



**Trustees of Trust Funds  
AGENDA**

City Hall 2<sup>nd</sup> Floor Conference Room  
May 15, 2019  
9:30 AM

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

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1. Approval of the April 2019 minutes
2. Common Trust Fund
  - a. Frank Wright Scholarship – Tia Auger
  - b. Approval of Receipts = none
  - c. Approval of Disbursements = \$5,607.58
    - i. #503 Clement Woodward Fund = \$1,596.58
      - 9/13/18 Woodward Committee W2018-05
    - ii. #529 Ashuelot River Park = \$1,500.00
      - 2019 ARP Budget; Trustees 2/20/19
    - iii. Library Trust Funds = \$2,006.00
      - #541 John Symonds Library Trust = \$550.00
      - #549 John T. Foster Library Trust = \$856.00
      - #547 Clara B. Abbott Library Trust = \$600.00
    - iv. #581 Frank Wright Scholarship = \$325.00
      - Tia Auger Fall 2019 tuition deposit
    - v. #585 Ingersoll Collection Trust = \$180.00
      - Framing State seal for display
3. Capital Reserve Portfolio
  - a. Approval of Receipts = none
  - b. Approval of Disbursements = \$318,298.20
    - i. Fleet Equipment = \$290,931.36
    - ii. Sewer Infrastructure = \$10,262.64
    - iii. Water Infrastructure = \$17,104.20
4. Library Renovation Trust Fund
  - a. Acceptance of Donations = none
  - b. Approval of Disbursements = none
5. Distribution of MS9's for period ending April 30, 2019
  - a. Common Trust Funds – \$9,957,533.97
  - b. Capital Reserve Funds – \$13,769,676.19
  - c. Library Renovation Trust Fund – \$41,556.89
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

## Karen Gray

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**From:** [REDACTED]  
**Sent:** Thursday, April 25, 2019 7:57 AM  
**To:** Karen Gray  
**Subject:** Re: Frank Wright Scholarship  
**Attachments:** Rental Agreement.pdf

Hi, Karen,

Thank you for the information, and for the flexibility for my summer tuition. I'm sorry for the inconvenience. Attached is my rental agreement. I am responsible for half of the \$995 rent because I have a roommate. My summer course runs from 6/4-7/25, and the fall semester begins on 8/26. Student accounts will not have my bill prepared until July. At which time I should also have more information regarding my books, parking, and new rental information.

Thank you, and I look forward to the May meeting.  
Tia

On Wed, Apr 17, 2019 at 11:57 AM Karen Gray <[kgray@ci.keene.nh.us](mailto:kgray@ci.keene.nh.us)> wrote:

Hi Tia,

Thanks for the information that you sent me last night. Unfortunately the Trustees agenda for this morning's meeting was posted last Friday so they were only able to take action as follows. Items requiring action from the Trustees must be on the posted agenda.

- 1) The Trustees made an exception to the agenda and approved the \$2,064 tuition to Keene State at the meeting this morning. This was done because of the payment due date in late April. The check should be mailed directly to Keene State by the end of next week.
- 2) The reimbursement to you for \$325.00 for your Fall deposit was tabled and will be added to the May Trustees agenda for action.

In addition, the Trustees are thrilled that you plan to attend the May meeting. They will have you first on the agenda so you should plan for: May 15, 2019 @ 9:30 am. The meeting is held on the 2<sup>nd</sup> Floor conference room at City Hall (3 Washington Street). The room is straight ahead as you exit the elevator or stairwell on the 2<sup>nd</sup> floor.

Any other action items (i.e. lease payment, books, parking, etc.) that you would like to have considered by the Trustees should be **emailed to me no later than Wednesday, May 8, 2019** in order to be included on the agenda. So please

## Fixed-Term Residential Lease

### Clause 1. Identification of Landlord and Tenant

This Agreement is entered into between [REDACTED] & Tia Auger ("Tenants") and [REDACTED] ("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 be 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**

