



**Trustees of Trust Funds  
AGENDA**

City Hall 2<sup>nd</sup> Floor Conference Room  
July 18, 2018  
9:30 AM

Marilyn Gemmell, Vice Chairman  
Michelle Howard, Chairman  
Michael Forrest  
Susan Silver  
Katherine Snow

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1. Approval of the June 2018 minutes
2. Quarterly review of Trusts and Capital Reserves – Cambridge Trust
3. Approval and signing of MS9's and MS10's for year ending June 30, 2018
4. Common Trust Fund
  - a. Approval of Receipts = \$9,750.00
    - i. Cemetery lot sales through June 30, 2018
      - #565 Monadnock Cemetery A = \$4,875.00
      - #568 Monadnock Cemetery B = \$4,875.00
    - b. Approval of Disbursements = \$7,643.61
      - i. #582 Maurice Alger Scholarship = \$6,000.00
        - Southern New Hampshire University - Andrew Derry
        - Trustees approved 2/21/18; balance remaining \$6,000.00
      - ii. #503 Clement Woodward = \$426.34
        - Reimbursement to City of Keene - Rite Aid = \$426.34
        - Woodward Committee approved 5/16/18
      - iii. #529 Ashuelot River Park = \$4,445.00
        - Reimbursement to City of Keene – FH Hamblett – lighting = \$4,445.00
        - Trustees approved 4/18/18; balance remaining \$12,745.00
      - iv. #568 Monadnock Cemetery B = \$1,536.23
        - Reimbursement to City of Keene - The Granite Group – PVC pipes = \$1,536.23
        - Trustees approved 6/20/18; City Council approved 7/5/18; balance remaining \$86,675.00
  5. Library Renovation Trust Fund
    - a. Acceptance of Donations = none
    - b. Approval of Disbursements = none
  6. Capital Reserve Portfolio
    - a. Approval of Receipts = \$26,920.00
      - i. Transportation Improvement through June 30, 2018 = \$26,920.00
    - b. Approval of Disbursements = \$289,393.65
      - i. Fleet Equipment = \$108,454.50
      - ii. Sewer Infrastructure = \$99,419.93
      - iii. Water Infrastructure = \$80,116.10
      - iv. Downtown Infrastructure = \$1,403.12
  7. Other
    - a. Attorney General annual Trustees of Trust Funds and Cemetery Trust seminar/training

Trustees of Trust Funds

July 18, 2018

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8. Distribution of MS9's for period ending June 30, 2018
  - a. Common Trust Funds – market value = \$8,609,799.93
  - b. Capital Reserve Funds – fair value = \$13,154,801.18
  - c. Library Renovation Trust Fund – market value = \$339,712.03
9. Future Items

**City of Keene**  
**NEW HAMPSHIRE**

**TRUSTEES OF TRUST FUNDS**  
**MEETING MINUTES**

**Wednesday, June 20, 2018 9:30 AM City Hall-2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Michelle Howard, Chair  
Michael Forrest  
Katherine Snow  
Marilyn Gemmell, Vice Chair

**Staff Present:**

Karen Gray, Senior Staff Accountant  
Sherrie Curtis, Secretary

**Absent:**

Susan Silver

**Other:**

Andy Bohannon Parks & Recreation Director

**Approval of Minutes**

Ms. Snow made a motion to approve minutes of the May 16, 2018 meeting as presented, Ms. Gemmell seconded. Motion carried unanimously.

**COMMON TRUST FUNDS**

**MONADNOCK CEMETERY B**

Mr. Bohannon was present to discuss funding for the Woodland Cemetery Culvert replacement. Mr. Bohannon reported that there are wetlands that run along North Lincoln Street and are fed from a stream coming from Robin Hood Park and that the culvert has failed. The repair is complicated by the fact that there are burials that were placed above the culvert and can't be disturbed. Mr. Bohannon stated that the Cemetery and the Engineering division have determined that the culvert needs to be relocated and that this project will cost an estimated \$86,675.00. The process has begun with wetland permits being filed, this project will be presented to FOP and then on to Council once approved the project will be put out to bid.

Ms. Snow made a motion to approve, Mr. Forrest seconded. Motion carried unanimously.

**FRANK WRIGHT TRUST**

Mrs. Gray shared a new email she received from she received from Tia on 6/19. She will continue with her gap year because all her options regarding the school and her classes have been filled. After some discussion and reviewing the trust it was determined that the remaining scholarship balance of \$20,000.00 needs to be set aside. The trust states that a gap year is allowed and that the recipient has 6 years from the date of high school graduation to use the awarded scholarship. Tia's scholarship will expire in June 2021. The trustee directed Mrs. Gray to make a notation of this encumbrance in the trust records. Also the Trustees requested that Ms. Auger be notified of her remaining scholarship balance and that the scholarship expires June 2021.

## **LIBRARY TRUST FUNDS**

Mrs. Gray presented disbursements to the City from the various library trusts. Mrs. Gray advised that each disbursement fits the scope of the specific library trust.

