

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, November 19, 2025 9:30 AM City Hall-3rd Floor Conference Room

Members Present:

Martha Curtis
Michelle Howard
Allen Mendelson
Andrew Royce

Staff Present:

Sherry Miller, Senior Staff Accountant

Absent:

Marilyn Gemmell

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

Approval of Minutes

Trustee Mendelson made a motion to approve the minutes of the October 15, 2025, meeting as presented, Trustee Howard seconded. Motion carried unanimously.

COMMON TRUST FUNDS

APPROVAL FOR USE OF FUNDS –

#936 Ashuelot River Park \$2,485.00

#912 Milan F. Jones Trust \$618.96

Chair Curtis presented a request for use of funds totaling \$3,103.96 to reimburse the City of Keene for payments made to Bartlett Tree and FY24 and FY25 annual income from the Milan F. Jones Trust. Supporting documents were included for the Trustees review.

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

RECEIPTS

None

DISBURSEMENTS

None

CAPITAL RESERVES

RECEIPTS

None.

DISBURSEMENTS

Chair Curtis presented disbursements totaling \$791,217.35 noting that the funds are reimbursing the City of Keene for the period through October. Supporting documentation was presented for the Trustees review.

- #810 Downtown Revitalization = \$8,669.50
- #812 Transportation Improvement = \$15,911.34
- #814 Road & Sidewalk Infrastructure = \$24,500.00
- #832 Wastewater Treatment Plant = \$23,080.62
- #834 Sewer Infrastructure = \$179,925.01
- #842 Water Infrastructure = \$524,294.76
- #860 Fleet Equipment Replacement = \$14,836.12

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

UPDATES/FUTURE ITEMS

Chair Curtis recommended having the December 17, 2025, meeting noting that there would only be one item on the agenda, which would be to discuss / approve a new trustee. If the group can approve a new trustee in December, they can be referred to Council to be discussed in January.

The meeting adjourned at 9:55 AM.

Respectfully submitted,
Sherry Miller