

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

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

**Wednesday, September 15, 2021    9:30 AM    City Hall-2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Jennie Newcombe, Chair  
Michael Forrest  
Marilyn Gemmell, Vice Chair  
Sue Silver

**Staff Present:**

Karen Gray, Senior Staff Accountant

**Absent:**

Katherine Snow

**Other:**

Chair Newcombe called the meeting to order at 9:30 AM.

**Approval of Minutes**

*Trustee Forrest made a motion to approve the minutes of the July 2021 meeting as presented, Trustee Silver seconded. Motion carried unanimously.*

**COMMON TRUST FUNDS**

**RECEIPTS**

None

**DISBURSEMENTS**

**#529 Ashuelot River Park Trust**

Chair Newcombe presented a disbursement in the amount of \$99.99 to reimburse the City of Keene for payments made to Buckthorn Baggie. This item was approved as part of the 2021 Ashuelot River Park Trust budget that was pre-approved by the Trustees on April 21, 2021.

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

**CAPITAL RESERVES**

**RECEIPTS**

**FY22 Capital Reserve Appropriations**

Chair Newcombe presented the FY22 Capital Reserve Appropriations of \$3,829,860.00 for Trustee approval, these items were previously approved by City Council.

- #600 Fire Equipment - \$385,000.00
- #607 Martell Court Pump Station - \$30,000.00
- #608 Wastewater Treatment Plant - \$170,000.00
- #609 Water Treatment Facility - \$100,000.00
- #610 Transfer/Recycling Center - \$70,000.00
- #611 Ambulance Replacement - \$130,000.00
- #612 Fleet Equipment - \$650,000.00
- #613 Sewer Infrastructure - \$900,000.00

- #614 Water Infrastructure - \$925,000.00
- #615 City Hall Parking Deck - \$30,000.00
- #616 Wells Street Parking Deck - \$30,000.00
- #617 Bridges - \$99,860.00
- #619 Downtown Infrastructure - \$200,000.00
- #623 Reappraisal - \$45,000.00
- #624 IT Systems & Infrastructure - \$65,000.00

*Trustee Forrest made a motion to approve the receipts as presented, Trustee Gemmell seconded. Motion carried unanimously.*

#### **DISBURSEMENTS**

Chair Newcombe presented disbursements totaling \$806,018.97 noting that the funds are reimbursing the City of Keene. Supporting documentation was presented for the Trustees review.

- #600 Fire Equipment = \$9,608.75
- #608 Wastewater Treatment Plant = \$1,863.97
- #613 Sewer Infrastructure = \$216,296.95
- #614 Water Infrastructure = \$541,465.46
- #623 Reappraisal = \$36,557.02
- #624 IT System & Infrastructure=\$226.82

*Trustee Silver made a motion to approve the disbursements as presented, Trustee Forrest seconded. Motion carried unanimously.*

#### **LIBRARY RENOVATION TRUST**

##### **RECEIPTS**

None

##### **DISBURSEMENTS**

None

##### **Distribution of MS9s**

Chair Newcombe asked if there were any questions on the MS9 reports for the Common Trust, Capital Reserves and Library Renovation Trust. The Common and Capital Reserves are for the period ending July 31, 2021 and the Library Renovation Trust for the period ending August 31, 2021. No questions were asked.

##### **Updates/Future Items**

None

The meeting adjourned at 9:55 AM.

Respectfully submitted,  
Karen P. Gray