

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, October 15, 2025 9:30 AM City Hall-3rd Floor Conference Room

Members Present:

Martha Curtis
Marilyn Gemmell
Michelle Howard
Allen Mendelson
Andrew Royce

Staff Present:

Sherry Miller, Senior Staff Accountant

Chair Curtis called the meeting to order at 9:39 AM with Trustees Gemmell, Howard, Mendelson and Royce present.

Approval of Minutes

Trustee Royce made a motion to approve the minutes of the August 20, 2025, meeting as presented, Trustee Gemmell seconded. Motion carried unanimously.

COMMON TRUST FUNDS

#936 Ashuelot River Park

Bartlett Tree reimbursement request held – further information requested

APPROVAL FOR USE OF FUNDS –

#988 Ingersoll Collection Trust Fund \$375.00

Chair Curtis presented a disbursement in the amount of \$375.00 to reimburse the City of Keene for payment made to Summers Electric. Supporting documents were included for the Trustees review.

Trustee Howard made a motion to approve the request as presented. Trustee Royce seconded. Motion carried unanimously.

RECEIPTS

None

DISBURSEMENTS

#984 Frank Wright Scholarship

Chair Curtis presented a disbursement in the amount of \$20,000 to Bentley College. This marks year 4 and is the final payment on behalf of the recipient.

#908 Police Benevolent Fund

Chair Curtis presented a disbursement in the amount of \$1,769 from the Police Benevolent Fund. \$1,000 is for the annual contribution for maintenance and replacement of equipment and \$769.00 is to reimburse Keene Police Officers Association for maintenance and repairs of gym equipment. Supporting documents were included for the Trustees review.

Trustee Howard 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 \$2,503,131.11 noting that the funds are reimbursing the City of Keene for the period July 1, 2025 – September 30, 2025. Supporting documentation was presented for the Trustees review.

- #806 Bridge Fund = \$80,169.08
- #810 Downtown Revitalization = \$81,146.17
- #812 Transportation Improvement = \$6,912.63
- #814 Road & Sidewalk Infrastructure = \$29,325.00
- #830 Martel Court Pumping Station = \$9,424.36
- #832 Wastewater Treatment Plant = \$268,151.53
- #834 Sewer Infrastructure = \$526,268.28
- #840 Water Treatment Facility = \$273,182.10
- #842 Water Infrastructure = \$618,779.86
- #860 Fleet Equipment Replacement = \$609,772.10

Trustee Mendelson 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 periods ending August 31, 2025, and September 30, 2025. No questions were asked.

UPDATES/FUTURE ITEMS

It was noted that the RFP for advisory and reporting services for the capital reserve funds is 2027.

Chair Curtis put on the radar that in February (2026) Keene High School should be notified that the Wright Scholarship and the Algar Scholarship will be up for nominations.

Request from Bill Dow to increase the original amount of \$3500 to a total of \$5000 for the appraisal of the Ingersol collection was reviewed.

Trustee Howard made a motion to approve if there are sufficient funds and it does not exceed the interest earned. Trustee Royce seconded. Motion carried unanimously.

Request from Carrah Fisk-Hennessey for approval of a quote to replace a fence along the border of Cottage St and Greenlawn Cemetery.

Trustee Royce made a motion to approve the expenditure. Trustee Mendelson seconded. Motion carried unanimously.

The meeting adjourned at 10:12 AM.

Respectfully submitted,
Sherry Miller