



**Trustees of Trust Funds  
AGENDA**

City Hall 2<sup>nd</sup> Floor Conference Room  
October 16, 2019  
9:30 AM

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

- 
1. Approval of the September 2019 minutes
  2. Quarterly review of trusts and capital reserves – Cambridge Trust
  3. Annual review of Investment Policies
    - a. Common Trust Funds
    - b. Capital Reserve Funds
    - c. Library Renovation Trust Fund
  4. Common Trust Fund
    - a. Annual Income Transfers/Disbursements
      - i. Transfer of FY19 income to principal = \$14,228.64
      - ii. Disburse FY19 income to City of Keene = \$105,428.87
    - b. Approval of Receipts = none
    - c. Approval of Disbursements
      - i. #510 Police Benevolent Fund = \$1,000.00
        - Annual contribution for maintenance and replacement of equipment
      - ii. #581 Frank Wright Scholarship = \$497.50
        - Tia Auger (year 4)
          - November 2019 Rent – David Gray
      - iii. #529 Ashuelot River Park Trust = \$4,795.00
        - Reimburse City of Keene – FA Bartlett
          - 2019 ARP Budget; Trustees 2/20/19
  5. Capital Reserve Portfolio
    - a. Approval of Receipts
      - i. Transportation Improvement through September 30, 2019 = \$23,243.00
    - b. Approval of Disbursements
      - i. Water Treatment Plant = \$46,299.19
      - ii. Fleet Equipment = \$93,500.00
      - iii. Sewer Infrastructure = \$13,033.33
      - iv. Water Infrastructure = \$17,623.17
      - v. Downtown Infrastructure = \$48,355.74
  6. Library Renovation Trust Fund
    - a. Acceptance of Donations = none
    - b. Approval of Disbursements = none
  7. Periodic update from Boards and Commissions to FOP
    - a. October 24, 2019 @ 6:30 pm

8. RFP for investment advisory services- ends June 2020
  - a. Draft timeline
9. Distribution of MS9's for period ending September 30, 2019
  - a. Common Trust Funds – \$10,223,104.60
  - b. Capital Reserve Funds – \$12,910,715.74
  - c. Library Renovation Trust Fund – \$17,416.28
10. Updates/Future Items
  - a. Trustee vacancies
    - i. Nominations should be made to the Mayor along with a biography/professional profile
    - ii. <https://ci.keene.nh.us/boards-commissions>
  - b. January 15, 2020 - Cambridge Trust quarterly review of trusts & capital reserves
  - c. Periodic review of Maurice Alger Scholarship

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

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

**Wednesday, September 18, 2019    9:30 AM    City Hall-2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Sue Silver, Vice Chair  
Katherine Snow  
Mike Forrest  
Jennie Newcombe

**Staff Present:**

Karen Gray, Senior Staff Accountant  
Patricia Hurley, Staff Accountant / Secretary

**Absent:**

Michelle Howard, Chair

**Other:**

Marti Fiske, Library Director

**Approval of Minutes**

Ms. Snow made a motion to approve the minutes of the August 2019 meeting as presented. Ms. Newcombe seconded. Motion carried unanimously.

**COMMON TRUST FUNDS**

**RECEIPTS**

None

**DISBURSEMENTS**

**#581 Frank Wright Scholarship**

Mrs. Gray presented a disbursement to David Gray in the amount of \$497.50 for Tia Auger's October rent payment.

Ms. Snow moved to accept the disbursement as presented, Ms. Newcombe seconded. Motion carried unanimously.

**#528 Ashuelot River Park Memorial Trust**

Mrs. Gray presented a disbursement in the amount of \$1,300.00 to reimburse the City for expenses paid to Hamblet Electric for LED lighting replacement. She reminded the Trustees that this expense was previously approved at the June 19, 2019 meeting, where Mr. Bohannon requested a \$1,400.00 increase in the irrigation system project budget from \$40,000.00 to \$41,400.00.

Ms. Snow made a motion to approve as presented, Ms. Newcombe seconded. While Ms. Silver abstained. Motion carried unanimously.

## **CAPITAL RESERVES**

### **RECEIPTS**

None

### **DISBURSEMENTS**

Mrs. Gray presented disbursements totaling \$41,722.24. Supporting documentation was attached for the Trustees review.

- Fleet Equipment - \$38,788.00
- Sewer Infrastructure - \$2,934.24

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

## **LIBRARY RENOVATION TRUST**

### **RECEIPTS**

None

### **DISBURSEMENTS**

None

## **Periodic Update from Boards and Commissions To FOP**

Mrs. Gray presented a draft narrative for the Trustees to use as a baseline for their presentation to FOP on October 24, 2019. Ms. Silver advised that she would be available to attend and assist Ms. Howard with the presentation. Ms. Gray encouraged attendance from the other Trustees if they were available that evening.

## **RFP for Investment Advisory Services**

Mrs. Gray provided the Trustees with the documents used during the 2013 RFP process for their review. Included were documents utilized to rate each firm, in addition to a clear evaluation process overview and instructions.

A discussion followed regarding a timeline since a decision will need to be made by May/June 2020. Ms. Snow suggested using April as the decision deadline. While Mr. Forrest proposed March to allow extra time based on the fact that there could be a large amount of proposals due to the numerous local investment advisers in the area.

Mrs. Gray agreed to put together a timeline for the next Trustee meeting based on this discussion.

## **Distribution of MS9's For Period Ending August 31, 2019**

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

The meeting adjourned at 10:29 a.m.

Respectfully submitted,  
Patricia S. Hurley



## **City of Keene, Trustee of Trust Funds Investment Policy as of October 17, 2018**

Trustees of Trust Funds shall review and confirm the objectives and constraints of the investment policy at least annually, keeping in mind the safety, liquidity and yield of the trust funds, and shall file a copy of the same with the attorney general in accordance with RSA 31:25.

### **Investment Objectives:**

The specific investment objectives for the Trust Fund's assets are:

- The Trust Fund has a primary objective of maximizing income and preserving the principal by exceeding the CPI by 1%. The goal of the Fund's equity component is to exceed the S & P 500 total return over a full market cycle.
- Asset mix for the Trust Fund is targeted to achieve the above objectives. Equities can range from 35%-75% while bonds can range from 25%-65% and cash 0%-10%.
- The Trust Fund has a long term investment horizon.