- #541 John Symonds \$682.45
- #542 Thayer and Chapin \$520.07
- #543 Caroline Ingersoll \$49.42
- #548 Carrie Hersey \$1,772.33

Ms. Snow made a motion to approve as presented, Mr. Forest seconded. Motion carried unanimously.

## **INGERSOLL COLLECTION**

Mrs. Gray presented a disbursement in the amount of \$300.00 for the replacement of the LED lighting in the cabinets. This project was previously approved by the Trustees on 12/20/17. Supporting documentation was provided for Trustee review. Ms. Snow made a motion to approve as presented, Mr. Forrest seconded. Motion carried unanimously.

## **CLEMENT J. WOODWARD TRUST**

Mrs. Gray reported the Woodward Committee met on May 16, 2018 and approved the following disbursements. Supporting documentation was attached for Trustee review.

- Dartmouth Hitchcock clinic \$253.34
- Rite Aid \$141.00

Ms. Snow made a motion to approve as presented, Mr. Forest seconded. Motion carried unanimously.

## **ASHUELOT RIVER PARK**

Mrs. Gray presented a disbursement for the 2018 spring clean-up and soil application for a total of amount of \$3,925.00. These expenses are part of the budget approved in April. Supporting documentation was attached for Trustee review.

Ms. Snow made a motion to approve as presented, Mr. Forest seconded. Motion carried unanimously.

## **LIBRARY RENOVATION TRUST**

### **RECEIPTS**

Mrs. Gray presented donations received from April 20, 2018 – May 11, 2018 in the amount of \$105,514.00. Mrs. Gray advised that these donations were approved by City Council on 6/7/2018. Ms. Snow moved to accept the donations as presented, Mr. Forrest seconded. Motion carried 3-0, with Ms. Gemmell recusing.

### **DISBURSEMENTS**

In addition, Mrs. Gray presented a disbursement in the amount of \$105,000.00 from the Library Renovation Trust. This disbursement represents payment #3 to the City of Keene for the Interim Bridge funding (R-2017-31). Ms. Snow moved to approve as presented, Mr. Forrest seconded. Motion carried 3-0, with Ms. Gemmell recusing.

## **CAPITAL RESERVES**

### **DISBURSEMENTS**

Mrs. Gray presented the disbursements listed below totaling \$85,892.97. Supporting documentation was attached for Trustees review and the funds are reimbursing the City.

- Bridges - \$4,288.31
- Sewer Infrastructure - \$75,485.69
- Waste Water Treatment - \$6,118.97

Ms. Snow made a motion to approve as presented, Mr. Forrest seconded. Motion carried unanimously.

**OTHER**

**MS9'S DISTRIBUTION**

Mrs. Gray distributed the reports for the period ending May 31, 2018. Mrs. Gray advised that the City and the bank agree.

Adjourned at 10:15 a.m.

Respectfully submitted,  
Sherrie Curtis

**City of Keene, New Hampshire Trust Funds  
Deposit to Common Trust Funds - TO PRINCIPAL**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Deposit to Principal

Trust #	Title of Trust	Purpose	Amount
565	Monadnock View Cemetery A	1/2 Cemetery Lot Sales (Jan 2018 - June 2018)	<b>4,875.00</b>
568	Monadnock View Cemetery B	1/2 Cemetery Lot Sales (Jan 2018 - June 2018)	<b>4,875.00</b>
<b>Total Deposit Request</b>			<b>9,750.00</b>

**Amount of Deposit:** \$9,750.00

**Account to be Credited:**  City of Keene - Common Fund #4482

**Payable To:** Trustees of Trust Funds  
 c/o Cambridge Trust Company  
 Attn: Judith Noel  
 1000 Elm Street, Suite 201  
 Manchester, NH 03101

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_



**CITY OF KEENE**  
KEENE, NEW HAMPSHIRE

**Mascoma**  
Savings Bank  
54-7021/2117

152718

CHECK DATE  
07/12/18

CHECK NO.  
152718

AMOUNT \$\*\*\*\*\*9,750.00\*

THIS CHECK VOID 60 DAYS FROM DATE

**PAY THE SUM OF \*\*\*\*\*9750\* DOLLARS AND \*NO\* CENTS**

TO THE TRUSTEES OF TRUST FUNDS  
ORDER  
OF

*Steve Thorton*  
\_\_\_\_\_  
TREASURER

⑈ 152718 ⑆ 211770213 ⑆ 931158596 ⑈

CITY OF KEENE, NH

VENDOR NO. 18700

CHECK NO. 152718

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
01 21301		1/1-6/30/18	9,750.00	LOT SALES

18700 TRUSTEES OF TRUST FUNDS

**CITY OF KEENE  
NEW HAMPSHIRE  
Check Request**

Date: 7/12/18

Check Payable to: Trustees of Trust Funds

Amount: \$9,750.00

Account to charge: 01 21301

Explanation: Cemetery lot sales for the period January 2018 – June 2018

Requested By:  7/12/18

Authorized Approval:  7/12/18



June 30, 2018

List of plot sales billed out for but not fully paid

William Stevens \$800.00

Ross Williams \$314.00

Vinson Stoddard \$125.00

Mary Gagne \$400.00

Patricia Savageau- Cook \$1600.00

Elizabeth Laroche \$400.00

Debby Sherwin \$300.00

Catherine Blair \$400.00

Joseph Clifford \$500.00

Robert Kerbaugh \$1500.00

Total \$ 6339.00

Balance in 01-21301 \$16089.00

Check Request \$9750.00



# CITY OF KEENE

0-85-11A

In the Year of Our Lord One Thousand Nine Hundred ~~xxx~~ Eighty-Five.....