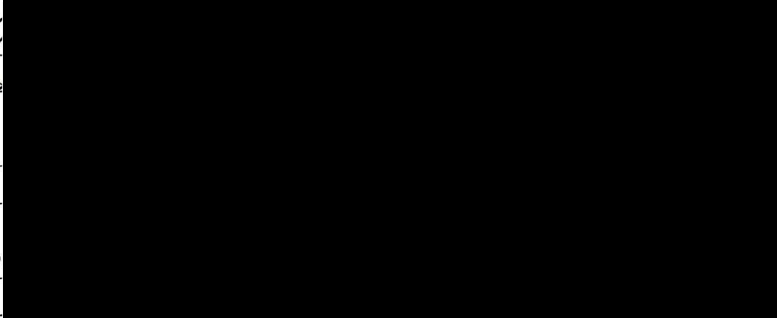
a. This document, with attached addendum, constitutes the entire Agreement between the parties, and no promises or representations, other than those contained here and those implied by law, have been made by Landlord or Tenants. Any modifications to this Agreement must be in writing signed by Landlord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

Date: 8/9/2018  
Tenant: \_\_\_\_\_

Date: 8/9/20  
Tenant: \_\_\_\_\_



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

**Date:** 5/15/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
503	Clement J Woodward	Rite Aid	1,596.58
		W2018-05 = \$1,596.58	
		- reimbursement to City of Keene for	
		\$1,596.58 payment ck #156051 dtd 1/24/19	
		Approved by Woodward Committee at	
		9/13/18 meeting	
<b>Total Withdrawal Request</b>			<b>1,596.58</b>

**Amount of  
Withdrawal:** \$1,596.58

**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 \_\_\_\_\_



**Woodward Fund Committee**  
**Keene, New Hampshire**

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

The Woodward Committee continues to recommend the following Keene resident for assistance from the Clement Woodward Trust Fund.

Approved by WF Committee                      CMC                      DHK                      \* Other                      Total

W-2018-05			Rite Aid	\$1596.58
<b>Total</b>				\$1596.58

Respectfully submitted,



Natalie J. Darcy, Manager  
Human Services Department  
City of Keene

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

**Date:** 5/15/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
529	Ashuelot River Park Trust	2019 Budget - reimbursment to City	1,500.00
		FA Bartlett - \$1,500.00	
		Trustees approved 2/20/19 - project 90272-19	
<b>Total Withdrawal Request</b>			<b>1,500.00</b>

**Amount of  
Withdrawal:** \$1,500.00

**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 \_\_\_\_\_

City of Keene Trustees of Trust Funds (TTF)								
Approved Trustee Trust Fund Expenditures (as of May 5, 2019)								
		Status	Trustee Approved Date	Approved Amount	Actual Expense	Trustee Reimb Date	Unused Funds	Balance Remaining
<b>568</b>	<b>Monadnock View B</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
<b>529</b>	<b>Ashuelot River Park</b>							
	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
<b>528</b>	<b>Ashuelot River Park Memorial Trust</b>							
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
<b>530</b>	<b>Rachel Marshall Trust</b>							
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
<b>567</b>	<b>Colony Lot Trust- Repairs to lot</b>							
	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
<b>570</b>	<b>Campo Santo Trust-Repairs</b>							
		Complete	2/18/2015	2,390.00	(1,083.97)	N/A	1,306.03	0.00
<b>585</b>	<b>Ingersoll Collection Trust</b>							
	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
<b>510</b>	<b>Police Benevolent Fund</b>							
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
<b>582</b>	<b>Alger</b>							
	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
<b>581</b>	<b>Wright Scholarship</b>							
	Katie Carbonara	Complete	2/1/2014	100,000.00	(100,000.00)	N/A	0.00	0.00
	<b>\$80,000 (\$20,000 per year x 4 years)</b>	<b>3/18/2015</b>						
	<i>2015-16 School Year - Tia Auger - year 1</i>	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
	<i>2016-17 School Year - Tia Auger - year 2</i>	Complete		20,000.00	(17,311.94)		0.00	0.00
	<i>2017-18 School Year - Tia Auger - year 3</i>	Complete		20,000.00	(13,630.92)		0.00	0.00
	<i>2018-19 School Year - Tia Auger -gap year</i>	N/A		0.00				
	<i>2019-20 School Year - Tia Auger - year 4</i>			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	17,611.00

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:** 5/15/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
<b>Reimburse the City of Keene for expenses paid (01102 / 62498) from the LIBRARY TRUST FUNDS as directed by the Library Director.</b>			
541	John Symonds		550.00
549	John T. Foster		856.00
547	Clara B. Abbott		600.00
<b>Total Withdrawal Request</b>			<b>2,006.00</b>