### **Constraints:**

- Investments shall comply with the Prudent Investor Rule. (RSA 31:25-d)
- The Investment Advisor shall maintain sole investment authority of the portfolio subject to quarterly review by the Trustee of Trust Funds. Upon review the Trustees have the authority to request changes within the portfolio. Emphasis on the selection of equities should be on stocks of high-grade companies having inflation hedge characteristics – i.e. companies whose growth in earnings and/or dividends should keep pace with or exceed the rate of inflation. Emphasis should be placed on seasoned companies with proven track records, favorable prospects and sound financial positions.
- The portfolio shall be diversified by asset allocation, market capitalization rate, style, sector and geography.
- Investments in international securities up to 30% of the stock position and as much as 10% of the bond position shall be permitted.
- Investments in cash and cash equivalents shall be limited to insured or collateralized bank deposits, US Treasury Bills, repurchase agreements, or money market funds whose investments are limited to short term direct obligations of the US Treasury, US Government Agencies or domestic corporations. In no event shall cash deposits be held in any institution located outside the United States.
- Fixed income securities shall have a weighted average maturity of not more than ten (10) years, and a single issue maturity of thirty (30) years.
- The overall fixed income portfolio shall maintain a minimum credit quality rating of A. Lower quality bonds (below BBB rated) shall be limited to 10% of the fixed income portfolio.
- No single equity shall comprise more than 5% of the total value of the total portfolio.



- The portfolio shall be diversified by sector with no equity investment in any one industrial group exceeding more than twice the industry weighting based upon the S&P 500 industry categories.
- **Fees for Investment Advisory services shall be charged 100% to Income.**

The fund shall comply with all laws, rules and regulations of the State of New Hampshire.

**Reviews:**

- The Trustees of Trust Funds will meet monthly to review the accounts and act on requested disbursements. Every five years they will evaluate the performance of the investment advisor and may request RFP's from approved State of NH financial institutions.

**Reviewed: 9/7/2014, 10/21/2015, 11/16/2016, 10/17/18**

**Revised: 11/8/2000, 1/14/2003, 07/08/2003, 10/16/2008, 2/17/2010 2/12/2012, 7/1/2013, 10/18/17**



## **City of Keene, Trustee of Trust Funds Capital Reserve Investment Policy as of October 17, 2018**

Trustees will review the objectives and constraints at least annually.

### **Investment Objectives:**

The specific investment objectives for the Capital Reserve Fund's assets are:

- Safety- the safety of principal is the foremost objective
- Liquidity- investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene
- Yield- taking into account the priority objectives of safety of principal and liquidity, a market rate of return and administrative efficiency

### **Authorized Investments:**

Capital reserve funds managed by the Trustees are invested with Cambridge Trust of New Hampshire to best take advantage of secondary markets not available to the Trustees. They include but are not limited to T-Bills, T-Notes, other U.S. Government obligations and Certificates of Deposit.

### **Constraints:**

- Capital and other reserve funds appropriated pursuant to the provisions of Chapters 34, 35 RSA shall be invested to maintain principal and provide liquidity, due to the expendable nature and short term horizon of the funds. The Trustees are aware that meeting these objectives may restrict the level of yield attainable.
- Capital reserve funds shall be kept in a separate account or sub-account and shall be invested only in:
  1. Deposits in any federally or state chartered bank or association authorized to engage in a banking business in the United States;
  2. Participation units in the public deposit investment pool established pursuant to RSA 383:22; and
  3. Obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government.
- The investment policy is reviewed annually at a posted meeting of the Trustees with representatives of Cambridge Trust. In addition, Cambridge provides the trustees with monthly reports and a quarterly review.

**Reviewed: 2/17/2010, 3/16/2011, 2/15/2012, 2/20/2013, 6/17/2015, 6/15/2016, 11/16/16, 10/18/17, 10/17/18**  
**Revised: 4/16/2014**



## **City of Keene, Trustee of Trust Funds Library Renovation Trust Fund Investment Policy as of October 17, 2018**

Trustees will review the objectives and constraints at least annually.

### **Investment Objectives:**

The specific investment objectives for the Library Renovation Trust Fund's assets are:

- Safety- the safety of principal is the foremost objective
- Liquidity- investments shall remain sufficiently liquid to meet the operational cash needs of the City of Keene related to the Library Renovation Project.
- Yield- taking into account the priority objectives of safety of principal and liquidity, a market rate of return and administrative efficiency

### **Authorized Investments:**

Library Renovation Trust Fund managed by the Trustees is invested with Cambridge Trust of New Hampshire to best take advantage of secondary markets not available to the Trustees. They include but are not limited to T-Bills, T-Notes, other U.S. Government obligations and Certificates of Deposit.

### **Constraints:**

- Library Renovation Trust Fund shall be invested to maintain principal and provide liquidity, due to the expendable nature and short term horizon of the funds. The Trustees are aware that meeting these objectives may restrict the level of yield attainable.
- Library Renovation Trust Fund shall be kept in a separate account or sub-account and shall be invested only in:
  1. Deposits in any federally or state chartered bank or association authorized to engage in a banking business in the United States;
  2. Participation units in the public deposit investment pool established pursuant to RSA 383:22; and
  3. Obligations with principal and interest fully guaranteed by the United States government or a federal agency of the United States government.
- The investment policy is reviewed annually at a posted meeting of the Trustees with representatives of Cambridge Trust. In addition, Cambridge provides the Trustees with monthly reports and a quarterly review.

**Original:** 11/18/15

**Reviewed:** 11/16/16, 10/18/17, 10/17/18

**Revised:**

Notify Nancy Vincent-Library Director when review or update

K:\Trusts\ Investment Policy



**City of Keene, New Hampshire Trust Funds  
TRANSFER Request from Income to Principal**

**Date:** 10/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Transfer of FY19 Income to Principal

Trust #	Title of Trust	Purpose	Amount
515	Serena Upton	FY19 Income to Principal	0.00
581	Frank Wright	FY19 Income to Principal	6,660.20
529	Ashuelot River Park	FY19 Income to Principal	985.21
527	Memorial Tree	FY19 Income to Principal	6,583.23
<b>Total Transfer from Income to Principal</b>			<b>14,228.64</b>

**Amount of Deposit:** \$14,228.64

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

**Payable To:** Transfer to Principal

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_

**FY19 Income Transfer to Principal**  
**City of Keene - Trustees of Trust Funds**  
 (Source Net Income GL)

	<u>Trust #</u>	<u>MS 9's As of 6/30/19</u>	<u>FY19 Income GL 46101 As of 6/30/19</u>	<u>Variance MS9 vs. GL</u>	<u>% Percentage Transfer</u>	<u>PY Expenses 6/30/2019</u>	<u>Transfer \$ As of 6/30/19</u>
Serena W. Upton Fund	515	3,960.64	<b>768.06</b>	3,192.58			<b>0.00</b> Hold per Attorney Mullins
Frank Wright Fund	581	132,348.44	<b>33,300.98</b>	99,047.46	20.00%		<b>6,660.20</b>
Ashuelot River Park Trust	529	32,043.93	<b>9,852.10</b>	22,191.83	10.00%		<b>985.21</b>
Memorial Tree Fund	527	7,969.23	<b>7,969.23</b>	0.00		<b>(1,386.00)</b>	<b>6,583.23</b>
<i>If income is greater than maintenance costs that were transferred back to the City, then the balance goes to Principal</i>							
<b>TOTAL TRANSFER</b>							<b>14,228.64</b>

