371.35	117,792.15	579.20		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	2,184,598.00		39,233.00	15,402.00	23,831.00	39,233.00	(15,402.00)		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		2,132,158.99	962,802.67	1,169,356.32	410,865.81	0.00		Bridges Capital Reserve (City = 20% expenses)
90277-A / T0617-C	617-C	26	Winchester Bridge	213,000.00				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		147,824.60	736,000.00	(588,175.40)	18,798.96	(606,974.36)		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
90308-18	619	26	Lower Main Crosswalk Improvement	55,000.00		162.61	295,000.00	(294,837.39)	0.00	(294,837.39)		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	483,591.31	(410,090.74)	0.00	(410,090.74)		Transportation Improvement
90305-18	620	26	Marlboro Street Design (non-participating)	76,417.00		0.00	2,926.00	(2,926.00)	0.00	(2,926.00)		Transportation Improvement
90305-19	620	26	TAP Marlboro Street / Rail Trail	119,600.00		0.00	478,400.00	(478,400.00)	0.00	(478,400.00)		Transportation Improvement
									Total	573,732.38		June19 Cap Reserve WD

Council 5/7/19



City of Keene, N.H.
Transmittal Form

May 9, 2019

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: D.6.

SUBJECT: Acceptance of Donation - Trustees of the Keene Public Library

COUNCIL ACTION:

In City Council May 16, 2019.

Voted unanimously to carry out the intent of the report.

RECOMMENDATION:

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accepts donations of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

BACKGROUND:

Ms. Jane Pitts representing the Next Chapter Library Campaign Drive stated this item is regarding the latest installment of donation in the amount of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list.

The Chairman clarified donations are on target. Ms. Pitts answered in the affirmative.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 4-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council accepts donations of \$40,188.23 as listed in the Cambridge Trust December 22, 2018 - April 29, 2019 Donor list (See attached report) to be deposited into the Library Renovation Temporarily Restricted City Trust as part of the Next Chapter Campaign Drive.

Cambridge Trust Company
 City of Keene Library Renovation Restricted Trust
 Posted Transaction Detail
 As of date: 12/22/2018 To 04/29/2019
 Position Type: Settled

Transaction Description	Posting Date	Principal Cash
GIFT FROM CHRISTINE AND SCOTT CURTIS	12/27/2018	\$25.00
GIFT FROM DR & MRS JOHN G SCHLEGELMILCH	12/27/2018	\$2,000.00
GIFT FROM CORNING INCORPORATED FOUNDATION (TECH EQUIP GRANT)	12/27/2018	\$5,000.00
GIFT FROM JAMES NEWCOMBE	12/28/2018	\$100.00
GIFT FROM GREGG & JULIE TEWKSBURY	12/31/2018	\$500.00
GIFT FROM CHRISTINE & SCOTT CURTIS	12/31/2018	\$25.00
GIFT FROM CRAIG STOCKWELL & SARAH MUSTIN	1/2/2019	\$508.92
GIFT FROM NATHANIEL STOUT	1/3/2019	\$150.00
GIFT FROM ANN HENDERSON INTERIORS	1/8/2019	\$2,000.00
GIFT FROM MELINDA TREADWELL	1/14/2019	\$2,500.00
GIFT FROM MEGAN BURR KIDDER	2/4/2019	\$5,000.00
GIFT FROM FRIENDS OF THE KPL	2/4/2019	\$3,347.73
GIFT FROM KEMAL & JULIA ATKINS	2/7/2019	\$1,000.00
GIFT FROM E VANDERHAEGEN & S SIELKE	2/7/2019	\$500.00
GIFT FROM ROBERT TREBILCOCK	2/7/2019	\$500.00
GIFT FROM STEPHEN & SUSAN VEKASY	2/27/2019	\$30.00
GIFT FROM FRIENDS OF THE KPL	2/27/2019	\$2,000.00
GIFT FROM FENTON FAMILY DEALERSHIPS	3/18/2019	\$500.00
GIFT FROM M FOX WELDON & L WELDON	3/19/2019	\$500.00
GIFT FROM KATHRYN M DALE	4/12/2019	\$500.00
GIFT FROM KARINE & TORIN FINSER	4/12/2019	\$1,000.00
GIFT FROM FRIENDS OF THE KPL	4/16/2019	\$10,001.58
GIFT FROM CARL & BARBARA DEMATTEO	4/22/2019	\$1,000.00
GIFT FROM WILSON ORTHODONTICS PLLC	4/22/2019	\$1,500.00
DONATIONS 12/22/18 - 4/29/19		\$40,188.23

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

Date: 6/19/2019
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	Repayment #6 to City of Keene for interim bridge funding (R-2017-31)	40,000.00
Total Withdrawal Request			40,000.00

