

City of Keene  
NEW HAMPSHIRE

**TRUSTEES OF TRUST FUNDS  
MEETING MINUTES**

**Wednesday, October 21, 2015      9:30 AM      City Hall-2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Martha Curtis -Chair  
Michelle Howard  
Paul Ledell  
Brian Mattson

**Staff Present:**

Nancy Burridge, Fund Manager  
Sherrie Curtis, Secretary  
Andy Bohannon, Parks/Rec & Facilities

**Absent:**

Marilyn Gemmell

**Other:**

Maureen Kelliher, Cambridge Trust  
Judith Noel, Cambridge Trust

**Approve minutes of September meeting**

Mr. Ledell made a motion to approve the September minutes as presented, Mr. Mattson seconded. Motion carried.

**Cambridge Trust – Quarterly Review**

Mrs. Kelliher and Mrs. Noel were in attendance. Mrs. Kelliher gave an overview of the economy, advising that it does not appear the Federal Reserve will make any interest rate moves in 2015. Upon portfolio review, Mrs. Kelliher reported a balance as of 9/30/15 of \$7,677,517.27 with a yield of 3.90%. Mrs. Kelliher stated that the estimated annual income is \$299,000. Mrs. Kelliher asked that the Trustees keep in mind that this income is a rolling 12 months or a snap shot based on current holdings for the next 12 months. This estimated income will change as the holdings in the portfolio changes. Mrs. Kelliher advised that Cambridge had a system change and the reports will look different and she will review each one today.

**Library Renovation Trust**

Mrs. Burridge advised that she has spoken to the Finance Director with regards to the investment strategy. The guidance given was to take a conservative approach. Mr. Kelliher stated that the time horizon of the project will dictate the way in which the funds should be invested. The following should be considered when drafting an investment policy.

- Time horizon of 5-10 years a normal expendable trust would include equities in the portfolio with returns. The asset mix could be a little more conservative, and you could mirror the existing Trust fund investment policy constraints.
- Time Horizon of 5 years or less, where the money will be going in and out, this type of activity would resemble a capital reserve as far as investment activity. The investments would be short term bonds and certificate of deposits. This would be more of a fixed income driven policy. The policy could be written similar to the existing capital reserve policy.

Mr. Ledell reported that the overall project is looking to be more like 9 million versus 5 million. They feel that 5 million will be donations the remaining would be possibly tax credits and bonds.

Mrs. Noel inquired about the kick off campaign. Mr. Ledell stated that they expect \$250,000 by the end of year 2015 and another \$1.5 million by the end of 2016. Mr. Ledell stated development of the collection procedures is still in process.

### **Trust Funds Investment Policy**

The Trustees reviewed and discussed the current policy and found all to be in order. With no changes brought forward, Mr. Ledell made a motion to accept the policy as is, Mr. Mattson seconded. Motion carried.

### **Ashuelot River Park-Irrigation System**

Mrs. Burrige indicated that the Trustees received a copy of the memo from Andy Bohannon regarding the current irrigation system at the park. Mr. Bohannon addressed the Trustees stating the current system installed in 1996 is in need of replacement. When the system was initially installed it was designed to pull water from the river. With the current river flow and the droughts that system is no longer adequate to supply the park, in addition to two pump replacements within the last five years. In addition the park has grown since the systems original installation.

Mr. Bohannon is seeking permission to conduct an RFP process to replace the system. It is estimated that a new system could cost between \$30,000-\$40,000. The new system would most likely need to run off City water versus pulling from the river, if City water is utilized it would be an additional expense that would be built into the Parks budget. As part of the RFP process the project would be brought forward for further trustee approval. At the same time the feasibility of the water source will be determined as well.

Mr. Mattson stated that the original system was installed to pull from the river it was for a smaller park. Mrs. Curtis inquired about using the existing pipes for the new system. Mr. Bohannon stated that due to the age of the system the entire system would need replacement. Mrs. Curtis also wondered why pay for City water when it's a City Park. Mr. Mattson stated that the Water Fund is considered an enterprise fund which is self-supporting.

The Trustees reviewed the account balances and decided that funding would be available from the income of the Ashuelot River Park Trust and principal and income from the Ashuelot River Park Memorial Trust. Mr. Ledell made a motion to approve the RFP process, Michelle Howard seconded the motion. Motion carried.

### **Ashuelot River Park - Revised Budget**

Mr. Bohannon referred to his memo stating that the Ashuelot River park advisory board would like to improve the pathway that runs between the bank parking lot and the mail trail connecting at the bridge. Mr. Bohannon stated that he is simply looking for approval to reallocate the funds within the existing approved budget. The current budget is \$7,900, of which \$5,000 is for the landscape contract. The work on the pathway will be completed by City staff and the cost would not to exceed \$1,250. The new path would allow for the friends to have new locations as they continue to sell bricks that line the pathways.

Mr. Mattson made a motion to approve the reallocation of funds within the existing budget for the pathways improvements, Mr. Ledell seconded the motion. Motion carried.

### **Rachel Marshall Trust**

Mr. Bohannon requested that the remaining funds available in the trust be utilized for playground equipment at Carpenter Street Field. Mr. Bohannon stated that the current play equipment was installed when the City first took ownership of the field. Efforts made to seek Grant funding in 2015 were unsuccessful. In keeping with the City of Keene's Comprehensive Master Plan it is essential that all residents of Keene have equal access to quality parks. Mr. Bohannon stated that after other projects there should be around \$17,000 for playground equipment. Mr. Bohannon stated that he will bring back to the Trustees the quotes and information about the structure.

Mr. Mattson made a motion to approve playground equipment, Mr. Ledell and Mrs. Howard seconded. Motion carried.

### **FY15 Income transfer to City and Principal**

Mrs. Burrige advised that the transfer was approved last month, however, not all Trustees signed the authorization form.

### **Capital Reserve**

#### **Transportation Improvement Capital Reserve**

Mrs. Burrige stated that Council in late 2014 approved the establishment of the Transportation Improvement Fund by resolution R-2014-34. This resolution allows for the collection of a surcharge on motor vehicle registrations up to \$5.00. The resolution also outlines how the funds can be used.

Mrs. Burrige reported that she has a deposit totaling \$51,990 to be accepted. The breakdown by fiscal year is as follows FY15 \$26,735 and FY16 \$25,255.

Mr. Ledell made a motion to accept the deposit and the new Transportation Improvement Capital Reserve, Mrs. Howard seconded. Motion carried.

### **Disbursements**

Mrs. Burrige presented the following disbursements with supporting documentation for trustee review.

- City Hall Parking - \$30,000
- Bridges - \$13,966.22
- Downtown Infrastructure - \$71,031.50

Mr. Mattson made a motion to approve the disbursements as presented, Mr. Ledell seconded the motion. Motion carried.

The meeting adjourned at 11:13 am.

Respectfully submitted,  
Sherrie Curtis