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

**Date:** 10/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Transfer of FY19 income to City of Keene

Trust	Trust #	Transfer \$	Trust	Trust #	Transfer \$
Simons, Eastburn & Morse	500	413.62	Woodland Extension	560	14,808.94
Mary R. Hall	501	623.57	Greenlawn Cemetery	561	12,612.78
Mary P. Lane	502	2,020.75	West Keene Cemetery	562	1,302.07
Milan F. Jones Fund	512	255.13	Washington Street Cemetery	563	240.13
George A. Wheelock	521	1,445.20	Miscellaneous Cemeteries	564	817.37
Emily J. Elliot Daland	522	139.61	Monadnock View Cemetery A	565	37,876.46
Caroline H. Ingersoll	523	103.36	Flower Fund	566	3,921.51
Abbott A. Lane Park Fund	524	1,689.01	Downtown Memorial Trees	527	1,386.00
Abbott A. Lane Playground Fund	525	328.06	Sumner Knight Chapel	575	659.63
Dinsmoor Woods Trust	526	128.78	Marcus W. Knight	576	4,490.94
Woodland Cemetery	569	20,165.95			

**Amount of  
Withdrawal:** \$105,428.87

**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 Income Transfer to City of Keene							
City of Keene - Trustees of Trust Funds							
(Source Net Income Revenue Status)							
			FY19 Income				
		MS 9's	GL 46101	Variance	%	Transfer \$	
	Trust #	As of 6/30/19	As of 6/30/19	MS9 vs. GL	Allocation	As of 6/30/19	
<b>CHARITABLE &amp; BENEVOLENT FUNDS</b>							
Simons, Eastburn & Morse	500	413.62	413.62	0.00		413.62	
Mary R. Hall	501	623.57	623.57	0.00		623.57	
Mary P. Lane	502	2,020.75	2,020.75	0.00		2,020.75	
Maria Giffin Fund	514	1,068.67	125.46	943.21		0.00	Hold per Attorney Mullins
George B. Elliot Fund	516	110.28	13.05	97.23		0.00	Hold per Attorney Mullins
<b>Total Charitable &amp; Benevolent</b>						<b>3,057.94</b>	
Milan F. Jones Fund	512	255.13	255.13	0.00		255.13	
Transfer to Deluge Hose Company							
Police Benevolent Fund	510	54,543.64	5,726.70	48,816.94		1,000.00	
\$1,000 transfer to Police gym + \$1,000 GL match							
<b>PARK FUNDS</b>							
George A. Wheelock	521	1,445.20	1,445.20	0.00		1,445.20	
Emily J. Elliot Daland	522	139.61	139.61	0.00		139.61	
Caroline H. Ingersoll	523	103.36	103.36	0.00		103.36	
Abbott A. Lane Park Fund	524	1,689.01	1,689.01	0.00		1,689.01	
Abbott A. Lane Playground Fund	525	328.06	328.06	0.00		328.06	
Dinsmoor Woods Trust	526	128.78	128.78	0.00		128.78	
<b>Total Park</b>						<b>3,834.02</b>	
<b>CEMETERY FUNDS</b>							
Woodland Cemetery	569	20,165.95	20,165.95	0.00		20,165.95	
Woodland Extension	560	14,808.94	14,808.94	0.00		14,808.94	
Greenlawn Cemetery	561	12,612.78	12,612.78	0.00		12,612.78	
West Keene Cemetery	562	1,302.07	1,302.07	0.00		1,302.07	
Washington Street Cemetery	563	240.13	240.13	0.00		240.13	
Miscellaneous Cemeteries	564	817.37	817.37	0.00		817.37	
Monadnock View Cemetery A	565	37,876.46	37,876.46	0.00		37,876.46	
<b>Total Cemetery</b>						<b>87,823.70</b>	
Flower Fund	566	3,921.51	3,921.51	0.00		3,921.51	
Downtown Memorial Trees	527	7,969.23	7,969.23	0.00		1,386.00	
\$ amount of income transfer to City equals amount City has expended on maintenance costs less a/c #62498 Use of Trust Fund - Tree Replacement DPW cost center 02020							
<b>Total FY19 Downtown Trees Expenses (02020)</b>	<b>1,386.00</b>						
<b>CHAPEL MAINTENANCE FUNDS</b>							
Sumner Knight Chapel	575	1,569.58	635.06	934.52	12.81%	659.63	
Marcus W. Knight	576	10,666.00	4,323.63	6,342.37	87.19%	4,490.94	
<b>Total Chapel Maintenance</b>		<b>12,235.58</b>	4,958.69	<b>7,276.89</b>	<b>100.00%</b>	<b>5,150.57</b>	
Income is only transferred to the City to the extent that the City has expended monies on repair & maintenance (Exp > Income) (01314-62000,61000,62503,62735,62504)							
<b>Total FY19 Chapel Maint Expenses (#01314)</b>	<b>5,150.57</b>						
<b>TOTAL TRANSFER (Does not include Police Benevolent)</b>						<b>105,428.87</b>	
JE #1							
TO BE CREDITED TO THE CITY OF KEENE, NH - GENERAL FUND AS FOLLOWS:							
	CHARITABLE			3,057.94	01000-46403	CHRTR	
	DOWNTOWN MEMORIAL TREES			1,386.00	02000-46405	TREETR	
	PARKS			3,834.02	01200-46408	PRTR	
	CEMETERY			87,823.70	01310-46401	CEMTRUST	
Sumner Knight Chapel	CEMETERY MAINTENANCE			5,150.57	01314-46410	S K CHAPEL	
	FLOWER FUND			3,921.51	01200-46406	FLWRTR	
	DELUGE HOSE CO.			255.13	00800-46404	DLGTR	
				<b>105,428.87</b>			
Direct Reimbursement	00600/44109		105,428.87				
Note: Send a copy of the transfer to Andy Bohannon							

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

**Date:** 10/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
510	Police Benevolent	Annual (FY20) contribution for maintenance and equipt replacement	1,000.00
<b>Total Withdrawal Request</b>			<b>1,000.00</b>

**Amount of  
Withdrawal:** \$1,000.00

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

upon application to and recommendation of the Benevolent Trust Relief Review Board, to continue to relieve active members of the KPD, injured in the line of duty, in accordance with the guidelines contained in Exhibit D and the original terms of said Trust. Said Ten Thousand Dollars (\$10,000.00) which is set aside to be maintained with future income earned on the principal balance.

