

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, November 20, 2024 9:30 AM City Hall-3rd Floor Conference Room

Members Present:

Martha Curtis, Chairman
Marilyn Gemmell
Michelle Howard
Allen Mendelson
Jennie Newcombe

Staff Present:

Sherry Miller, Senior Staff Accountant

Absent:

Other:

Carrah Fisk-Hennessey, Parks & Rec Director

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

Chair Curtis suggested a change in the agenda items to allow Carrah Fisk-Hennessey to present before the approval of minutes. All agreed.

Carrah Fisk-Hennessey, Parks & Rec Director – Addition of New Burial Lots

Introductions were made. Carrah handed out a packet that explained how and where they are proposing to add additional cremation lots. Carrah explained that more and more people are choosing cremation, which has caused an increase in demand and offerings are limited. Carrah stated that there is a plan for expanding the Monadnock View Cemetery, but staff identified current open space that is ideal for cremains within the existing cemetery lot maps. Trustee Curtis asked how many individuals there are in a lot? Carrah explained that the lots would be singular. There would be room for a headstone if two lots were purchased, otherwise a flat marker could be placed. Trustee Curtis asked if column burial walls had been considered? Carrah said yes, they are a part of the future plan. They have asked anyone submitting proposals to consider including all trending options. At this point Carrah is looking for approval of the concept. Carrah explained that she would be looking for money to purchase markers which are \$25.00 each and asked what that process is. Trustee Curtis explained that she would obtain a quote and provide it to Sherry who will put it on the Trustees' next agenda to be disbursed.

The Trustees unanimously approved the concept.

APPROVAL OF MINUTES

Trustee Howard made a motion to approve the minutes of the October 16, 2024 meeting as presented, Trustee Newcombe seconded. Motion carried unanimously.

COMMON TRUST FUNDS

APPROVAL FOR USE OF FUNDS –

#906 Clement Woodward Fund \$2,146.00 (W2024-02)

RECEIPTS

None

DISBURSEMENTS

#936– Ashuelot River Park

Chair Curtis presented a \$1,217.88 disbursement to reimburse the City of Keene for expenses made to Invasive Plant Control (\$1,000) and Stephen Hooper (\$217.88).

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

CAPITAL RESERVES

RECEIPTS

None.

DISBURSEMENTS

Chair Curtis presented disbursements totaling \$1,361,880.43 noting that the funds are reimbursing the City of Keene for the period August 1, 2024 -October 31, 2024. Supporting documentation was presented for the Trustees review.

- #812 Transportation Improvement = \$83,527.49
- #814 Road & Sidewalk Infrastructure = \$323,725.86
- #820 IT System & Infrastructure = \$34,447.00
- #822 Parks & Facilities Infrastructure = \$429,998.94
- #832- Wastewater Treatment Plant Reserve = \$4,381.97
- #834 Sewer Infrastructure = \$119,856.68
- #840 Water Treatment Plant = \$50,272.54
- #842 Water Infrastructure = \$25,527.86
- #860 Fleet Equipment = \$290,142.09

Trustee Howard made a motion to approve the disbursements as presented. Trustee Gemmell seconded. Motion carried unanimously.

DISTRIBUTION OF MS9S

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

UPDATES/FUTURE ITEMS

Terms and Nominations were discussed.

Sherry confirmed that Merri Howe advised the Trustees to make recommendations for the Mayor to nominate.

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 will 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.

The meeting adjourned at 10:19 AM.

Respectfully submitted,
Sherry Miller