

City of Keene
NEW HAMPSHIRE

**TRUSTEES OF TRUST FUNDS
MEETING MINUTES**

Wednesday, November 16, 2016 9:30 AM City Hall-2nd Floor Conference Room

Members Present:

Martha Curtis -Chair
Marilyn Gemmell-Vice Chair
Katherine Snow
Michelle Howard
Brian Mattson

Staff Present:

Sherrie Curtis, Secretary
Karen Gray, Senior Staff Accountant
Chuck Sweeney, Parks & Recreation

Absent:

Other:

Judy Putnam, Library Trustee
Sally Merrill, Library Trustee

Colony Lot

Mr. Chuck Sweeney from Parks & Recreation was present to discuss a disbursement request from the Colony Lot. Mr. Sweeney stated that Joslin Kimball-Frank has asked that repairs be made to the lots of Mary Curtis and Horatio Colony. The lot requires the following repairs: new concrete footing installed, by removing the old footing, digging deeper and pouring a new footings, leveling each footing and loam and sod at each site. The total cost would be \$1,174.85.

Mrs. Curtis inquired as to when the work was to be completed, Mr. Sweeney stated that he was meeting with Jay at Keene Monument after this meeting to discuss timing the preference is this fall. Mrs. Gray reported the income balance is \$13,278. Mrs. Howard made a motion to approve the request as presented, Mrs. Gemmell seconded. Motion carried unanimously.

Investment Policies Review

Mrs. Gray indicated that all of the investment policies are being presented for review at this time in order to transition them to the same review cycle. Joining the Trustees were Judy Putnam and Sally Merrill, Library Trustees for discussion of the Library investment policy. Mrs. Gray distributed a memo regarding Cambridge Trusts proposal for investment of Library Trust Funds to utilize a short term bond fund. It was determined that should the all Trustees decide to make changes, the investment policy would require updates.

Mrs. Gray indicated that she has spoken to the City Attorney and it was determined that the Library Trust funds will need to be available for transfer at the time of closing. If all goes as scheduled, tax credits could close in April and construction could start as early as May 2017. In addition, Mrs. Gray indicated that there is also a slight risk with not investing in government backed securities.

After reviewing and discussing each policy the Trustees decided no changes would be made.

Library Investment Policy: No change
Capital Reserve Policy: No change
Common trust Fund: No change

Ms. Snow made a motion to make no changes to the Capital Reserve and Common Trust Fund investment policies, Mrs. Howard seconded. Motion carried unanimously.

Ms. Snow made a motion to make no changes to the Library Renovation Trust investment policy, Mrs. Howard seconded. Motion carried 4-0. Ms. Gemmell recused herself from voting. Library Trustees Judy Putnam and Sally Merrill concurred with this recommendation.

Trust Fund Project Review
Library Renovation Trust #590

Mrs. Gray stated that although this trust was only created in June 2015, it was decided to review along with all the other trusts in this project for consistency purposes.

Purpose: This Trust was created in 2015 as a temporarily restricted trust for the purpose of the Library Renovation Project.

Current Practice: The Trustees accept donations after they are approved and processed through council. The Trustees will invest the fund in accordance with the investment policy and will approve disbursements as they are related to the renovation project.

2016 Trustee Review and Recommendation: No recommend changes at this time. Library Trustees Judy Putnam and Sally Merrill concurred with this recommendation.

Approval of October meeting minutes

Chair Curtis requested a motion to approve the minutes from October 2016 minutes. Ms. Snow made a motion to accept the minutes as presented, Mrs. Howard seconded. Motion carried unanimously.

Frank A. Wright Trust

Mrs. Gray presented the December rent disbursement for Tia Auger in the amount of \$550.00 payable directly landlord Thomas Little. Mrs. Howard made a motion to approve as presented, Mrs. Gemmell seconded the motion. Motion carried unanimously.

Library Renovation Trust

The balance as reported on the MS9 as of October 2016 was \$1,434,519.32. Donations that are going through the FOP and Council process should be presented for acceptance in December.

Capital Reserve

Mrs. Gray stated as reported on the October 31, 2016 MS9 report the fair market value is \$12,005,995.49. The following transactions were presented:

Withdrawals:

- | | |
|-----------------------------|--------------|
| • Equipment | \$198,909.24 |
| • Sewer Infrastructure | \$11,194.11 |
| • Water Infrastructure | \$18,406.77 |
| • Wells Street Parking Deck | \$37,466.77 |
| • Bridges | \$6,054.78 |

Mrs. Howard made a motion to approve disbursements as presented, Mr. Mattson seconded. Motion carried unanimously.

Deposits:

- | | |
|------------------------|--------------|
| • Sewer Infrastructure | \$237,083.54 |
|------------------------|--------------|

The return of funds is due to an invoice being charged to the wrong account in October 2016. Mr. Mattson made a motion to approve deposit as presented, Ms. Snow seconded. Motion carried unanimously.

Mrs. Gray indicated that supporting documentation was attached to each of the above requests for Trustee review. Mrs. Gemmell inquired as to how the interest earnings are allocated. Mrs. Gray stated that they are based on the percentage of principal, similar to the way the trust funds have earnings allocated.

Trustee Vacancy

Mrs. Gray inquired as to how the recommendations for the Trust vacancy were coming along. Mrs. Snow stated that two of her potential candidates declined due to time restrictions, her third candidate is interested and she will forward along background information. Mrs. Howard stated she is waiting to hear back from her candidate. Mrs. Gray asked that she receive information from the Trustees by December 1st so that she can forward along to the Mayor's office.

Trust Fund Project Review (cont'd)

Ingersoll Collection #585

Purpose: Funds from the sale of some of the donated items along with the remaining principal and interest are to be expended for future restoration, display, care and maintenance of the remaining items described in the Exhibit D of the Cy Pres petition. In addition, the Trustees are authorized to restore the Ingersoll headstone at the Washington Street Cemetery. Since the display cabinets were built with Ingersoll Trust money years ago there is a Display Cabinet policy that is followed.

Current Practice: The Trustees review requests received from the City Clerk's office with regards to the collection or the display cabinets and approve as appropriate.

2016 Trustee Review and Recommendation: No recommend changes at this time.

The Trustees requested that follow up with the Cemetery Department be made with regards to the status of the restoration of the Ingersoll headstone in the Washington Cemetery. Andy Bohannon will be contacted.

Downtown Memorial Tree #527

Purpose: Principal is used to purchase and install good size ornamental or shade trees in a number of type, size and characteristics approved by the City of Keene. Trees are to be installed in the downtown area- within or along the City right of way commencing at Railroad Street and Gilbo Avenue in the south and running northerly to include Central Square in its entirety and the commencement of Washington, Court, Winter, West and Roxbury Streets.

Current Practice: Annually the trust reimburses the City for the Public Works expenses incurred in the downtown memorial tree cost center. The balance of the income earned in excess of the maintenance cost incurred is transferred to principal.

2016 Trustee Review and Recommendation: After brief discussion, the Trustees were in agreement that the current process of handling expenses and income was in compliance with the Trust. The Trustees did request that the City Attorney review the Trust to see if there was any flexibility to expand the locations. With an expansion of the locations, the Trust could be better utilized.

The meeting adjourned at 10:41 a.m.

Respectfully submitted,
Sherrie Curtis