B. To allow that the Trustees be authorized to expend a portion of the income balance not to exceed One Hundred Fifty Thousand Dollars (\$150,000.00), of the Trust to build and equip a gymnasium for use by active members of the KPD.

C. To allow that the Trustees be authorized to expend One Thousand Dollars (\$1,000.00) per year of future income from the Trust, and if not expended in any given year to accumulate said amount for future expenditure, for maintenance of the gymnasium equipment. Said maintenance expenditure may continue in perpetuity or until the gymnasium no longer exists, as long as the City of Keene matches said amount with an equal annual contribution to a non-lapsing special revenue fund to be used for the same purposes.

D. To allow that the Trustees be authorized to expend any remaining future income earned by the Trust, upon application to and recommendation of the Benevolent Trust Relief Review Board, to provide scholarships and tuition reimbursement to active members of the KPD, in addition to any tuition reimbursement that is currently made available to said members, and their dependant children.

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

**Date:** 10/16/2019  
**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 - November 2019	497.50
<b>Total Withdrawal Request</b>			<b>497.50</b>

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

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

**Date:** 10/16/2019  
**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 - reimbursement to City	4,795.00
		FA Bartlett (\$175.00; \$1,320.00; \$3,300.00)	
		Trustees approved 2/20/19 - project 90272-19	
<b>Total Withdrawal Request</b>			<b>4,795.00</b>

**Amount of  
Withdrawal:** \$4,795.00

**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 October 16, 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	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
<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	
	AGM Landscaping (spring clean-up)				(1,250.00)	08/21/19	9,545.00	
	AGM Landscaping (mulch)				(2,500.00)	08/21/19	7,045.00	
	FA Bartlett (tree removal; soil application; pruning ornamental)				(4,795.00)	10/16/19	2,250.00	2,250.00
<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; 6/19/19	41,400.00				
	<b>Expend up to \$40,000 from ARP Memorial Trust - if insufficient funds the balance will come from the ARP Trust</b>							
	<b>6/19/19 additional \$1,400 for LED lights</b>							
	Knotts Land Care				(31,898.50)	01/16/19	9,501.50	
	Stiles Company				(1,422.00)	03/20/19	8,079.50	
	Knotts Land Care				(4,350.00)	06/19/19	3,729.50	
	Fred Hamblet (LED lights)				(1,300.00)	09/18/19	2,429.50	2,429.50

<b>530 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 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 Campo Santo Trust-Repairs</b>								
		Complete	2/18/2015	2,390.00	(1,083.97)	N/A	1,306.03	0.00
<b>585 Ingersoll Collection Trust</b>								
	Ingersoll cabinet LED lighting	Complete	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 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 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 - So. NH University	Complete	2/21/2018	6,000.00	(6,000.00)	07/18/18	0.00	0.00
CambTr	June 2019 - Faith Patenaude - Providence College	Complete	2/20/2019	7,000.00	(7,000.00)	07/17/19	0.00	0.00
<b>581 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	
CambTr	Tia Auger (reimb Fall 2019 deposit)				(325.00)	05/15/19	17,611.00	
CambTr	Tia Auger (reimb Summer parking; books; June rent)				(544.46)	06/19/19	17,066.54	
CambTr	David Gray (Tauger July rent)				(497.50)	06/19/19	16,569.04	
CambTr	Keene State Tuition (Fall 2019)				(3,001.00)	07/17/19	13,568.04	
CambTr	David Gray (Tauger August rent)				(497.50)	07/17/19	13,070.54	
CambTr	David Gray (Tauger September rent)				(497.50)	08/21/19	12,573.04	
CambTr	David Gray (Tauger October rent)				(497.50)	09/18/19	12,075.54	
CambTr	David Gray (Tauger November rent)				(497.50)	10/16/19	11,578.04	11,578.04
	<b>\$80,000 (\$20,000 per year x 4 years)</b>	<b>2/20/2019</b>						
CambTr	<i>2019-20 School Year - Owen Fauth - Vassar - year 1</i>	Complete	2/20/2019	20,000.00	(20,000.00)	07/17/19	60,000.00	60,000.00
	<i>2020-21 School Year - Owen Fauth - year 2</i>			20,000.00				
	<i>2021-22 School Year - Owen Fauth - year 3</i>			20,000.00				
	<i>2022-23 School Year - Owen Fauth - year 4</i>			20,000.00				
Notes: 01200 Parks & Rec 62498; 01102 Library Disbursement 62498; 02020 Memorial Tree 62498								

**City of Keene, New Hampshire Trust Funds  
Deposit to Capital Reserves**

**Date:** 10/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Capital Reserve Appropriation

Capital Reserve	Purpose of Deposit	Amount
<b>#620 Transportation Improvement</b>		
	Period 7/1/19 - 9/30/19	<b>23,243.00</b>
<b>Total Deposit Request</b>		<b>23,243.00</b>

**Amount of Deposit:** \$23,243.00

**Account to be Credited:**  **City of Keene - Capital Reserve Fund #4474**

**Wire Funds To:** Cambridge Trust Company ABA #011300595  
 Attn: Wealth Management Account #02012505  
 Cambridge, MA 02138-1171  
 FBO: City of Keene  
 Capital Reserve Account #5204474

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_



# CITY OF KEENE

6A1

R-2014-34-A

Fourteen

In the Year of Our Lord Two Thousand and .....  
Relating to the creation of a municipal transportation improvement fund

A RESOLUTION .....

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

- Whereas the City of Keene transportation infrastructure is essential to the economic development and vibrancy of City promoting opportunities for prosperity of our community,
- Whereas the roads, bridges, sidewalks, bicycle and pedestrian facilities envisioned by the Comprehensive Master Plan require additional resources, and
- Whereas the City's adopted fiscal policies state that the City will strive to diversify its revenues,

Now therefore be it resolved that the City of Keene establishes a municipal transportation improvement fund as authorized by RSA 261:153, VI to allow the City to fund, wholly or in part, improvements in the transportation system including roads, bridges, bicycle and pedestrian facilities, parking, and intermodal facilities, except for parking, in accordance with RSA 261:153, VI to be funded by a surcharge of \$5 on motor vehicle registrations.

Upon the prior approval of the City Council for any expenditure, the funds may be used for engineering, right of way acquisition, and construction costs of transportation facilities. It may also be used as a source for matching funds for state or federal funds allocated for transportation improvements.