AN ORDINANCE RELATING TO CEMETERY TRUSTEES, TRUST FUNDS, CAPITAL RESERVES AND FEES

*Be it ordained by the City Council of the City of Keene, as follows:*

I. That the City Ordinances of the City of Keene, New Hampshire, as amended, be and hereby are further amended by deleting in Chapter 3, entitled "Boards", section 7, entitled "Trustees of Trust Funds", the following:

Title, subsection A, entitled "Membership", and subsection B, entitled "Terms", and inserting in place thereof the following new title, subsection A and subsection B, to read as follows:

"SECTION 7. TRUSTEES OF TRUST FUNDS AND CEMETERY TRUSTEES

A. MEMBERSHIP. The Trustees of Trust Funds and Cemetery Trustees shall be a City Board consisting of three members.

B. At the second regular City Council meeting in January of each year, the Mayor shall nominate one or more qualified persons to membership on the Board, one of whom shall be elected by majority vote of a quorum of the City Council at its next regular meeting after the nominations. In the event that no nominee is elected as set forth above, the Mayor shall nominate additional qualified persons to membership on the Board at each succeeding regular City Council meeting until one is elected as aforesaid.

and further amending said section 7 by adding thereto a new subsection 18, to read as follows:

"18. Be the Cemetery Trustees of the City of Keene and shall perform all duties incumbent upon that office by law."

II. That the City Ordinances of the City of Keene, New Hampshire, as amended, be and hereby are further amended by striking out in Chapter 7, entitled "ADMINISTRATIVE DEPARTMENTS", section 8, entitled "Parks, Recreation and Cemetery Department", subsection 2, entitled "Cemeteries", subsection C. thereof, entitled "Price of Lots", as inserted by Ordinance 0-83-50, and inserting in place of said subsection C. the following new subsection C. to read as follows:

C. PRICE OF LOTS AND CEMETERY FUNDS. All funds raised and appropriated by the City for the care and maintenance of cemeteries shall be held by and expended under the direction of the Cemetery Trustees after receiving the recommendations of the Director of Parks, Recreation and Cemeteries, and soliciting any advice from him that the Cemetery Trustees may desire. It shall be their duty to supervise all public cemeteries to the end that said funds may be so expended as best to serve the purposes for which they are raised and appropriated.

Ordinance 0-85-11A - Relating to Cemetery Trustees, Trust Funds, Capital Reserves and Fees

Page Two

There are hereby created two City trust funds to be funded as hereinafter described to be held by the Cemetery Trustees with their principal and the income thereon expended under the direction of the Cemetery Trustees, with the recommendations and advice of the Director of Parks, Recreation and Cemeteries, as best to serve their purposes as herein described.

565

CEMETERY TRUST FUND A - PERPETUAL CARE OF CEMETERIES. Fifty percent (50%) of the funds derived from the sale of the lots in those sections of the public cemeteries designated for perpetual care shall be retained separately from other funds in an account designated Cemetery Fund A. Said percentage paid shall be considered as full payment by the lot purchaser for care of the lot by the City in perpetuity. The Finance Department shall annually make a report of the condition of Cemetery Fund A to the City Council and to the Cemetery Trustees and shall request that the Council, by resolution, appropriate the balance of Cemetery Fund A to Cemetery Trust Fund A - Perpetual Care of Cemeteries, or make such other disposition as the Cemetery Trustees may request. ~~The income~~ of said Cemetery Trust Fund A - Perpetual Care of Cemeteries, may be expended by the Cemetery Trustees for ~~the care and maintenance of cemeteries on an annual~~ or such other basis as the Cemetery Trustees shall deem appropriate. The Cemetery Trustees shall call upon the Director of Parks, Recreation and Cemeteries for his recommendations from time to time and may solicit his advice as they may find helpful in carrying out their duties hereunder.

568

CEMETERY TRUST FUND B - CEMETERY CAPITAL RESERVE. All sums received from the sale of lots except that part credited into Cemetery Fund A shall be credited into Fund B. The Finance Department shall annually make a report of the condition of Cemetery Fund B to the City Council and the Cemetery Trustees and shall request that the Council, by resolution, appropriate the balance of Fund B to Trust Fund B - Cemetery Capital Reserve, or make such other disposition as the Cemetery Trustees may request. ~~The purpose~~ of Trust Fund B shall be as a capital reserve fund to be utilized by the Cemetery Trustees from time to time for ~~capital improvements to and enlargements~~ of the public cemeteries of the City. ~~The Cemetery Trustees may expend the principal and income in Trust Fund B - Cemetery Capital Reserve,~~ from time to time in order to effect the purposes for which the fund was established. The Cemetery Trustees shall call upon the Director of Parks, Recreation and Cemeteries for his recommendations from time to time and may solicit his advice as they may find helpful in carrying out their duties hereunder.

