

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, November 20, 2019 9:30 AM City Hall-2nd 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
Andy Bohannon, Director of Parks, Recreation & Facilities

Absent:

Michelle Howard, Chair

Other:

Approval of Minutes

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

COMMON TRUST FUNDS

RECEIPTS

None

DISBURSEMENTS

#570 Campo Santo Trust

Mr. Bohannon was present requesting approval to pay Keene Monument Company, Inc. to replace seventeen markers at the Campo Santo lot in Woodland NED Cemetery. The repairs are at the request of family members Bill and Nancy Elliot who oversee upkeep of the family lot. Mr. Bohannon explained the history of the Campo Santo Trust and provided supporting documentation for the \$3,825.00 improvement costs.

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

#581 Frank Wright Scholarship

Mrs. Gray presented a \$497.50 disbursement to David Gray for Tia Auger's December 2019 rent payment while at Keene State College.

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

Mrs. Gray shared an e-mail she received from Ms. Auger on November 17, 2019 about her final semester at Keene State College. Since the courses to complete her major and minor will not be available in the spring, she will not be completing her degree as planned. Ms. Auger noted that she is exploring the options of online courses, or returning to Keene State College in the fall 2020 when classes rotate in, and is fully aware that she will not have financial assistance for either of these plans. Due to these circumstances, she wanted to advise the Trustees not to pay her January 2020 rent.

Ms. Auger thanked the Trustees for all the assistance she received, making her education possible.

#566 Flower Fund

Mrs. Gray presented the Trustees with a letter from Mr. Eric Anderson, owner of Anderson the Florist on Davis Street in Keene, announcing his retirement and closure of the business on November 30, 2019. Mr. Anderson has provided wreaths and flowers for 37 families, at five of Keene's cemeteries, for many years, based on an itemized list from the City of Keene Flower Fund. Mrs. Gray noted that his services will be very hard to replace since Mr. Anderson has taken such personal care and attention to each of the plots he tended.

A discussion followed concerning the process of finding someone to take on this commitment, since it encompasses providing not only annual flowers, but also wreaths at Christmas, and Memorial Day flowers. Various suggestions included placing an ad, or contacting other communities to see whom they use. Ms. Snow proposed the Trustees buy the two wreaths to meet the Christmas obligation; meet with Mr. Anderson for guidance and or recommendations; and place an ad in the paper to begin a local search. The Trustees all agreed. Mrs. Gray advised a motion is not necessary to approve this, since it is already part of the cemetery fund.

CAPITAL RESERVES

RECEIPTS

Mrs. Gray presented the FY20 Capital Reserve Appropriations of \$2,885,000.00 for Trustee approval, previously approved by City Council.

- Equipment Fund - \$665,000.00
- Wastewater Treatment Plant - \$120,000.00
- Water Treatment Facility - \$85,000.00
- Transfer/Recycling Center - \$65,000.00
- Sewer Infrastructure - \$615,000.00
- Water Infrastructure - \$675,000.00
- City Hall Parking Deck - \$30,000.00
- Wells Street Parking Deck - \$30,000.00
- Fire Equipment Replacement - \$400,000.00
- Downtown Infrastructure - \$200,000.00

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

DISBURSEMENTS

Mrs. Gray presented disbursements totaling \$77,466.48. Supporting documentation was attached for the Trustees review.

- Wastewater Treatment Plant - \$600.00
- Transfer/Recycling Center - \$58,508.00
- Sewer Infrastructure - \$2,080.68
- Water Infrastructure - \$16,277.80

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

LIBRARY RENOVATION TRUST

RECEIPTS

None

DISBURSEMENTS

None

RFP for investment advisory services- ends June 2020

Mrs. Gray presented a draft proposal for review by the Trustees. She advised the Trustees to review the draft; make changes/suggestions; and return to her by December 6, and she will provide a final copy for the Trustees review at the December meeting.

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

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

Updates/Future Items

The meeting adjourned at 10:15 a.m.

Respectfully submitted,
Patricia S. Hurley