

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

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

Members Present:

Michelle Howard, Chair
Katherine Snow
Mike Forrest

Staff Present:

Karen Gray, Senior Staff Accountant
Patricia Hurley, Secretary

Absent:

Jennie Newcombe
Susan Silver, Vice Chair

Other:

Andy Bohannon, Director Parks & Recreation

Approval of Minutes

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

COMMON TRUST FUNDS

Ashuelot River Park

Mr. Bohannon was present to request a \$1,400.00 increase in expenditures in the 2019 ARP budget for LED lighting replacement. The power to some lights were cut in the spring 2019 during the irrigation project and Hamblet Electric provided the repairs. In addition to the repairs, upgrades were made to allow for the transition to LED. The upgrades include fixtures that are 400 watt metal halide and more costly to run on the same timer as the previously installed newer LED ornamental lights. Mr. Bohannon explained that the switch to LED would be brighter for safety concerns, more cost effective and a longer lasting efficient bulb with the potential for a rebate through Eversource, possibly up to \$400. Mr. Bohannon noted that the replacement work would begin in the immediate future to help reduce next fiscal year's operating budget.

Mrs. Gray suggested that alternatively, funds in the previously approved Ashuelot irrigation project could be used since the wiring to these lights had been cut in during the irrigation project. Mr. Bohannon agreed.

Ms. Snow made a motion to approve paying the \$1,400.00 lighting costs from the Ashuelot River Park Memorial Trust #528 by increasing the funds approved for the Ashuelot irrigation project from \$40,000.00 to \$41,400.00, Mr. Forrest seconded. Motion carried unanimously.

Mr. Bohannon addressed the ongoing discussion with the Ashuelot Park Advisory Board concerning the revitalization of the park and the need to be more proactive in the approach to education, plantings and volunteer upkeep. After exploring various ways and approaches, the Advisory Board agreed to Mr. Bohannon's recommendation to work with the Conway School of Landscape Design. The City has previously worked with the school for the concept plans for Carpenter Field, now Russell Park, and the Ashuelot green space. Mr. Bohannon estimated a cost of about \$10,500.00 plus \$1,000 to cover travel costs. Mr. Forrest recommended putting a cap on travel costs to limit the possibility of it exceeding that amount.

Ms. Snow made a motion to allow Mr. Bohannon to proceed with the use of the Conway School of Landscape Design with final funding amounts to be approved when costs are available, Mr. Forrest seconded. Motion carried unanimously.

RECEIPTS

None

DISBURSEMENTS

Ashuelot River Park Memorial Trust #528

Mrs. Gray presented a reimbursement to the City for an expense not included in the agenda. The Ashuelot Park Memorial Trust payment to SUR Construction in the amount of \$4,350.00 was received just prior to this meeting. She asked that the Trustees give approval to (1) add this to the agenda and (2) reimburse the City.

Mr. Forrest made a motion to approve adding this reimbursement to the agenda as presented, Ms. Snow seconded. Motion carried unanimously.

Ms. Snow made a motion to approve the payment of \$4,350.00 as presented, Mr. Forrest seconded. Motion carried unanimously.

Monadnock View Cemetery B #568

Mrs. Gray presented a disbursement of \$16,498.11 to reimburse the City for expenses paid to SUR Construction for work on the Woodland Cemetery culvert project. Ms. Snow made a motion to approve as presented, Mr. Forrest seconded. Motion carried unanimously.

Frank Wright Scholarship #581

Mrs. Gray presented a disbursement to reimburse Tia Auger for \$544.46. Supporting documentation was attached for the Trustees review:

- Summer parking - \$30.00
- Books - \$16.96
- June rent - \$497.50

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

Mrs. Gray presented a disbursement to David Gray in the amount of \$497.50 for Tia Auger's July rent as previously discussed at the May 15, 2019 meeting. Supporting documentation was attached for the Trustees review. Ms. Snow 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 \$275.60 to reimburse the City for payments for the Federal seal imaging and framing. Supporting documentation was attached for the Trustees review:

- Vector Stock - \$14.99
- Monadnock Imaging - \$35.15
- Michaels - \$225.46

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

CAPITAL RESERVES

R-2019-06A Transfer

Mrs. Gray requested approval of the Trustees to transfer \$585,000.00 from Water Treatment Plant Capital Reserve to the Water Infrastructure Capital Reserve as previously approved by City Council Resolution #R-2019-06A. She explained that the Drummer Hill water tank had failed sooner than expected and needs to be replaced. Ms. Snow made a motion to approve as presented, Mr. Forrest seconded. Motion carried unanimously.

RECEIPTS

None

DISBURSEMENTS

Mrs. Gray presented disbursements totaling \$573,732.38, supporting documentation was attached for the Trustee review.

- Wastewater Treatment Plant - \$42,295.00
- Water Treatment Plant - \$25,274.00
- Fleet Equipment - \$324,313.00
- Sewer Infrastructure - \$161,217.47
- Water Infrastructure - \$20,632.91

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

LIBRARY RENOVATION TRUST

RECEIPTS

Mrs. Gray presented donations received from December 22, 2018 through April 29, 2019 in the amount of \$40,188.23 which were approved by City Council on May 9, 2019. Ms. Snow made a motion to approve the donations as presented, Mr. Forrest seconded. Motion carried unanimously.

DISBURSEMENTS

Mrs. Gray presented a disbursement in the amount of \$40,000 to reimburse the City for interim bridge funding. Mr. Forrest made a motion to approve the disbursement as presented, Ms. Snow seconded. Motion carried unanimously.

Distribution of MS9's for period ending May 31, 2019

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

The meeting adjourned at 10:30 a.m.

Respectfully submitted,

Patricia S. Hurley