

City of Keene
NEW HAMPSHIRE

TRUSTEES OF TRUST FUNDS
MEETING MINUTES

Wednesday, May 20, 2026 9:30 AM City Hall-3rd Floor Conference Room

Members Present:

Allen Mendelson
Michelle Howard
Andrew Royce
Heather Scheck, Alternate

Staff Present:

Sherry Miller, Senior Staff Accountant

Absent:

Martha Curtis
Janelle Sartorio

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

In the absence of Trustees Curtis and Sartorio, alternate Heather Scheck was voted in to be a full voting Trustee.

Approval of Minutes

Trustee Howard made a motion to approve the minutes of the April 15, 2026, meetings as presented, Trustee Royce seconded. Motion carried unanimously.

Natalie Darcy – Review Human Services Funds

The Trustees reviewed Human Service Funds' 900, 902, 903, 906, 916, and 918 to ensure the funds were being utilized to their fullest intent. Natalie stated that fund #906 Clement Woodward is underutilized primarily by the fact that many clients' receiving city assistance are also enrolled in Medicare/Medicaid, which addresses many of their medical financial needs. The City Attorney will be asked if prescriptions and / or medical equipment could be included as acceptable medical expenses.

Sherry will speak with the Finance Director to ask if she may have a contact at Cheshire Medical who could help establish a liaison between the hospital/patients and the City.

Following a brief discussion, the Trustees agreed to have the City Attorney review the Mary R. Hall Fund, the Maria A. Giffin Fund, and the Serena W. Upton Fund, as the wording associated with those funds may no longer be appropriate by today's standards.

Carrah Fisk-Hennessey, Parks & Rec Director

Carrah Fisk-Hennessey presented the Trustees with an update regarding Monadnock View expansion. The final invoice for fencing came in at \$5,207.11. There is also a permit fee to NHDES for alteration to terrain in the amount of \$11,250.00. Carrah said that work will begin as soon as the dirt is removed.

Trustee Howard made a motion to approve the expenditures, Trustee Royce seconded. Motion carried unanimously.

COMMON TRUST FUNDS

APPROVAL FOR USE OF FUNDS – NONE

DISBURSEMENTS - \$324,452.56

- FY24 Income to Principal \$18,039.26
- FY24 Income to City \$135,917.30
- FY25 Income to Principal \$17,906.57
- FY25 Income to City \$149,353.72
- #954/547 Carrie K. Hersey (Library Expenses) \$3,235.71

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

Receipts- NONE

CAPITAL RESERVES

RECEIPTS

None.

DISBURSEMENTS

Chair Mendelson presented disbursements totaling \$875,392.26 noting that the funds are reimbursing the City of Keene for the period through April. Supporting documentation was presented for the Trustees review.

- #802 Fire Equipment = \$166,666.67
- #810 Downtown Infrastructure = \$17,937.07
- #812 Transportation Improvements = \$4,500.00
- #814 Road & Sidewalk = \$46.80
- #818 Reappraisal = \$10,930.50
- #830 Martel court = \$73,614.36
- #832 Wastewater Treatment Plant = \$128,991.62
- #834 Sewer Infrastructure = \$48,789.91
- #840 Water Treatment Facility = \$16,095.33
- #842 Water Infrastructure = \$146,987.00
- #860 Fleet Equipment = \$199,868.00
- #872 Transfer/Recycling Center = \$60,965.00

Trustee Howard made a motion to approve the disbursements as presented. Trustee Royce 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 April 30, 2026. No questions were asked.

Cambridge Contract Extend or RFQ

Trustee Royce made a motion to approve extending the contract with Cambridge for one more year. Trustee Howard seconded. Motion carried unanimously.

The meeting adjourned at 10:35 AM.

Respectfully submitted,
Sherry Miller