**Amount of  
Withdrawal:** \$2,006.00

**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 \_\_\_\_\_

FY19 LIBRARY TRUST FUNDS																	
Date of Creation	Fund #	Name of Trust Fund	Purpose	Available Principal Balance 3/31/19	Available Income Balance 3/31/19	Estimated Income 4/1/19 - 6/30/19	Total Expended 3/31/19	Est Balance 6/30/19	Expended #1 - May 2019 Reimb			Expended #2 - 2019 Reimb			Expended #3 - 2019 Reimb		
									Date	Check #	\$ Amount	Date	Check #	\$ Amount	Date	Check #	\$ Amount
1902	541	John Symonds Fund	Land/building/books/reading material and to care for the same	\$ 7,693.41	\$ 518.31	\$ 45.88	\$ -	\$ 564.19	12/11/18	PCard	\$ 550.00						
1899	542	Thayer and Chapin Fund	Books	\$ -	\$ 1,510.12	\$ 140.63	\$ -	\$ 1,650.75									
1894	543	Caroline Ingersoll	Books - stamped "From the Ingersoll Donation"	\$ -	\$ 90.86	\$ 8.46	\$ -	\$ 99.32									
1907	544	Mary R. Hall Fund	Books	\$ -	\$ 48.61	\$ 4.28	\$ -	\$ 52.89									
1931	545	George B. Elliot	Books/newspapers	\$ -	\$ 36.37	\$ 2.85	\$ -	\$ 39.22									
1909	546	Maria Osborne	Magazines for ladies reading room	\$ -	\$ 72.18	\$ 1.41	\$ -	\$ 73.59									
1955	547	Clara B. Abbott	Historical & genealogical materials	\$ -	\$ 4,852.58	\$ 40.36	\$ -	\$ 4,892.94	10/31/18	154575	\$ 600.00						
1974	548	Carrie Hersey	Books	\$ -	\$ 3,097.07	\$ 288.41	\$ -	\$ 3,385.48									
2003	549	John T. Foster	General purposes	\$ -	\$ 831.28	\$ 35.46	\$ -	\$ 866.74	12/11/18	Pcard	\$ 856.00						
<b>TOTAL</b>				<b>\$ 7,693.41</b>	<b>\$ 11,057.38</b>	<b>\$ 567.74</b>	<b>\$ -</b>	<b>\$ 11,625.12</b>			<b>\$ 2,006.00</b>			<b>\$ -</b>			<b>\$ -</b>
Expenditures: 01102 / 62498																<b>Total Expended</b>	<b>2,006.00</b>

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

**Date:** 5/15/2019  
**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	325.00
		Deposit for Fall 2019 Tuition	
<b>Total Withdrawal Request</b>			<b>325.00</b>

**Amount of  
Withdrawal:** \$325.00

**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 \_\_\_\_\_



Wisdom to make a difference.

Admissions - Enrollment Fee FA 2019 Receipt

Welcome to Keene State College! We received your enrollment services fee. Check your personal email beginning on February 4, 2019 for information on setting up your KSC NetID and Email. Once you've set your KSC NetID password, a confirmation email will be sent to your personal email with next steps on accessing your KSC accounts such as registration for orientation in June and your Housing Application.

Freshman and sophomores are required to live on campus. Requests for exceptions to this required housing policy must be made via this form: <http://www.keene.edu/office/reslife/forms/on-campus-requirement-exception/>

We look forward to having you join our campus!

Payment Information

Payment Date	Check # / Conf #	Type	Amount	Notes
03/12/2019 11:28	364044464	payment	\$325.00	

View full registration details at: [https://www.events.unh.edu/RegView.pm?reg\\_id=908785&ck=btznqm2v5y0i1qveim2tma](https://www.events.unh.edu/RegView.pm?reg_id=908785&ck=btznqm2v5y0i1qveim2tma)

Event Date 09/01/2018 - 09/31/2019  
 Admissions Office  
 Sponsor kscadmissions@keene.edu  
 603-358-2276  
 Request Number 908785  
 Date Submitted 03/12/2019  
 Student ID: [REDACTED]  
 Confirm ID: [REDACTED]  
 Last Name: [REDACTED]  
 First Name: [REDACTED]  
 Cell or Phone #: [REDACTED]  
 Enrolling Fall 2019: Readmit  
 I agree to the above: Yes  
 Total Cost \$ 325.00  
 Payment Status paid in full

Contact kscadmissions@keene.edu if you have any questions.