The Trustees of Trust Funds for the City of Keene shall make payment to the City of Keene, on a reimbursement basis, based on reports provided by the City Manager or his/her designee.

This resolution and the authority granted by it shall remain in effect until rescinded.

In City Council January 15, 2015.  
Public Hearing set for February 5, 2015  
at 7:00 PM.

City Clerk

\_\_\_\_\_  
Kendall W. Lane, Mayor

In City Council February 19, 2015.  
Tabled to the next regular meeting to comply  
with statutory requirements.

City Clerk

PASSED March 5, 2015

A true copy;

Attest:

City Clerk

PENTAMATION ENTERPRISES  
 DATE: 10/01/2019  
 TIME: 14:43:35

CITY OF KEENE, NEW HAMPSHIRE  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REYSTAIL

SELECTION CRITERIA: revledgr.key\_orgn='00603' and revledgr.account='42218'  
 ACCOUNTING PERIOD: 3/20

SORTED BY: \*FUND\*,\*FUNCTION\*,\*DEPARTMENT\*  
 TOTALLED ON: \*FUND\*,\*FUNCTION\*,\*DEPARTMENT\*  
 PAGE BREAKS ON: \*FUND\*

\*FUND\*-01 GENERAL FUND  
 \*FUNCTION\*-01 GENERAL GOVERNMENT

*DEPARTM-	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
30	FINANCE	100,000.00	7,233.00	.00	23,243.00	76,757.00	23.24
	TOTAL FINANCE	100,000.00	7,233.00	.00	23,243.00	76,757.00	23.24
	TOTAL GENERAL GOVERNMENT	100,000.00	7,233.00	.00	23,243.00	76,757.00	23.24
	TOTAL GENERAL FUND	100,000.00	7,233.00	.00	23,243.00	76,757.00	23.24
	TOTAL REPORT	100,000.00	7,233.00	.00	23,243.00	76,757.00	23.24

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

**Date:** 10/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal	Amount
<b>#609 Water Treatment Facility</b>		<b>46,299.19</b>
05082-A	WTF PLC Replacement	46,299.19
<b>#612 Fleet Equipment</b>		<b>93,500.00</b>
11003-A	FY20 Fleet Equipment	93,500.00
<b>#613 Sewer Infrastructure</b>		<b>13,033.33</b>
08055-18	FY18 Sewer Main Improvements	6,953.08
08055-19	FY19 Sewer Main Improvements	6,080.25
<b>#614 Water Infrastructure</b>		<b>17,623.17</b>
05009-17	FY17 Water Distribution Improvements	1,383.75
05034-B	Babbidge Dam Rehab	4,952.75
05090-18	Drummer Hill Pump Replace	11,286.67
<b>#619 Downtown Infrastructure</b>		<b>48,355.74</b>
90308-18	Lower Main Crosswalk Improvements	48,355.74
<b>Total Withdrawal Request</b>		<b>218,811.43</b>

**Amount of  
Withdrawal:**           **\$218,811.43**

**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												
FY20 October 2019 Trustees Meeting										Cummulative	REQUEST	
				Cap Reserve		FY20 10/8/19	Revenue	NET	Prior Mos Reimb	Trustee	FY20	
Project #	Reserve	Fund	Project Name	Budget	Status	Expense	Other Sources	Exp Less Other Rev	Revenue	Trustees	October	
90003-20	600	26	Fire Dept Ladder Truck	1,100,000.00		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	Martel 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	61,076.00		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		42,925.00		42,925.00	42,925.00	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
05059-20	609	34	WTF Filter Media & Underdrain	191,466.00		0.00		0.00	0.00	0.00		Water Treatment Plant Reserve
05082-A	609	34	WTF PLC Replacement	76,240.00		46,299.19		46,299.19	0.00	46,299.19		Water Treatment Plant Reserve
05089-17	609	34	FY17 WTF Pressure Reduction Valve Upgrade	101,648.00		36,078.73		36,078.73	36,078.73	0.00		Water Treatment Plant Reserve
05081-19	609	34	FY19 WTF Instrument Upgrade (on-line monitor)	49,522.00		8,011.38		8,011.38	8,011.38	0.00		Water Treatment Plant Reserve
90069-20	610	26	Recycling Center Equipment (Horizontal Baler)	300,000.00		0.00		0.00	0.00	0.00		Transfer/Recycling - Solid Waste Facility
xxxx-xx	611	26	TBD	0.00		0.00		0.00	0.00	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		754,308.85		754,308.85	754,308.85	0.00		Equipment Fund Capital Reserve
11003-A	612	41	FY20 Fleet (11003)	717,743.00		132,288.00		132,288.00	38,788.00	93,500.00		Equipment Fund Capital Reserve
08025-20	613	32	Sewer Water Rate Study	40,000.00		0.00		0.00	0.00	0.00		Sewer Infrastructure 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		368,282.71		368,282.71	361,329.63	6,953.08		Sewer Infrastructure Capital Reserve
08055-19	613	32	FY19 Sewer Main Improvements	653,101.00		48,709.94		48,709.94	42,629.69	6,080.25		Sewer Infrastructure Capital Reserve
08055-22	613	32	FY20 Sewer Main Improvements	661,301.00		573.33		573.33	573.33	0.00		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		170,636.27		170,636.27	170,636.27	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		328,082.88	63,605.00	264,477.88	264,477.88	0.00		Water Infrastructure Capital Reserve
05009-17	614	34	FY17 Water Distribution Improvements	146,896.00		268,279.35		268,279.35	266,895.60	1,383.75		Water Infrastructure Capital Reserve
05009-19	614	34	FY19 Water Distribution Improvements	500,000.00		9,731.77	627,257.00	(617,525.23)	0.00	(617,525.23)		Water Infrastructure Capital Reserve
05034-B	614	34	FY17 & FY16 Babbidge Dam Rehab	841,013.00		1,632,507.02	850,000.00	782,507.02	777,554.27	4,952.75		Water Infrastructure Capital Reserve
05039-C	614	34	Woodward Dam Improvements	208,987.00		121,205.25		121,205.25	121,205.25	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	34	Bridge Main - Roxbury Over Beaver Brook	40,000.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05053-18	614	34	3.0 MG Water Tank Study	35,000.00		33,670.00		33,670.00	33,670.00	0.00		Water Infrastructure Capital Reserve
05071-B	614	34	Well #1 Repair & Rehab-West Street Well (05019)	31,250.00		25,370.18		25,370.18	25,370.18	0.00		Water Infrastructure Capital Reserve
05090-18	614	34	Drummer Hill Pump Replace	2,184,598.00		65,921.67	15,402.00	50,519.67	39,233.00	11,286.67		Water Infrastructure Capital Reserve
05091-19	614	34	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	34	State Bypass Utilities (Winchester) Isl to Round	250,500.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05093-20	614	34	Well Field Evaluation	75,000.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05094-20	614	34	Black Brook Tank Repairs	5,000.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05095-20	614	34	Chapman Tank Repairs	25,000.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05096-20	614	34	1.5 MG Storage Tank Repairs	90,041.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05070-20	614	34	Water Booster Station (Fox Ave)	21,446.00		0.00		0.00	0.00	0.00		Water Infrastructure Capital Reserve
05097-20	614	34	Water Booster Station (Glen Road)	21,446.00		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
90081-20	615	26	City Hall Parking Structural Repairs	52,300.00		0.00		0.00	0.00	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	467,055.01		2,271,049.75	962,802.67	1,308,247.08	410,865.81	897,381.27	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		163,717.71	736,000.00	(572,282.29)	18,798.96	(591,081.25)	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		343,556.92	295,201.18	48,355.74	0.00	48,355.74	Downtown Infra
90315-20	619	26	Downtown Revitalization	180,000.00		0.00		0.00	0.00	0.00	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		84,741.97	483,591.31	(398,849.34)	0.00	(398,849.34)	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
									<b>Total</b>	<b>218,811.43</b>	October19 Cap Reserve WD