**Amount of
Withdrawal:** \$40,000.00

**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 _____

**R-2017-31 LIBRARY CAMPUS DEVELOPMENT PROJECT
INTERIM BRIDGE FUNDING = \$1,729,221.26**

Date	Description	JE #	Transaction \$	Notes
12/14/2017	BEGINNING BALANCE	20181465	\$ 1,729,221.26	00004 / 68011 Capital Appropriations
12/14/2017	Loan interest paid at closing	20182408	(4,235.74)	
4/18/2018	Repay #1 Trustees of Trust Funds - withdrawn from Library Renovation Trust	20182420	(265,000.00)	
5/16/2018	Repay #2 Trustees of Trust Funds - withdrawn from Library Renovation Trust	20182638	(330,000.00)	
6/20/2018	Repay #3 Trustees of Trust Funds - withdrawn from Library Renovation Trust	20182946	(105,000.00)	
7/24/2018	Record 6/30/18 due to City from Lib Reno Trust	20183147	(331,000.00)	
Balance Remaining as of 6/30/18			\$ 693,985.52	
7/24/2018	Reverse 6/30/18 due to City from Lib Reno Trust	20190139	\$ 331,000.00	
8/15/2018	Repay #4 Trustees of Trust Funds - withdrawn from Library Renovation Trust	20190327	(450,000.00)	
2/20/2019	Repay #5 Trustees of Trust Funds - withdrawn from Library Renovation Trust	20191879	\$ (220,000.00)	
Balance Remaining			354,985.52	
*Per Steve Thornton (4/16/18) credit repayment \$ to Fin Reimb (00600 / 44109) and manually track balance.				



CITY OF KEENE

R-2017-31

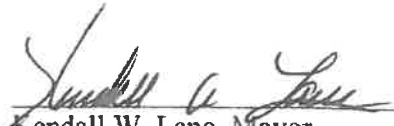
In the Year of Our Lord Two Thousand and Seventeen

A RESOLUTION Related to an appropriation for the Library Campus Development Project

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

That the sum of one million eight hundred thousand dollars (\$1,800,000) is hereby appropriated in the 2017-2018 fiscal year for the purpose of providing interim bridge funding for the Library Campus Development Project.

Said appropriation to be funded by the General Fund unassigned fund balance (\$1,800,000).


Kendall W. Lane, Mayor

1,729,221.36

PASSED September 21, 2017

A true copy;
Attest:


Patricia Castle
City Clerk



City of Keene, N.H.
Transmittal Form

September 14, 2017

TO: Mayor and Keene City Council

FROM: Finance, Organization and Personnel Committee

ITEM: J.3.

SUBJECT: Library Pledge Bridge Funding

RECOMMENDATION:

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-31.

ATTACHMENTS:

Description

Resolution R-2017-31

BACKGROUND:

Asst. Finance Director Merri Howe addressed the Committee next. Ms. Howe stated this item was read at the September 2017 meeting of the City Council and referred back to the FOP. She explained there is a 1.8 million cash flow for the library project.

The partners of this project, MEDC, the Library Trustees and the Friends of the Library attempted to secure a bridge loan for this project but were unsuccessful. This Resolution will provide the 1.8 million in funding through the General Fund assigned fund balance ending realization of pledges.

Ms. Howe stated there are some risks – the pledges that come in will be applied on a monthly basis which will reduce the amount owed. There are pledges in the amount of about 79% scheduled to come in between September 2017 through May 2018 and anything additional will be applied against the balance.

Councilor Clark asked what percentage of pledges won't be collected.

Ms. Judy Putnam Co-Chair of the Capital Campaign stated they have been receiving money for two years and so far no one has missed a payment. They continue to get new pledges and felt the risk is low. Chair Greenwald clarified they have a plan for non-collectable pledges. Ms. Putnam stated they will keep raising the money.

Councilor Jacobs asked for the reason the bridge loan was not successful. Ms. Putnam stated it is because the Attorney General did not permit the use of pledges as collateral. Councilor Powers stated he has no reservation providing this money because of the names on the list who have provided these pledges and felt if something comes up short they would take care of it.

Councilor Jacobs made the following motion which was seconded by Councilor Chadbourne.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends the adoption of Resolution R-2017-31: Related to an Appropriated for the Library Campus Development Project..

On behalf of the Finance Committee the Chair thanked Mr. Kopczynski for his service as the City Manager.