**City of Keene, New Hampshire Trust Funds  
Disbursement Request - FROM INCOME**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
582	Maurice Alger Fund	2018 Scholarship	6,000.00
		Andrew Derry - ID 1446204	
<b>Total Withdrawal Request</b>			<b>6,000.00</b>

**Amount of  
Withdrawal:** \$6,000.00

**Account to be  
Charged:**  City of Keene - Common Fund #4482

**Payable To:** Southern NH University  
 Client 800100  
 PO Box 55008  
 Boston, MA 02205

Note: Please mail check to : City of Keene, Attn: Karen Gray

**Approved By Trustees:**

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

Thank You

June 17, 2018

Dear City of Keene Trustees and  
Sherrie Curtis,

Thank you for giving me the  
Maurice Alger Scholarship. It  
was an honor to receive a  
scholarship as prestigious as the  
Alger scholarship. I will continue  
to show strong character qualities  
at SNHU in the fall, and the  
scholarship will be very helpful  
in the investment of my education.

Sincerely,

Andrew Derry.



Derry, William <wderry@sau29.org>

**Fwd: Bill**

1 message

The Derrys <[redacted]>  
To: <[redacted]>

Sat, Jun 30, 2018 at 9:08 PM

----- Forwarded message -----

From: Andrew Derry <[redacted]>  
To: Ann Eastman Derry <[redacted]>  
Cc:  
Bcc:  
Date: Sat, 30 Jun 2018 17:22:39 -0400  
Subject: Bill

ACCOUNT#	UNALLOCATED DEPOSITS
[redacted]	Deposit
	Type Amount
Bill to:	HOUSING 100.00
Andrew J. Derry	TUITION 300.00
[redacted]	SECURITY 100.00

ACCOUNT SUMMARY		
Account Balance	Pending Financial Aid	Net Amount Due
15,568.00	20,000.00	4,432.00CR

PENDING FINANCIAL AID				
Award Term	Estimated Financial Aid	Borrowed Amount	Net Amount	Action Needed
18FADAY	Outside Scholarship		6,000.00	
18FADAY	Honors Program Scholarship		1,000.00	
18FADAY	Athletic Men's Cross Country		3,000.00	
18FADAY	Presidential Scholarship		8,000.00	
18FADAY	Housing Scholarship		1,500.00	
18FADAY	Visit Grant		500.00	
18FADAY	Direct Subsidized Loan		1,732.00	MPN/ELC INCOMPLETE
18FADAY	Direct Unsubsidized Loan		990.00	MPN/ELC INCOMPLETE

ACCOUNT ACTIVITY					
Date	Number	Code	Description	Charges	Credits
09/04/18	[redacted]		REGISTRATION - 18FADAY	15,568.00	
				*****	*****
Total:				15,568.00	0.00

**Bill**  
156K



Derry, William &lt;wderry@sau29.org&gt;

**Fwd: Fw: Notice of Pending Scholarship**

1 message

**The Derrys** <wderry@ne.rr.com>

Sat, Jun 30, 2018 at 9:10 PM

To: wderry@sau29.org

----- Forwarded message -----

From: "Derry, Andrew" &lt;andrew.derry@snhu.edu&gt;

To: "wderry@ne.rr.com" &lt;wderry@ne.rr.com&gt;

Cc:

Bcc:

Date: Sat, 30 Jun 2018 21:29:25 +0000

Subject: Fw: Notice of Pending Scholarship

**From:** studentfinance**Sent:** Tuesday, June 19, 2018 12:35 PM**To:** Derry, Andrew**Subject:** Notice of Pending Scholarship

Dear Andrew,

The university has been notified of your eligibility for an outside scholarship. The scholarship amount indicated by the donor has been added to your financial aid package as a "pending" item, and is now reflected on your [Financial Aid Award Letter](#). We recommend that you keep a copy of the scholarship information supplied to you by the donor.

Please review your [Student Account Statement](#) regularly to ensure your bill is paid in full. If SNHU does not receive the scholarship funds, you are responsible for any remaining balance on your account. Additionally, if you are required to supply grades and/or a copy of your tuition bill, you are responsible for submission of these items to the donor.