<https://ci.keene.nh.us/boards-commissions>

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## Boards & Commissions

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Meeting videos of City's committees can be viewed by [click here](#).

Interested in serving on a City Board or Commission? If so, please fill out the form [here](#).

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## Interested in serving on a City Board or Commission?

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The City's Boards and Commissions do important work that can have a huge impact on our community. Serving on a City Board is a great way to get involved. Nominations are made based on your genuine desire to serve and help make Keene a great place to live, work and play! Some boards and commissions are very technical and require members to be able to read and/or interpret regulations or laws. Others are more general in their focus, but they all have one thing in common: they provide an opportunity for members of the public to become involved in local government in a meaningful and satisfying way. Your commitment of one meeting per month can make a huge difference! In every case, candidates must be able to function as a group in an open meeting forum while demonstrating respect for the citizens who attend meetings. A list of current openings is available [here](#). Interested? Complete our volunteer form below! Questions? Please email [plittle@ci.keene.nh.us](mailto:plittle@ci.keene.nh.us), or call (603) 352-0133 ext. 2.

VOLUNTEER FORM:

First Name:

Last Name:



# City of Keene

*New Hampshire*

**Effective February 21, 2019 the following individuals are currently appointed City of Keene, Trustees of Trust Funds and Cemetery Trustees.**

<b>Trustees</b>	<b>Term Expires</b>
Michael B. Forrest 7 Marguerite Street Keene, NH 03431	12/31/2020 1 <sup>st</sup> Term
Michelle Howard 26 Dale Drive Keene, NH 03431	12/31/2019 2 <sup>nd</sup> Term
Jennie Newcombe 324 Main Street Keene, NH 03431	12/31/2021 1 <sup>st</sup> Term
Susan H. Silver 62 Dale Drive Keene, NH 03431	12/31/2019 1 <sup>st</sup> Term
Katherine Snow 54 West Surry Road Keene, NH 03431	12/31/2021 2 <sup>nd</sup> Term

Merri E.B. Howe, Finance Director  
March 11, 2019

November 20, 2019	Wednesday – regular Trustees meeting	Trustees recommended RFP proposal changes reviewed
December 18, 2019	Wednesday – regular Trustees meeting	Trustees review/make final changes to RFP
January 13, 2020	Monday	RFPs distributed to vendors
February 12, 2020	Wednesday	RFPs due from vendors
February 13 – March 5, 2020		Trustees (Acting as the Review Committee) will review RFPs and complete review scoring sheets
March 6, 2020	Friday	RFP scoring sheets due to Karen
March 7-12, 2020		Karen will compile scores
March 18, 2020	Wednesday – regular Trustees meeting	Trustees will determine vendors to be interviewed
March 19 – 29, 2020		Karen will schedule interviews
March 30– April 7, 2020	2 days – depending on # selected for interviews	Interviews; independent committee evaluation of each
April 7, 2020	After completion of final interview	Group discussion; consolidate and collectively evaluate and rank; make selection  Committee final recommendation
April 15, 2020	Wednesday, regular Trustees meeting	Trustees vote to award RFP
April 16, 2020		Karen will notify vendors
May 20, 2020	Wednesday – regular Trustees meeting	Legal review; Trustees review final agreements
June 17, 2020	Wednesday – regular Trustees meeting	Trustees sign new account agreements
July 1, 2020		Transfer of assets

**CITY OF KEENE, NH**  
**REPORT OF THE TRUSTEES OF TRUST FUNDS**  
**COMMON TRUST FUND (ACCOUNT NUMBER XXX4482)**  
**FOR YEAR ENDING: 06/30/2020**  
**AS OF: 09/30/2019**

