

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, February 18, 2026 9:30 AM City Hall-3rd Floor Conference Room

Members Present:

Martha Curtis
Michelle Howard
Allen Mendelson
Heather Scheck
Janelle Sartorio

Staff Present:

Sherry Miller, Senior Staff Accountant

Absent:

Andrew Royce

Chair Curtis called the meeting to order at 9:30 AM with Trustees, Howard, Mendelson, Scheck and Sartorio present. In Trustee Royce's absence, alternate Heather Scheck was put in as a full voting Trustee.

ELECTION OF CHAIR AND VICE CHAIR

Chair Curtis asked the Trustees for the annual nomination for Chair and Vice Chair. After a brief discussion.

Trustee Curtis made a motion to elect Allen Mendelson as Chair and Michelle Howard as Vice Chair. Trustee Sartorio seconded. Motion carried unanimously.

Approval of Minutes

Trustee Howard made a motion to approve the minutes of the November 19, 2025 and January 21, 2026, meetings as presented, Trustee Sartorio seconded. Motion carried unanimously.

COMMON TRUST FUNDS

APPROVAL FOR USE OF FUNDS – NONE

RECEIPTS

968/974 Cemetery Lot Sales

Chair Mendelson presented \$9,900.00 receipts for cemetery lot sales received through December 31, 2025: with \$4,950.00 for #968 Cemetery Trust A – Perpetual Care of Cemeteries, and \$4,950.00 for #974 Cemetery Trust Fund B – Cemetery Capital Reserves.

Trustee Curtis made a motion to approve the receipts as presented. Trustee Howard seconded. Motion carried unanimously.

DISBURSEMENTS - NONE

CAPITAL RESERVES

RECEIPTS

None.

DISBURSEMENTS

Chair Mendelson presented disbursements totaling \$66,119.32 noting that the funds are reimbursing the City of Keene for the period through January. Supporting documentation was presented for the Trustees review.

- #812 Transportation Improvement = \$7,521.15
- #818 Reappraisal = \$1,514.70
- #820 IT Systems & Technologies = \$8,720.00
- #832 Wastewater Treatment Plant = \$10,824.97
- #834 Sewer Infrastructure = \$22,852.50
- #842 Water Infrastructure = \$4,686.00
- #852 City Hall Parking Deck = \$10,000.00

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

DISTRIBUTION OF MS9S

Chair Mendelson asked if there were any questions on the MS9 reports for the Common Trust and Capital Reserves for the period ending January 31, 2026. No questions were asked.

COMMON TRUST FUNDS

#968 Maurice Alger Scholarship for 2026

Chair Mendelson indicated that it is time to determine the amount of the annual scholarship award from the Maurice Alger Scholarship Fund. After reviewing it was decided that there was sufficient funding for a \$6,800.00 scholarship.

Trustee Sartorio made a motion to approve funding the Maurice Alger Scholarship for \$6,800.00. Trustee Curtis seconded. Motion carried unanimously.

#984 Frank Wright Scholarship for 2026

Trustee Curtis stated that the Frank Wright Scholarship is awarded every 4 years. Janelle Sartorio asked if the Trustees determined who received the award. Trustee Curtis explained that there is a committee at the High School and they review the applications and choose the recipient.

Trustee Howard made a motion to award the 2026 Frank Wright Scholarship at \$20,000.00 per year for 4 years for a total of \$80,000.00. Trustee Curtis seconded. Motion carried unanimously.

UPDATES/FUTURE ITEMS

Flower Fund # 970 reviewed. No changes made. The Parks & Rec Director will be contacted to see if she can provide a list of who receives flowers and the location.

The meeting adjourned at 10:00 AM.

Respectfully submitted,
Sherry Miller