Thank you,

**Student Financial Services**

p. 877.455.7648 | f. 603.645.9667

COCE email: [studentfinance@snhu.edu](mailto:studentfinance@snhu.edu)Campus email: [sfscampus@snhu.edu](mailto:sfscampus@snhu.edu)College for America email: [sfscfa@snhu.edu](mailto:sfscfa@snhu.edu)**Campus Office Hours:** Mon-Thu 8:00am-5:00pm and Fri 8:00am-4:30pm**Phone Hours:** Mon-Thu 8:00am-8:00pm, Fri 8:00am-4:30pm, and Sat 9:00am-1:00pm

\* All times in Eastern Standard Time

Southern NH University  
Client 800 100  
PO Box 55008  
Boston MA 02205

**City of Keene, New Hampshire Trust Funds  
Disbursement Request - FROM INCOME**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
503	Clement J Woodward	Rite Aid	426.34
		W2018-05 = \$426.34	
		- reimbursement to City of Keene for	
		payment ck #152307 dtd 6/21/18	
		Approved by Woodward Committee at	
		5/16/18 meeting	
<b>Total Withdrawal Request</b>			<b>426.34</b>

**Amount of  
Withdrawal:** \$426.34

**Account to be  
Charged:**  City of Keene - Common Fund #4482

**Payable To:** City of Keene  
 Attn: Finance - Karen Gray  
 3 Washington Street  
 Keene, NH 03431

Note: Please mail check to: City of Keene, Attn: Karen Gray

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_



THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



**CITY OF KEENE**  
KEENE, NEW HAMPSHIRE

**Mascoma**  
Savings Bank  
54-7021/2117

152307

CHECK DATE: 06/21/18  
CHECK NO.: 152307

AMOUNT \$\*\*\*\*\*434.76\*

THIS CHECK VOID 60 DAYS FROM DATE

**PAY** THE SUM OF \*\*\*\*\*434\* DOLLARS AND \*76\* CENTS

TO THE ORDER OF RITE AID CORPORATION - 40882  
PO BOX 360321  
PITTSBURGH PA 15250-6321

*Steve Thayer*  
TREASURER

⑈ 152307⑈ ⑆ 211770213⑆ 931158596⑈

CITY OF KEENE, NH

VENDOR NO. 11438

CHECK NO. 152307

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
01000	62498	40882-060918	426.34	
01001	62145	40882-060918	8.42	

11438 RITE AID CORPORATION - 40882

SELECTION CRITERIA: expLedgr.key\_orgn='01000' and expLedgr.account='62498'  
 ACCOUNTING PERIODS: 1/18 THRU 13/18

SORTED BY: \*FUND\*,\*FUNCTION\*,\*DEPARTMENT\*

TOTALED ON: \*FUND\*,\*FUNCTION\*,\*DEPARTMENT\*

PAGE BREAKS ON: \*FUND\*

\*FUND\* - 01 - GENERAL FUND  
 \*COST CENTER\* - 01000 - HUMAN SERVICES

ACCOUNT DATE	T/C	PURCHASE O	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION	CUMULATIVE BALANCE
62498		USE OF TRUST FUNDS	(cont'd)						
12/07/17	21-6		149065	13091 JOHN SCOTT		100.00		.00 HAPPY HOLIDAYS	
12/07/17	21-6		149046	12137 MICHAEL NEWMAN		150.00		.00 HAPPY HOLIDAYS	
12/07/17	21-6		149049	13057 TONI OLIVO		200.00		.00 HAPPY HOLIDAYS	
12/07/17	21-6		149039	13054 LORI LABRAKE		200.00		.00 HAPPY HOLIDAYS	
12/13/17	21-6		149180	10672 KAREN MANUEL		80.72		.00 HAPPY HOLIDAYS	
12/13/17	21-6		149224	5952 ELIZABETH SAYRE		226.28		.00 HOLIDAY GIFTS	
12/19/17	20-6		149053	12102 DAWN PRESCOTT		-75.00		.00 HAPPY HOLIDAYS	
12/19/17	20-6		149037	12098 ROSE KOCHMAN		-75.00		.00 HAPPY HOLIDAYS	
12/19/17	20-6		149008	7213 JEFF CRESSY		-75.00		.00 HAPPY HOLIDAYS	
12/20/17	21-6		149346	13117 BRIAN KINNEAR		50.00		.00 HAPPY HOLIDAYS	
12/20/17	21-6		149373	13118 MARY PERLEY		50.00		.00 HAPPY HOLIDAYS	
12/27/17	21-6		149504	13147 THERESA ROBINSON		75.00		.00 HAPPY HOLIDAYS	
01/12/18	19-7		20181497			-176.28		R/C OVER HOLIDAY PROG	
06/20/18	21-12		152307	11438 RITE AID CORPORA		426.34		.00 RC RITEAID 151965 WOODWRD	
06/21/18	19-12		20182953			141.00			
TOTAL		USE OF TRUST FUNDS			3,000.00	3,748.06			-748.06
TOTAL		*DEPARTMENT* - HUMAN SERVICES			3,000.00	3,748.06			-748.06
TOTAL		*FUNCTION* - WELFARE			3,000.00	3,748.06			-748.06
TOTAL		*FUND* - GENERAL FUND			3,000.00	3,748.06			-748.06
TOTAL		REPORT			3,000.00	3,748.06			-748.06