PRINCIPAL																	INCOME					TOTAL COST	TOTAL MARKET
FUND NAME	FUND #	PURPOSE	HOW INVESTED	DATE OF CREATION	PRINCIPAL BEGIN MARKET VALUE	PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	%	PRINCIPAL UNREALIZED GAIN/LOSS	PRINCIPAL REALIZED GAIN/LOSS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING MARKET VALUE	INCOME BEGIN BALANCE	INCOME PERCENT	INCOME	INCOME FEES	INCOME EXPENDED	INCOME ENDING BALANCE	PRINCIPAL & INCOME	VALUE PRINCIPAL & INCOME
Abbott A. Lane Park Fund	524	Parks/Recreation	Common Investment	1/1/1934	69,283.42	51,456.10	0.00	0.740011%	631.59	287.75	0.00	0.00	0.00	51,743.85	69,915.01	1,863.96	0.740011%	273.02	(41.71)	0.00	2,095.27	53,839.12	72,010.28
Abbott A. Lane Playground Fund	525	Parks/Recreation	Common Investment	1/1/1934	13,457.95	9,991.57	0.00	0.143743%	122.68	55.89	0.00	0.00	0.00	10,047.46	13,580.63	362.05	0.143743%	53.03	(8.10)	0.00	406.98	10,454.44	13,987.61
Ashuelot River Park Memorial Trust	528	Parks/Recreation	Common Investment	1/1/1995	6,608.13	710.73	0.00	0.056696%	48.39	22.05	0.00	0.00	(1,300.00)	(567.22)	5,356.52	105.16	0.056696%	20.91	(3.20)	0.00	122.87	(444.35)	5,479.39
Ashuelot River Park Trust	529	Parks/Recreation	Common Investment	1/1/1996	404,386.69	370,662.85	0.00	4.319221%	3,686.40	1,679.50	0.00	0.00	0.00	372,342.35	408,073.09	29,315.08	4.319221%	1,593.52	(243.45)	0.00	30,665.15	403,007.50	438,738.24
Campo Santo Trust	570	Cemetery Perpetual Care	Common Investment	1/1/1959	11,520.29	10,008.40	0.00	0.123047%	105.02	47.85	0.00	0.00	0.00	10,056.25	11,625.31	4,485.42	0.123047%	45.40	(6.94)	0.00	4,503.88	14,560.13	16,129.19
Caroline H. Ingersoll	523	Parks/Recreation	Common Investment	1/1/1894	4,238.87	3,164.90	0.00	0.045275%	38.64	17.60	0.00	0.00	0.00	3,182.50	4,277.51	114.06	0.045275%	16.71	(2.55)	0.00	128.22	3,310.72	4,405.73
Caroline Ingersoll	543	Library	Common Investment	1/1/1894	4,177.39	3,166.53	0.00	0.044618%	38.08	17.35	0.00	0.00	0.00	3,183.88	4,215.47	127.11	0.044618%	16.47	(2.51)	0.00	141.07	3,324.95	4,356.54
Carrie K. Hersey Trust	548	Library	Common Investment	1/1/1974	142,395.61	105,741.83	0.00	1.520916%	1,298.08	591.40	0.00	0.00	0.00	106,333.23	143,693.69	4,332.32	1.520916%	561.12	(85.72)	0.00	4,807.72	111,140.95	148,501.41
Cemetery Trust Fund A - Perpetual Care of Cemeteries	565	Cemetery Perpetual Care	Common Investment	6/20/1985	1,561,879.90	1,168,739.06	0.00	16.682313%	14,238.14	6,486.81	0.00	0.00	0.00	1,175,225.87	1,576,118.04	41,820.38	16.682313%	6,154.71	(940.30)	0.00	47,034.79	1,222,260.66	1,623,152.83
Cemetery Trust Fund B - Cemetery Capital Reserve	568	Maintenance and Repair	Common Investment	8/20/1985	1,055,412.02	830,166.53	0.00	11.272770%	9,621.17	4,383.34	0.00	0.00	0.00	834,549.87	1,065,033.19	117,889.03	11.272770%	4,158.96	(635.37)	0.00	121,412.62	955,962.49	1,186,445.81
Charles A. Jones Fund	513	Parks/Recreation	Common Investment	1/1/1928	25,320.74	18,247.17	0.00	0.270449%	230.82	105.16	0.00	0.00	0.00	18,352.33	25,551.56	16,106.41	0.270449%	99.78	(15.24)	0.00	16,190.95	34,543.28	41,742.51
Clara B. Abbott	547	Library	Common Investment	1/1/1955	19,924.13	14,612.90	0.00	0.212808%	181.63	82.75	0.00	0.00	0.00	14,695.65	20,105.76	4,425.42	0.212808%	78.52	(11.99)	0.00	4,491.95	19,187.60	24,597.71
Clement Woodward Fund	503	Poor/Indigent	Common Investment	1/1/1960	905,195.95	672,254.09	0.00	9.668325%	8,251.79	3,759.47	0.00	0.00	0.00	676,013.56	913,447.74	119,722.91	9.668325%	3,567.02	(544.94)	0.00	122,744.99	798,758.55	1,036,192.73
Dinsmoor Woods Trust	526	Parks/Recreation	Common Investment	1/1/1980	5,281.53	3,917.07	0.00	0.056412%	48.15	21.94	0.00	0.00	0.00	3,939.01	5,329.68	142.12	0.056412%	20.81	(3.18)	0.00	159.75	4,098.76	5,489.43
Emily J. Elliot Daland	522	Parks/Recreation	Common Investment	1/1/1933	5,726.82	4,264.55	0.00	0.061168%	52.21	23.78	0.00	0.00	0.00	4,288.33	5,778.03	154.06	0.061168%	22.56	(3.45)	0.00	173.17	4,461.50	5,952.20
Flower Fund	566	Flower/Flag	Common Investment	1/1/1900	160,858.70	121,009.43	0.00	1.718119%	1,466.39	668.08	0.00	0.00	0.00	121,677.51	162,325.09	4,327.69	1.718119%	633.88	(96.84)	0.00	4,864.73	126,542.24	167,189.82
Frank Wright Scholarship Fund	581	Scholarship	Common Investment	1/1/1930	1,367,712.32	1,031,735.02	0.00	14.808425%	12,468.11	5,680.39	0.00	0.00	0.00	1,037,415.41	1,380,180.43	111,806.22	14.808425%	5,389.61	(823.35)	(497.50)	115,874.98	1,153,290.39	1,496,055.41
George A. Wheelock	521	Parks/Recreation	Common Investment	1/1/1906	59,281.36	44,031.77	0.00	0.633179%	540.41	246.21	0.00	0.00	0.00	44,277.98	59,821.77	1,594.89	0.633179%	233.60	(35.69)	0.00	1,792.80	46,070.78	61,614.57
George B. Elliot	545	Library	Common Investment	1/1/1931	1,407.01	1,043.71	0.00	0.015028%	12.83	5.84	0.00	0.00	0.00	1,049.55	1,419.84	48.56	0.015028%	5.55	(0.85)	0.00	53.26	1,102.81	1,473.10
George B. Elliot Fund	516	Library	Common Investment	1/1/1931	534.22	404.29	0.00	0.005706%	4.87	2.22	0.00	0.00	0.00	406.51	539.09	111.63	0.005706%	2.11	(0.32)	0.00	113.42	519.93	652.51
Greenlawn Cemetery	561	Cemetery Trust (Other)	Common Investment	1/1/1900	517,377.13	388,336.10	0.00	5.526063%	4,716.42	2,148.77	0.00	0.00	0.00	390,484.87	522,093.55	13,919.26	5.526063%	2,038.78	(311.47)	0.00	15,646.57	406,131.44	537,740.12
