

**City of Keene**  
**NEW HAMPSHIRE**

**TRUSTEES OF TRUST FUNDS**  
**MEETING MINUTES**

**Wednesday, June 20, 2018 9:30 AM City Hall-2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Michelle Howard, Chair  
Michael Forrest  
Katherine Snow  
Marilyn Gemmell, Vice Chair

**Staff Present:**

Karen Gray, Senior Staff Accountant  
Sherrie Curtis, Secretary

**Absent:**

Susan Silver

**Other:**

Andy Bohannon Parks & Recreation Director

**Approval of Minutes**

Ms. Snow made a motion to approve minutes of the May 16, 2018 meeting as presented, Ms. Gemmell seconded. Motion carried unanimously.

**COMMON TRUST FUNDS**

**MONADNOCK CEMETERY B**

Mr. Bohannon was present to discuss funding for the Woodland Cemetery Culvert replacement. Mr. Bohannon reported that there are wetlands that run along North Lincoln Street and are fed from a stream coming from Robin Hood Park and that the culvert has failed. The repair is complicated by the fact that there are burials that were placed above the culvert and can't be disturbed. Mr. Bohannon stated that the Cemetery and the Engineering division have determined that the culvert needs to be relocated and that this project will cost an estimated \$86,675.00. The process has begun with wetland permits being filed, this project will be presented to FOP and then on to Council once approved the project will be put out to bid.

Ms. Snow made a motion to approve, Mr. Forrest seconded. Motion carried unanimously.

**FRANK WRIGHT TRUST**

Mrs. Gray shared a new email she received from she received from Tia on 6/19. She will continue with her gap year because all her options regarding the school and her classes have been filled. After some discussion and reviewing the trust it was determined that the remaining scholarship balance of \$20,000.00 needs to be set aside. The trust states that a gap year is allowed and that the recipient has 6 years from the date of high school graduation to use the awarded scholarship. Tia's scholarship will expire in June 2021. The trustee directed Mrs. Gray to make a notation of this encumbrance in the trust records. Also the Trustees requested that Ms. Auger be notified of her remaining scholarship balance and that the scholarship expires June 2021.

## **LIBRARY TRUST FUNDS**

Mrs. Gray presented disbursements to the City from the various library trusts. Mrs. Gray advised that each disbursement fits the scope of the specific library trust.

- #541 John Symonds \$682.45
- #542 Thayer and Chapin \$520.07
- #543 Caroline Ingersoll \$49.42
- #548 Carrie Hersey \$1,772.33

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

## **INGERSOLL COLLECTION**

Mrs. Gray presented a disbursement in the amount of \$300.00 for the replacement of the LED lighting in the cabinets. This project was previously approved by the Trustees on 12/20/17. Supporting documentation was provided for Trustee review. Ms. Snow made a motion to approve as presented, Mr. Forrest seconded. Motion carried unanimously.

## **CLEMENT J. WOODWARD TRUST**

Mrs. Gray reported the Woodward Committee met on May 16, 2018 and approved the following disbursements. Supporting documentation was attached for Trustee review.

- Dartmouth Hitchcock clinic \$253.34
- Rite Aid \$141.00

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

## **ASHUELOT RIVER PARK**

Mrs. Gray presented a disbursement for the 2018 spring clean-up and soil application for a total of amount of \$3,925.00. These expenses are part of the budget approved in April. Supporting documentation was attached for Trustee review.

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

## **LIBRARY RENOVATION TRUST**

### **RECEIPTS**

Mrs. Gray presented donations received from April 20, 2018 – May 11, 2018 in the amount of \$105,514.00. Mrs. Gray advised that these donations were approved by City Council on 6/7/2018. Ms. Snow moved to accept the donations as presented, Mr. Forrest seconded. Motion carried 3-0, with Ms. Gemmell recusing.

### **DISBURSEMENTS**

In addition, Mrs. Gray presented a disbursement in the amount of \$105,000.00 from the Library Renovation Trust. This disbursement represents payment #3 to the City of Keene for the Interim Bridge funding (R-2017-31). Ms. Snow moved to approve as presented, Mr. Forrest seconded. Motion carried 3-0, with Ms. Gemmell recusing.

## **CAPITAL RESERVES**

### **DISBURSEMENTS**

Mrs. Gray presented the disbursements listed below totaling \$85,892.97. Supporting documentation was attached for Trustees review and the funds are reimbursing the City.

- Bridges - \$4,288.31
- Sewer Infrastructure - \$75,485.69
- Waste Water Treatment - \$6,118.97

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

**OTHER**

**MS9'S DISTRIBUTION**

Mrs. Gray distributed the reports for the period ending May 31, 2018. Mrs. Gray advised that the City and the bank agree.

Adjourned at 10:15 a.m.

Respectfully submitted,  
Sherrie Curtis