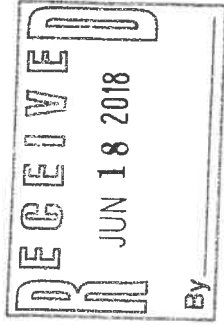
INVOICE



**Rite Aid Corporation**

Third Party Billing  
200 Newberry Commons  
Etters, PA 17319-9363

DATE: June 11, 2018  
INVOICE# 40882-060918



**Bill To:** City Of Keene Human Services  
Attn: Elizabeth Sayre  
3 Washington St  
Keene, NH 03431

6/19/18 Approved for payment #434.76  
1925 6/20/18 #01001-62145 Elizabeth C. Sayre  
48.42 01001-62145  
4426.34 - 01000-62498

Account: 99963-40882

Bill Date	Description	Claims Count	Total Bal Due
06/09/2018	Pharmacy Billing	3	\$434.76

*Please remit payment to:*

Rite Aid Corporation -- 40882  
P.O. Box 360321  
Pittsburgh, PA 15250-6321

**Please attach copy of invoice with payment**  
For all denied claims, please indicate reason for rejection to: Sherry Spese, Claims Correction  
sspeese@riteaid.com  
(Please do not return denied claims to the store)  
**(We cannot accept credit card payments)**

**Woodward Fund Committee**  
**Keene, New Hampshire**

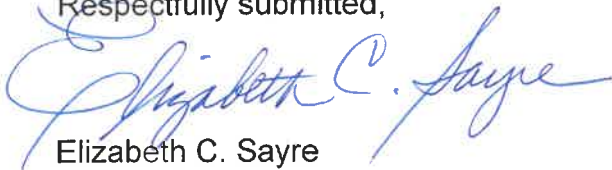
To: Trustees of the Clement Woodward Trust  
From: Woodward Fund Committee  
Through: Karen Gray, Fund Manager, Finance Dept.  
Re: Woodward Fund Request for Disbursements

Woodward Fund Committee met on May 16, 2018. The Committee recommends the following Keene residents for assistance from the Clement Woodward Trust Fund. This represents the approved out of pocket prescription expenses for the client that come on a monthly basis until the conditions of the "donut hole" are met.

Approved by WF Committee                      CMC                      DHK                      \* Other                      Total

W2018-5			Rite Aid	\$426.34
<b>Total</b>				\$426.34

Respectfully submitted,



Elizabeth C. Sayre  
Human Services Manager  
City of Keene

**Woodward Fund Committee**

**Agenda**

**NON - CONFIDENTIAL**

**5/16/18**

- Minutes of meeting-
- Financial Report – as of 5/1/2018 amount in the Trust is as follows:  
Principal: \$673,113.42, Interest income: \$99,190.01 for a Total of \$772,303.43.
- Old Business- Review pended cases
- New Business- Cases for review

**Old Cases:**

W-2018-02

**New Cases:**

W-2018-05 –

**Woodward Fund Committee**  
**NON -CONFIDENTIAL MINUTES**

**5/16/2018**

**In attendance:** Denise Croteau, Mimi Barber, Elizabeth Sayre

Meeting called to order at 1:30 pm.

Minutes from February 8, 2018 were reviewed and approved.

Financial Report – Balance as of May 1, 2018 amount in the Trust is as follows:

Principal: \$673,113.42, Interest: \$99,190.01, Total: \$772,303.43.

**Old Business:**

W2018-02 –approved \$253.34 to DHK, pended current charges

**New Business:**

W2018-05 – Out of pocket co-pays for life threatening medications. Discussion result in approval to pay co-pays when in the donut hole.

**Discussion:**

Reviewed approved Guidelines and discussed in detail medical needs of citizens. Liz reported conversation with City Attorney who stated that medically necessary expenses can be brought to the Woodward Fund for payment. It was determined by the committee that inability to pay the cost of the co-pay for life threatening medications fits the criteria of medical need. Also discussed inability to pay for medically necessary eye glasses and hearing aids.

Meeting adjourned at 2:40 pm.

Next Meeting scheduled for Tuesday July 12, 2018 at 1:30 pm.

Submitted by Elizabeth C. Sayre

**City of Keene, New Hampshire Trust Funds  
Disbursement Request - FROM INCOME**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
529	Ashuelot River Park Trust	2018 Budget - reimbursement to City for lighting - FH Hamblet	4,445.00
		Trustees approved 4/18/18 - project 90272-18	
<b>Total Withdrawal Request</b>			<b>4,445.00</b>

**Amount of  
Withdrawal:** \$4,445.00

**Account to be  
Charged:**  City of Keene - Common Fund #4482

**Payable To:** City of Keene  
 Attn: Finance, Karen Gray  
 3 Washington Street  
 Keene, NH 03431

**Approved By Trustees:**

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_



**F.H. Hamblet, LLC**  
**ELECTRICAL CONTRACTORS**

29 VICTORIA STREET, KEENE, NH 03431  
TEL. (603) 352-2330 FAX (603) 352-9564

BILL TO: 08870  
CITY OF KEENE  
DEPT OF PUBLIC WORKS  
350 MARLBORO ST.  
KEENE NH 03431

WORK DONE AT: C OF K-ASHUELOT PARK

JOB NO.	CUST ORDER#	TERMS	INVOICE NUMBER	DATE
018042-000	20180229	NET 30	25124	7/16/18

ASHUELOT RIVER PARK ADV BOARD MEMO LIGHTS AS PART OF THE LANDSCAPE CONTRACT.