\* To protect your privacy, we do not email specific registration details. To obtain a hard copy of your complete registration information, click on the "Print Registration Details" button above.

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

**Date:** 5/15/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
<b>Reimburse the City of Keene for expenses paid (00200 / 62498) from the INGERSOLL COLLECTION TRUST as directed by the City Clerk.</b>			
<b>585</b>	Ingersoll Collection Trust	Reimbursement to the City of Keene	<b>180.00</b>
		for Pcard payment to Michaels	
		for framing of the State Seal for	
		display	
<b>Total Withdrawal Request</b>			<b>180.00</b>

**Amount of  
Withdrawal:** \$180.00

**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 \_\_\_\_\_



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

**Date:** 5/15/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal	Amount
<b>#612 Fleet Equipment</b>		<b>290,931.36</b>
11003-A	FY19 Fleet Equipment	290,931.36
<b>#613 Sewer Infrastructure</b>		<b>10,262.64</b>
08055-19	FY19 Sewer Main Improvements	10,262.64
<b>#614 Water Infrastructure</b>		<b>17,104.20</b>
05009-17	FY17 Water Distribution Improvement	17,104.20
<b>Total Withdrawal Request</b>		<b>318,298.20</b>

**Amount of  
Withdrawal:** \$318,298.20

**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 #10 May 2019 Trustees Meeting												
Project #	Reserve	Fund	Project Name	Cap Reserve	Status	FY19 Pd 10	Revenue	NET	Prior Mos Reimb	Trustee	FY19	
				Budget		Expense	Other Sources	Exp Less Other Rev	Revenue	Trustees	May	
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)		Martell Court Capital Reserve
08093-A	607	32	Martel Ct Roof	10,135.00		0.00		0.00	0.00	0.00		Martell 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		Martell Court Capital Reserve
08099-18	607	32	Martell Court Phase 2	69,592.00		0.00		0.00	0.00	0.00		Martell 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		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		10,804.73		10,804.73	10,804.73	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		358,701.85		358,701.85	67,770.49	290,931.36		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	145,700.63		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		35,570.56		35,570.56	25,307.92	10,262.64		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		265,264.00		265,264.00	248,159.80	17,104.20		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		1,600,808.60	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	117,792.15	0.00		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		39,233.00		39,233.00	39,233.00	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		2,132,158.99	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	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		0.00	295,000.00	(295,000.00)	0.00	(295,000.00)		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		24,705.81	227,642.00	(202,936.19)	0.00	(202,936.19)		Transportation Improvement
										<b>Total</b>	<b>318,298.20</b>	May19 Cap Reserve WD



CITY OF KEENE, NH  
 REPORT OF THE TRUSTEES OF TRUST FUNDS  
 CAPITAL RESERVE (ACCOUNT NUMBER XXX4474)  
 FOR YEAR ENDING: 06/30/2019  
 AS OF: 04/30/2019

