

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, June 18, 2025 9:30 AM City Hall-3rd Floor Conference Room

Members Present:

Martha Curtis
Allen Mendelson

Staff Present:

Sherry Miller, Senior Staff Accountant

Absent:

Marilyn Gemmell
Michelle Howard

Other:

Kari Chamberlain
Andrew Royce

Chair Curtis called the meeting to order at 9:33 AM with Trustee Mendelson present.

Chair Curtis stated even though they technically don't have a quorum, the disbursements would be reviewed and approved. Trustee Gemmell will stop at City Hall and review and sign the disbursement authorizations.

Approval of Minutes

Trustee Curtis made a motion to approve the minutes of May 21, 2025, meeting with one correction to Carrah Fisk-Hennessey's name, Trustee Mendelson seconded. Motion carried unanimously.

COMMON TRUST FUNDS

APPROVAL FOR USE OF FUNDS –

#906 Clement Woodward Fund \$2,380.00 (W2025-01)

Chair Curtis made a motion to approve the request as presented. Trustee Mendelson seconded. Motion carried unanimously.

RECEIPTS

None

DISBURSEMENTS

#986 Maurice Alger Scholarship

Chair Curtis presented a one-time 2025 Maurice Alger Scholarship disbursement of \$7,500 to Rensselaer Polytechnic Institute on behalf of Keene High School recipient Sean Callahan.

Chair Curtis made a motion to approve the disbursements as presented, Trustee Mendelson seconded. Motion carried unanimously.

CAPITAL RESERVES

RECEIPTS

None.

DISBURSEMENTS

Chair Curtis presented disbursements totaling \$82,941.20 (through May 31, 2025) and \$84,860.38 (through June 14, 2025). Supporting documentation was presented for the Trustees review.

- #812 Transportation Improvement = \$4,391.74
- #814 Road & Sidewalk Infrastructure = \$10,860.81
- #816 Emergency Communications = \$46,092.78
- #832 Wastewater Treatment Plant = \$5,912.71
- #834 Sewer Infrastructure = \$9,398.48
- #842 Water Infrastructure = \$35,220.06
- #860 Fleet Equipment Replacement = \$55,925.00

Trustee Curtis made a motion to approve the disbursements as presented. Trustee Mendelson 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 May 31, 2025. No questions were asked.

UPDATES/FUTURE ITEMS

The Trustees agreed to cancel their July 2025 meeting.

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

- August 2025 –In person presentation

The meeting adjourned at 10:30 AM.

Respectfully submitted,
Sherry Miller