**REQUISITION# 001**

AMOUNT THIS REQUISITION

4,445.00

ORIGINAL CONTRACT SUM

4,445.00

NET CHANGE BY CHANGE ORDERS

.00

CONTRACT SUM TO DATE

4,445.00

TOTAL COMPLETED & STORED TO DATE

4,445.00

LESS PREVIOUS CERTIFICATES FOR PAYMENT

.00

CURRENT PAYMENT DUE

4,445.00

90272 62340

AB 7/16/18

Project code 90272-18  
PO-~~001~~ - 20180229



**City of Keene, New Hampshire Trust Funds  
Disbursement Request - FROM INCOME**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income

Trust #	Title of Trust	Purpose	Amount
568	Monadnock View B	Reimburse City of Keene for check #152675 The Granite Group dtd 7/12/2018	1,536.23
		Woodland Cemetery Culvert project Trustees approved 6/20/18; CC 7/5/18	
<b>Total Withdrawal Request</b>			<b>1,536.23</b>

**Amount of  
Withdrawal:** \$1,536.23

**Account to be  
Charged:**  City of Keene - Common Fund #4482

**Payable To:** City of Keene  
 Attn: Finance, Karen Gray  
 3 Washington Street  
 Keene, NH 03431

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_



City of Keene, N.H.  
*Transmittal Form*

June 28, 2018

**TO:** Mayor and Keene City Council

**FROM:** Finance, Organization and Personnel Committee

**ITEM:** D.6.

**SUBJECT:** Woodland Cemetery Culvert – Parks, Recreation and Facilities Department

**COUNCIL ACTION:**

In City Council July 5, 2018.

Voted unanimously to carry out the intent of the report.

**RECOMMENDATION:**

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that the City Council adopt the recommendation by the Trustees of Trust Funds for the expenditure of \$86,675.00 for the purposes of replacing a culvert in Woodland Cemetery.

**BACKGROUND:**

Parks, Recreation and Facilities Director, Andy Bohannon stated that before the Committee, is a recommendation for something that has not been brought forward to the FOP in the past. He explained that in reading through the Monadnock Cemetery Trust Fund B, this was something that needed to be done.

Mr. Bohannon stated the purpose of the request is for a culvert in the Woodland Cemetery. The old culvert separates the Woodland Cemetery and the Woodland Northeast Division Cemetery. Last fall, Mr. Bohannon reported a family of beavers was discovered and removed from Beaver Brook. However, they noticed activity on the other side of the culvert. After an investigation, the activity was determined not be to the result of the beavers. Mr. Bohannon explained that at this time, water was rising to a level where the property owners on the end of Grant Street and Douglas Street noticed water rising to the edge of their property. He explained they created a siphon that was from one wetland area over to other. The Public Works Director, Kurt Blomquist had designed an old school method that worked. Mr. Bohannon reported as they were doing this process they discovered the culvert had collapsed. He explained that replacing the culvert was fairly complicated because many years ago burials were placed in that area. Mr. Bohannon continued to explain that they could not exhume the bodies and move them because they would have to go through the Attorney General's Office. He noted this would be a very long process.

After further investigation, they did find a connection area and installed a new culvert. He stated with that they went before the Trustees of Trust Funds to expend monies through Monadnock B Trust Fund. He noted the Board of Trustees gave that approval and when going through the review it came forward they would need to go before the FOP.

Councilor Jacobs asked Mr. Bohannon if the money to be used for the project is from the sale of the cemetery lots. Mr. Bohannon replied in the affirmative. He continued to explain that the sale of a lot is split 50/50

between Trust A and Trust B. Trust A goes toward the operating fund and Trust B is for income that is put aside for major projects. He noted this was the biggest project his department has done in quite some time.

Councilor Clark asked if the beavers still exist in this area. Mr. Bohannon replied that the beavers have been removed.

Councilor Powers asked Mr. Bohannon to clarify if the Cemetery of Trustees and Trustees of Trust Funds are the same group of people. Mr. Bohannon replied in the affirmative.

Councilor Powers made the following motion which was seconded by Councilor Jacobs.

On 5-0 vote, the Finance, Organization and Personnel Committee recommends that City Council adopt the recommendation by the Trustees of Trust Funds for the expenditure of \$86,675.00 for the purposes of replacing a culvert in Woodland Cemetery.