CITY OF KEENE, NH
 REPORT OF THE TRUSTEES OF TRUST FUNDS
 CAPITAL RESERVE (ACCOUNT NUMBER XXX4474)
 FOR YEAR ENDING: 06/30/2019
 AS OF: 05/31/2019

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	5,902.67	0.00	0.043774%	0.00	0.00	0.00	0.00	5,917.18	5,910.57	0.00	0.043774%	14.51	0.00	0.00	0.00	5,917.18	5,910.57
Bridges		Common Investment	2002	747,630.11	0.00	5.544359%	0.00	0.00	0.00	0.00	749,467.75	748,630.12	0.00	5.544359%	1,837.64	0.00	0.00	0.00	749,467.75	748,630.12
City Hall Parking DK		Common Investment	1999	130,616.16	0.00	0.968638%	0.00	0.00	0.00	0.00	130,937.21	130,790.87	0.00	0.968638%	321.05	0.00	0.00	0.00	130,937.21	130,790.87
Downtown Infrastructure and Facility		Common Investment	2008	1,279,708.98	0.00	9.490209%	0.00	0.00	0.00	0.00	1,282,854.45	1,281,420.69	0.00	9.490209%	3,145.47	0.00	0.00	0.00	1,282,854.45	1,281,420.69
Equipment Capital Reserve		Common Investment	1998	1,250,004.89	0.00	7.112404%	0.00	0.00	0.00	(290,931.36)	961,430.90	960,356.37	0.00	7.112404%	2,357.37	0.00	0.00	0.00	961,430.90	960,356.37
Fire Equipment		Common Investment	1968	710,182.16	0.00	5.266648%	0.00	0.00	0.00	0.00	711,927.75	711,132.07	0.00	5.266648%	1,745.59	0.00	0.00	0.00	711,927.75	711,132.07
Hazardous Waste Site		Common Investment	1988	49,389.96	0.00	0.366272%	0.00	0.00	0.00	0.00	49,511.36	49,456.02	0.00	0.366272%	121.40	0.00	0.00	0.00	49,511.36	49,456.02
Intersection Improv		Common Investment	1986	1,943.88	0.00	0.014416%	0.00	0.00	0.00	0.00	1,948.66	1,946.48	0.00	0.014416%	4.78	0.00	0.00	0.00	1,948.66	1,946.48
Landfill		Common Investment	1980	21,554.94	0.00	0.159850%	0.00	0.00	0.00	0.00	21,607.92	21,583.77	0.00	0.159850%	52.98	0.00	0.00	0.00	21,607.92	21,583.77
Martel Court Pump St		Common Investment	1992	722,767.66	0.00	5.359981%	0.00	0.00	0.00	0.00	724,544.19	723,734.41	0.00	5.359981%	1,776.53	0.00	0.00	0.00	724,544.19	723,734.41
Sewer Infrastructure		Common Investment	1998	2,891,063.61	0.00	21.363763%	0.00	0.00	0.00	(10,262.64)	2,887,881.88	2,884,654.28	0.00	21.363763%	7,080.91	0.00	0.00	0.00	2,887,881.88	2,884,654.28
Transfer/Recycle Facility		Common Investment	1998	370,368.32	0.00	2.746619%	0.00	0.00	0.00	0.00	371,278.67	370,863.72	0.00	2.746619%	910.35	0.00	0.00	0.00	371,278.67	370,863.72
Transportation Improvement Fund		Common Investment	2015	251,631.47	0.00	1.866077%	0.00	0.00	0.00	0.00	252,249.97	251,968.05	0.00	1.866077%	618.50	0.00	0.00	0.00	252,249.97	251,968.05
Waste Water Treatment Plant		Common Investment	1992	1,888,420.35	0.00	14.004358%	0.00	0.00	0.00	0.00	1,893,062.01	1,890,946.26	0.00	14.004358%	4,641.66	0.00	0.00	0.00	1,893,062.01	1,890,946.26
Water Infrastructure		Common Investment	1998	2,294,584.14	0.00	16.889589%	0.00	0.00	0.00	(17,104.20)	2,283,077.89	2,280,526.24	0.00	16.889589%	5,597.95	0.00	0.00	0.00	2,283,077.89	2,280,526.24
Water Treatment Facility		Common Investment	1993	986,815.93	0.00	7.318140%	0.00	0.00	0.00	0.00	989,241.49	988,135.88	0.00	7.318140%	2,425.56	0.00	0.00	0.00	989,241.49	988,135.88
Wells Street Parking Str		Common Investment	1999	200,231.96	0.00	1.484903%	0.00	0.00	0.00	0.00	200,724.12	200,499.78	0.00	1.484903%	492.16	0.00	0.00	0.00	200,724.12	200,499.78
TOTALS				13,802,817.19	0.00	100.000000%	0.00	0.00	0.00	(318,298.20)	13,517,663.40	13,502,555.58	0.00	100.000000%	33,144.41	0.00	0.00	0.00	13,517,663.40	13,502,555.58

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: 05/31/2019

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	31,096.52	2,530.00	100.000000%	0.00	0.00	(22.49)	0.00	33,604.03	33,604.03	10,460.37	100.000000%	62.33	0.00	0.00	10,522.70	44,126.73	44,126.73
TOTALS				31,096.52	2,530.00	100.000000%	0.00	0.00	(22.49)	0.00	33,604.03	33,604.03	10,460.37	100.000000%	62.33	0.00	0.00	10,522.70	44,126.73	44,126.73