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	5,891.37	0.00	0.042764%	0.00	0.00	0.00	0.00	0.00	5,902.67	5,888.50	0.00	0.042764%	11.30	0.00	0.00	0.00	5,902.67	5,888.50
Bridges		Common Investment	2002	746,198.71	0.00	5.416504%	0.00	0.00	0.00	0.00	0.00	747,630.11	745,835.03	0.00	5.416504%	1,431.40	0.00	0.00	0.00	747,630.11	745,835.03
City Hall Parking DK		Common Investment	1999	130,366.08	0.00	0.946301%	0.00	0.00	0.00	0.00	0.00	130,616.16	130,302.55	0.00	0.946301%	250.08	0.00	0.00	0.00	130,616.16	130,302.55
Downtown Infrastructure and Facility		Common Investment	2008	1,277,258.87	0.00	9.271361%	0.00	0.00	0.00	0.00	0.00	1,279,708.98	1,276,636.36	0.00	9.271361%	2,450.11	0.00	0.00	0.00	1,279,708.98	1,276,636.36
Equipment Capital Reserve		Common Investment	1998	1,247,611.65	0.00	9.056158%	0.00	0.00	0.00	0.00	0.00	1,250,004.89	1,247,003.59	0.00	9.056158%	2,393.24	0.00	0.00	0.00	1,250,004.89	1,247,003.59
Fire Equipment		Common Investment	1968	708,822.46	0.00	5.145197%	0.00	0.00	0.00	0.00	0.00	710,182.16	708,476.99	0.00	5.145197%	1,359.70	0.00	0.00	0.00	710,182.16	708,476.99
Hazardous Waste Site		Common Investment	1988	49,295.40	0.00	0.357825%	0.00	0.00	0.00	0.00	0.00	49,389.96	49,271.37	0.00	0.357825%	94.56	0.00	0.00	0.00	49,389.96	49,271.37
Intersection Improv		Common Investment	1986	1,940.16	0.00	0.014083%	0.00	0.00	0.00	0.00	0.00	1,943.88	1,939.21	0.00	0.014083%	3.72	0.00	0.00	0.00	1,943.88	1,939.21
Landfill		Common Investment	1980	21,513.67	0.00	0.156163%	0.00	0.00	0.00	0.00	0.00	21,554.94	21,503.19	0.00	0.156163%	41.27	0.00	0.00	0.00	21,554.94	21,503.19
Martel Court Pump St		Common Investment	1992	721,383.86	0.00	5.236378%	0.00	0.00	0.00	0.00	0.00	722,767.66	721,032.27	0.00	5.236378%	1,383.80	0.00	0.00	0.00	722,767.66	721,032.27
Sewer Infrastructure		Common Investment	1998	2,885,528.43	0.00	20.945461%	0.00	0.00	0.00	0.00	0.00	2,891,063.61	2,884,122.08	0.00	20.945461%	5,535.18	0.00	0.00	0.00	2,891,063.61	2,884,122.08
Transfer/Recycle Facility		Common Investment	1998	369,659.22	0.00	2.683281%	0.00	0.00	0.00	0.00	0.00	370,368.32	369,479.05	0.00	2.683281%	709.10	0.00	0.00	0.00	370,368.32	369,479.05
Transportation Improvement Fund		Common Investment	2015	227,049.70	24,100.00	1.823044%	0.00	0.00	0.00	0.00	0.00	251,631.47	251,027.29	0.00	1.823044%	481.77	0.00	0.00	0.00	251,631.47	251,027.29
Waste Water Treatment Plant		Common Investment	1992	1,884,804.81	0.00	13.681412%	0.00	0.00	0.00	0.00	0.00	1,888,420.35	1,883,886.19	0.00	13.681412%	3,615.54	0.00	0.00	0.00	1,888,420.35	1,883,886.19
Water Infrastructure		Common Investment	1998	2,293,835.98	0.00	16.624027%	0.00	0.00	0.00	(3,645.00)	0.00	2,294,584.14	2,289,074.77	0.00	16.624027%	4,393.16	0.00	0.00	0.00	2,294,584.14	2,289,074.77
Water Treatment Facility		Common Investment	1993	987,007.03	0.00	7.149381%	0.00	0.00	0.00	0.00	(2,080.44)	986,815.93	984,446.55	0.00	7.149381%	1,889.34	0.00	0.00	0.00	986,815.93	984,446.55
Wells Street Parking Str		Common Investment	1999	199,848.60	0.00	1.450660%	0.00	0.00	0.00	0.00	0.00	200,231.96	199,751.20	0.00	1.450660%	383.36	0.00	0.00	0.00	200,231.96	199,751.20
<b>TOTALS</b>				<b>13,758,016.00</b>	<b>24,100.00</b>	<b>100.000000%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(5,725.44)</b>		<b>13,802,817.19</b>	<b>13,769,676.19</b>	<b>0.00</b>	<b>100.000000%</b>	<b>26,426.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,802,817.19</b>	<b>13,769,676.19</b>

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: 04/30/2019

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	17,110.13	14,001.58	100.000000%	0.00	0.00	(15.19)	0.00	31,096.52	31,096.52	10,401.35	100.000000%	59.02	0.00	0.00	10,460.37	41,556.89	41,556.89
<b>TOTALS</b>				<b>17,110.13</b>	<b>14,001.58</b>	<b>100.000000%</b>	<b>0.00</b>	<b>0.00</b>	<b>(15.19)</b>	<b>0.00</b>	<b>31,096.52</b>	<b>31,096.52</b>	<b>10,401.35</b>	<b>100.000000%</b>	<b>59.02</b>	<b>0.00</b>	<b>0.00</b>	<b>10,460.37</b>	<b>41,556.89</b>	<b>41,556.89</b>