

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, December 20, 2017 9:30 AM City Hall-2nd Floor Conference Room

Members Present:

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

Staff Present:

Karen Gray, Senior Staff Accountant
Sherrie Curtis, Secretary

Absent:

Other:

William Dow, Deputy City Clerk
Andy Bohannon, Parks & Recreation Director

Approval of minutes

Ms. Snow made a motion to approve minutes of both the November 15, 2017 and December 11, 2017 meetings as presented, Mr. Mattson seconded. Motion carried unanimously.

Common Trust

Ingersoll Collection #585

Mrs. Gray introduced Bill Dow, Deputy City Clerk. Mr. Dow indicated he was present to discuss the lighting system in the Ingersoll cabinets. Mr. Dow stated that the current lighting system was installed in 1999. Mr. Dow explained that due to the age of the system they are experiencing blown bulbs and lights that simply do not work anymore. The Clerk's office has done some research and is recommending a new LED cabinet lighting system which will result in reduced electrical and maintenance costs. Ms. Snow inquired as to how often the Ingersoll Collection is displayed. Mr. Dow stated the collection is on display one month a year. Ms. Snow asked if there was a plaque of any kind on the cabinets letting people that the Ingersoll Trust provided them Mr. Dow stated that there is not.

Mr. Mattson asked if vendor response to maintenance requests will be factored into the choice of vendor. Mr. Dow responded that he hoped the new system would need less maintenance, but felt confident that any of the local vendors would provide good service.

Ms. Snow made a motion to approve up to \$1,700.00 for the replacement of the Ingersoll cabinet lighting, Mrs. Gemmell seconded. Motion carried unanimously.

Frank Wright Trust #581

Mrs. Gray presented the following two disbursements on behalf of Tia Auger.

- January 2018 rent in the amount of \$550.00 payable to Thomas Little
- Spring tuition in the amount of \$4,402.00 payable to Keene State College

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

Ashuelot River Park #529

Mrs. Gray presented a disbursement in the amount of \$2,500.00 to reimburse the City for a payment made to M. Johnson Lawncare for fall weeding and cleanup of Ashuelot River Park. This expense is part of the 2017 approved budget. Supporting documentation was attached for Trustee review.

Ms. Snow made a motion to approve the request as presented, Mr. Mattson seconded. Motion carried unanimously.

Monadnock View B #568

Mr. Bohannon was present to a request funding for Cemetery Management Software. Mr. Bohannon stated that his department has been reviewing and testing various cemetery software programs when they learned that the current Oracle database would no longer be available and that they would be converting to Cartegraph. Mr. Bohannon stated that their initial consensus was that Cartegraph would be a cumbersome and time consuming product to use as a cemetery application. The department proceeded to test Cartegraph while looking for additional programs designed specifically for cemeteries.

The result was four programs: Pontem Software, PlotBox, CemSites, and CIMS Software. The department spoke with representatives, watched demos for each, and determined additional items that needed clarification. After careful review, the department believes CIMS software would be the best fit. This program is very user friendly and visual. CIMS provided the City a demo version and staff has been testing it for a few weeks. Staff likes the CIMS product and feels it is a great fit for the needs of the Cemetery department.

Mr. Bohannon stated that although this software is expensive, CIMS has been very responsive during the time that we have been trying out the demo model and they have even rolled out system improvements to better meet the needs of the City. This software is cloud based and has the ability to keep growing with the department needs in the future. The existing Cartegraph files will be uploaded to the CIMS software. The estimated cost would be \$91,000 up front; \$3,950 per year. Mr. Bohannon stated he plans to have the IT department review the proposal and perhaps they can negotiate a lower cost. Mr. Bohannon stated the he has the support of the IT Manager and the City Manager for the use of this product.

Mr. Bohannon stated the annual fee will be paid out the annual operating budget; he is looking for the Trust to pay the purchase cost. There was discussion among the Trustees as to whether or not this fit the scope of the Trust. This trust is designated for capital improvements. Mr. Mattson stated that he felt that it does qualify as an improvement especially with the changing of the times and the move to automation.

Ms. Snow made a motion granting permission for this project to move forward, with Mr. Bohannon reporting back with a final cost. Ms. Silver seconded the motion. Motion carried unanimously.

Capital Reserve

Mrs. Gray presented the following disbursements totaling \$83,056.23 with supporting documentation for Trustee review.

- Wastewater Treatment Plant \$10,018.04
- Sewer Infrastructure \$7,614.25
- Water infrastructure \$7,157.69
- Transportation Improvement \$58,266.25

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

As a side note, Mrs. Gray reported that the library renovation project closing took place on December 14, 2017. Mrs. Gray indicated that next month the balance on the MS9 should be around \$10,000.00.

Mrs. Gray stated that the new trustee Michael Forrest will most likely be confirmed by Council and that this is Mr. Mattson's last meeting. The Trustees thanked Mr. Mattson for his services and his acknowledged that he will be greatly missed.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Sherrie Curtis