

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

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

**Wednesday, October 16, 2024      9:30 AM      City Hall-3rd Floor Conference Room**

**Members Present:**

Martha Curtis, Chairman  
Michelle Howard  
Allen Mendelson  
Jennie Newcombe

**Staff Present:**

Sherry Miller, Senior Staff Accountant

**Absent:**

Marilyn Gemmell

**Other:**

Chair Curtis called the meeting to order at 9:30 AM with Trustees Curtis, Howard, Mendelson and Newcombe present.

**APPROVAL OF MINUTES**

*Trustee Mendelson made a motion to approve the minutes of the July 17, 2024 meeting as presented, Trustee Newcombe seconded. Motion carried unanimously.*

**COMMON TRUST FUNDS**

**APPROVAL FOR USE OF FUNDS –**

None

**RECEIPTS**

None

**DISBURSEMENTS**

**#974 – Cemetery Trust Fund B**

Chair Curtis presented a \$2,803.00 disbursement to reimburse Katherine Kimball for monument work on the Kimball plot.

*Trustee Newcombe made a motion to approve the disbursement as presented, Trustee Howard seconded. Motion carried unanimously.*

**CAPITAL RESERVES**

**RECEIPTS**

None.

**DISBURSEMENTS**

NONE.

**DISTRIBUTION OF MS9S**

Chair Curtis asked if there were any questions on the MS9 reports for the Common Trust and Capital Reserves for the periods ending August 31, 2024, and September 30, 2024. No questions were asked.

## UPDATES/FUTURE ITEMS

The Trustees discussed extending the Cambridge Contract.

*Trustee Howard made a motion to approve extending the Cambridge Contract for one year. Trustee Newcombe seconded. Motion carried unanimously.*

Periodic review of the Trusts and Capital Reserve by Cambridge Trust will be according to the following schedule:

- December 18, 2024 – In person presentation at 9:30 AM (this would be weather permitting, otherwise a video call)
- April 2025 – TBA Video presentation
- July 2025 – TBA in person presentation

A review of the Trust Fund documents was tabled for a future meeting.

Trustee Newcombe reminded the Trustees that her term of office is set to expire on December 31, 2024. Chair Curtis explained that last time someone's term ended, the Trustees presented several names, but the Mayor chose someone that he had found. Chair Curtis inquired whether the Trustees should put forth names or if the Mayor would be selecting someone? Sherry will check with Merri Howe and report back to the Trustees.

The meeting adjourned at 10:00 AM.

Respectfully submitted,  
Sherry Miller