Ingersoll Collection Trust	585	Maintenance and Repair	Common Investment	1/1/1998	12,310.69	11,504.70	0.00	0.131489%	112.22	51.13	0.00	0.00	0.00	11,555.83	12,422.91	3,512.29	0.131489%	48.52	(7.41)	0.00	3,553.40	15,109.23	15,976.31
John E. Colony Cemetery Fund	567	Cemetery Perpetual Care	Common Investment	6/28/1945	24,492.36	20,563.05	0.00	0.261601%	223.27	101.72	0.00	0.00	0.00	20,664.77	24,715.63	13,783.66	0.261601%	96.51	(14.74)	0.00	13,865.43	34,530.20	38,581.06
John Symonds Fund	541	Library	Common Investment	1/1/1902	22,651.36	7,735.75	0.00	0.241937%	206.49	94.08	0.00	0.00	0.00	7,829.83	22,857.85	164.78	0.241937%	89.26	(13.64)	0.00	240.40	8,070.23	23,098.25
John T. Foster Library Trust	549	Library	Common Investment	1/1/2003	17,505.70	14,268.23	0.00	0.186977%	159.58	72.70	0.00	0.00	0.00	14,340.93	17,665.28	127.14	0.186977%	68.98	(10.54)	0.00	185.58	14,526.51	17,850.86
Keene Downtown Memorial Tree Fund	527	Beautification	Common Investment	1/1/1967	328,889.35	268,296.35	0.00	3.512841%	2,998.17	1,365.95	0.00	0.00	0.00	269,662.30	331,887.52	8,799.74	3.512841%	1,296.02	(197.99)	0.00	9,897.77	279,560.07	341,785.29
Marcus W. Knight	576	Maintenance and Repair	Common Investment	1/1/1932	177,355.36	143,865.00	0.00	1.894318%	1,616.78	736.59	0.00	0.00	0.00	144,601.59	178,972.14	11,113.85	1.894318%	698.89	(106.77)	0.00	11,705.97	156,307.56	190,678.11
Maria Giffin Fund	514	Poor/Indigent	Common Investment	1/1/1914	5,148.05	3,828.32	0.00	0.054986%	46.93	21.38	0.00	0.00	0.00	3,849.70	5,194.98	1,081.68	0.054986%	20.28	(3.10)	0.00	1,098.66	4,948.56	6,293.84
Maria W. Osborne Library Fund	548	Library	Common Investment	1/1/1909	694.66	518.77	0.00	0.007420%	6.33	2.89	0.00	0.00	0.00	521.66	700.99	78.22	0.007420%	2.74	(0.42)	0.00	80.54	602.20	781.53
Mary P. Lane Trust Fund	502	Poor/Indigent	Common Investment	1/1/1934	82,892.27	61,552.62	0.00	0.885366%	755.65	344.27	0.00	0.00	0.00	61,896.89	83,647.92	2,230.07	0.885366%	326.64	(49.90)	0.00	2,506.81	64,403.70	86,154.73
Mary R. Hall Charitable Fund	501	Poor/Indigent	Common Investment	1/1/1907	25,579.11	19,024.64	0.00	0.273208%	233.18	106.24	0.00	0.00	0.00	19,130.88	25,812.29	688.16	0.273208%	100.80	(15.40)	0.00	773.56	19,904.44	26,585.85
Mary R. Hall Library Fund	544	Library	Common Investment	1/1/1907	2,110.56	1,564.94	0.00	0.022543%	19.24	8.77	0.00	0.00	0.00	1,573.71	2,129.80	66.95	0.022543%	8.32	(1.27)	0.00	74.00	1,647.71	2,203.80
Maurice Alger Scholarship Fund	582	Scholarship	Common Investment	1/1/1970	250,177.92	187,511.96	0.00	2.672130%	2,280.63	1,039.04	0.00	0.00	0.00	188,551.00	252,458.55	5,535.45	2.672130%	985.86	(150.61)	0.00	6,370.70	194,921.70	258,829.25
Milan F. Jones Fund	512	Flower/Flag	Common Investment	1/1/1934	10,465.40	7,772.21	0.00	0.111780%	95.40	43.46	0.00	0.00	0.00	7,815.67	10,560.80	281.55	0.111780%	41.24	(6.30)	0.00	316.49	8,132.16	10,877.29
Miscellaneous Cemeteries	564	Cemetery Trust (Other)	Common Investment	1/1/1900	33,529.09	24,198.35	0.00	0.358121%	305.65	139.25	0.00	0.00	0.00	24,337.60	33,834.74	902.02	0.358121%	132.12	(20.18)	0.00	1,013.96	25,351.56	34,848.70
Police Benevolent Fund	510	Police/Fire	Common Investment	1/1/1901	234,910.59	158,368.70	0.00	2.509061%	2,141.45	975.63	0.00	0.00	0.00	159,344.33	237,052.04	55,136.83	2.509061%	925.69	(141.42)	0.00	55,921.10	215,265.43	292,973.14
Rachel Marshall Trust	530	Educational Purposes	Common Investment	1/1/1996	20,793.84	18,644.44	0.00	0.220297%	189.56	86.36	0.00	0.00	0.00	18,730.80	20,983.40	4,537.51	0.220297%	81.94	(12.52)	0.00	4,606.93	23,337.73	25,590.33
Renouf Firefighters Relief Fund	511	Police/Fire	Common Investment	1/1/1888	130,414.69	81,827.11	0.00	1.392949%	1,188.86	541.64	0.00	0.00	0.00	82,368.75	131,603.55	115,167.90	1.392949%	513.92	(78.51)	0.00	115,603.31	197,972.06	247,206.86
Sarena W. Upton Fund	515	Poor/Indigent	Common Investment	1/1/1929	31,505.49	24,959.52	0.00	0.336508%	287.21	130.85	0.00	0.00	0.00	25,090.37	31,792.70	4,040.20	0.336508%	124.15	(18.97)	0.00	4,145.38	29,235.75	35,938.08
Simons, Eastburn & Morse	500	Poor/Indigent	Common Investment	1/1/1887	16,966.89	12,602.17	0.00	0.181222%															



CITY OF KEENE, NH																					
REPORT OF THE TRUSTEES OF TRUST FUNDS																					
LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXX4490)																					
FOR YEAR ENDING: 06/30/2020																					
AS OF: 09/30/2019																					
PRINCIPAL														INCOME							
FUND NAME	Fund #	PURPOSE	HOW INVESTED	DATE OF CREATION	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	TOTAL COST PRINCIPAL & INCOME	TOTAL MARKET VALUE PRINCIPAL & INCOME
Library Renovation Fund	590	Library	Money Market	1/1/2015	17,200.97	50.00	100.000000%	0.00	0.00	(9.55)	0.00	17,241.42	17,241.42	160.47	100.000000%	14.39	0.00	0.00	174.86	17,416.28	17,416.28
<b>TOTALS</b>					<b>17,200.97</b>	<b>50.00</b>	<b>100.000000%</b>	<b>0.00</b>	<b>0.00</b>	<b>(9.55)</b>	<b>0.00</b>	<b>17,241.42</b>	<b>17,241.42</b>	<b>160.47</b>	<b>100.000000%</b>	<b>14.39</b>	<b>0.00</b>	<b>0.00</b>	<b>174.86</b>	<b>17,416.28</b>	<b>17,416.28</b>