

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

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

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

**Members Present:**

Sue Silver, Vice Chair  
Katherine Snow  
Mike Forrest  
Michelle Howard, Chair

**Staff Present:**

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

**Absent:**

Jennie Newcombe

**Other:**

Maureen Kelleher–Cambridge Trust Company  
Judith Noel – Cambridge Trust Company  
Janelle Sartorio – Cambridge Trust Company

**Approval of Minutes**

Ms. Snow made a motion to approve the minutes of the September 2019 meeting as presented. Mr. Forrest seconded. Motion carried unanimously.

**Quarterly Review – Cambridge Trust Company**

Ms. Kelleher began her review by commending the Trustees on a strong, well-balanced portfolio.

The Common Trust portfolio reflects the slowdown in manufacturing due to China's movement into a recession level, while service economy is expanding in the U.S. as well as Europe. Ms. Kelleher stressed that it is very unlikely that the U.S. market will lead to a recession. Unemployment remains low, while consumer demand shows a high growth pattern. The year should end with 2-2.5% growth that is not as high as the 3% growth experienced at the end of 2018, but still praiseworthy. The Common Trust account has an estimated annual portfolio yield of 2.92% and estimated annual income of more than \$298,000.

The Capital Reserve Funds did very well with an estimated portfolio yield of 2.02% and estimated annual income of more than \$261,000.

The Library Renovation Trust has a nominal balance of \$17,416 that remains liquid in money market funds with an estimated portfolio yield of 1.83%. Mrs. Gray mentioned that funds in this account are periodically transferred to the City for repayment of the library construction loan that is still in excess of \$200,000. Ms. Gray will work with Ms. Fiske, the library director, to obtain the outstanding pledge list to determine the anticipated closure date of the account.

Mr. Forrest suggested putting a date on the cover of the Cambridge Trust Investment presentation packet, for easy historical reference. Ms. Kelleher agreed and made a note to add that going forward.

Ms. Kelleher announced her retirement in 2020, but she will remain with Cambridge Trust Company for another six months.

### **Annual Review of Investment Policies**

Mrs. Gray presented the Investment Policies for the Common Trust Funds, Capital Reserve Funds, and Library Renovation Trust Fund for the Trustees' annual review. Ms. Kelleher indicated that she had reviewed the policies and did not have any recommended changes at this time.

Ms. Snow moved to accept the investment policies as presented, Ms. Howard seconded. Motion carried unanimously.

### **COMMON TRUST FUNDS**

#### **Annual Income Transfers/Disbursements**

Mrs. Gray presented a \$14,228.64 transfer request from income to principal, based on the annual requirement of the individual Trust documents. Supporting documentation was attached for the Trustees review.

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

Mrs. Gray presented a \$105,428.87 disbursement request from income, based on the annual requirement of multiple Trust Funds, to the City. Supporting documentation was attached for the Trustees review.

Ms. Snow made a motion to approve the disbursement request. Mr. Forrest seconded. Motion carried unanimously.

#### **RECEIPTS**

None

#### **DISBURSEMENTS**

##### **#510 Police Benevolent Fund**

Mrs. Gray presented a \$1,000.00 disbursement for the annual (FY20) contribution for gymnasium maintenance and equipment replacement. Supporting documents were included for Trustee review.

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

##### **#581 Frank Wright Scholarship**

Mrs. Gray presented a disbursement in the amount of \$497.50 to David Gray for Tia Auger's November 2019 rent payment while in her final year at Keene State College.

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

##### **#529 Ashuelot River Park Trust**

Mrs. Gray presented a reimbursement in the amount of \$4,795.00 to the City of Keene, previously approved on 2/20/19 by the Trustees, for payments to FA Bartlett for tree pruning and removal of leaves and branches.

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

## **CAPITAL RESERVES**

### **RECEIPTS**

Mrs. Gray presented a deposit to the Transportation Improvement Capital Reserve in the amount of \$23,243.00 for transportation improvements through September 30, 2019. The funds are the result of the \$5.00 charge incorporated into the automobile registration fee and transferred quarterly to the Transportation Improvement Capital Reserve.

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

### **DISBURSEMENTS**

Mrs. Gray presented disbursements totaling \$218,811.43. Supporting documentation was attached for the Trustees review.

- Water Treatment Plant - \$46,299.19
- Fleet Equipment - \$93,500.00
- Sewer Infrastructure - \$13,033.33
- Water Infrastructure - \$17,623.17
- Downtown Infrastructure - \$48,355.74

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

## **LIBRARY RENOVATION TRUST**

### **RECEIPTS**

None

### **DISBURSEMENTS**

None

## **Periodic Update From Boards and Commissions to FOP**

Mrs. Gray reminded the Trustees of their presentation to FOP on October 24, 2019 at 6:30 pm, advising she would confirm their place on the agenda and get back to them. Ms. Howard and Ms. Silver confirmed their attendance at this meeting.

## **RFP for Investment Advisory Services- ends June 2020**

Mrs. Gray provided the Trustees with a draft timeline for the FOP review process, based on what had been discussed at the September 18, 2019 meeting. Mr. Forrest remarked that the January 13, 2020 date to distribute the RFPs to the vendors, was too close to the February 12, 2020 return deadline. Mrs. Gray advised the Trustees to review and make adjustments based on their own judgement and time schedules.

## **Distribution of MS9's for period ending September 30, 2019**

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

## **Updates/Future Items**

### **Trustee Vacancies**

Ms. Gray distributed a list of the currently appointed City of Keene Trustees of Trust Funds and Cemetery Trustees, in light of the fact that Ms. Howard (2<sup>nd</sup> term) and Ms. Silver (1<sup>st</sup> term) are approaching the end of their terms at December 31, 2019. Ms. Gray reminded the Trustees to have qualified candidates who have express interest in being appointed as a Trustee to complete and upload their information on the City website

The meeting adjourned at 10:55 a.m.

Respectfully submitted,  
Patricia S. Hurley