CITY OF KEENE, NEW HAMPSHIRE  
PROJECT AUDIT TRAIL

PENTAMATION ENTERPRISES  
DATE: 07/16/2018  
TIME: 11:23:39

SELECTION CRITERIA: project.key\_proj='90270-C'

ACCOUNTING PERIODS: 1/18 THRU 13/18  
SORTED BY: \*PROJECT\*,\*TASK\*,ACCOUNT

TOTALED ON: \*PROJECT\*,\*TASK\*,ACCOUNT

PAGE BREAKS ON: \*TASK\*

ACCOUNT	DATE	T/C ENC/RCV	REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS EXPENSES	RECEIVABLES ENCUMBRANCES	DESCRIPTION	BALANCE
*TASK* - 90270-C - WOODLAND CULVERT									
47210		TRUST FUNDS			.00	.00	.00	BEGINNING BALANCE	
	06/29/18	15			86,675.00	.00	.00	TRUSTEES 6/20; CC 7/5	86,675.00
TOTAL		TRUST FUNDS			86,675.00	.00	.00		
TOTAL		REVENUE			86,675.00	.00	.00		86,675.00
TOTAL		EXPENSE			.00	.00	.00		.00
TOTAL ACCOUNT - TRUST FUNDS					86,675.00	.00	.00		86,675.00
64401 GENERAL CONTRACTOR									
	06/29/18	15			.00	.00	.00	BEGINNING BALANCE	
	07/12/18	21	0	152675	86,675.00	15.93	.00	TRUSTEES 6/20; CC 7/5	
	07/12/18	21	0	152675		38.87	.00	PRIMER, CEMENT	
	07/12/18	21	0	152675		47.68	.00	PVC END CLEANOUT	
	07/12/18	21	0	152675		48.05	.00		
	07/12/18	21	0	152675		62.99	.00	PLUG, ELBOWS	
	07/12/18	21	0	152675		1,322.71	.00	PVC PIPES	
TOTAL		GENERAL CONTRACTOR			86,675.00	1,536.23	.00		85,138.77
TOTAL		REVENUE			.00	.00	.00		.00
TOTAL		EXPENSE			86,675.00	1,536.23	.00		85,138.77
TOTAL ACCOUNT - GENERAL CONTRACTOR					86,675.00	1,536.23	.00		85,138.77
TOTAL *TASK* - WOODLAND CULVERT					.00	-1,536.23	.00		1,536.23
TOTAL *PROJECT* - MONADNOCK VIEW ENTRANCE					.00	-1,536.23	.00		1,536.23
TOTAL		REVENUE			86,675.00	.00	.00		86,675.00
TOTAL		EXPENSE			86,675.00	1,536.23	.00		85,138.77
TOTAL		REPORT			.00	-1,536.23	.00		1,536.23

THIS CHECK IS VOID WITHOUT A COLORED BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW



**CITY OF KEENE**  
KEENE, NEW HAMPSHIRE

**Mascoma**  
Savings Bank

54-7021/2117

152675

CHECK DATE  
07/12/18

CHECK NO.  
152675

AMOUNT \$\*\*\*\*\*1,536.23\*

THIS CHECK VOID 60 DAYS FROM DATE

**PAY THE SUM OF \*\*\*\*\*1536\* DOLLARS AND \*23\* CENTS**

TO THE ORDER OF THE GRANITE GROUP WHOLESALERS LLC  
PO BOX 2004  
CONCORD NH 03302-2004

*Steve Thorsen*  
TREASURER

⑈ 152675 ⑈ ⑆ 211770213 ⑆ 931158596 ⑈

CITY OF KEENE, NH

VENDOR NO. 3242

CHECK NO. 152675

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
90270	64401	10787634-00	48.05	
90270	64401	10787634-01	1,322.71	PVC PIPES
90270	64401	10789118-00	47.68	PVC END CLEANOUT
90270	64401	10799399-00	15.93	PRIMER, CEMENT
90270	64401	10800364-00	62.99	PLUG, ELBOWS
90270	64401	10800498-00	38.87	

3242

THE GRANITE GROUP WHOLESALERS LLC

# Invoice



6 Storrs Street  
Concord, NH 03301  
(603) 757-1040

CUST #: 12715

**BILL TO:**

83 3 MB 0.424 E0079 I0602 D3617938961 S2 P5356055 0011:0012



CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON ST  
KEENE NH 03431-3124

**SHIP TO:**

CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON STREET  
KEENE, NH 03431

INVOICE DATE	INVOICE NUMBER
05/14/18	10800498-00
P.O. NO.	PAGE #:
cementry	1 of 1
REMIT TO:	
The Granite Group PO BOX 2004 Concord, NH 03302-2004	
TO VIEW ONLINE GO TO:	
<a href="http://thegranitegroup.billtrust.com">http://thegranitegroup.billtrust.com</a>	
USE THIS ENROLLMENT TOKEN:	
DPZ FMK MFV	

INSTRUCTIONS	SHIP POINT	SHIP VIA	SHIPPED	TERMS
	The Granite Group BR 32	PICK UP	05/14/18	ar 2%10thN30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QTY. SHIPPED	QUANTITY B.O.	QTY U/M	UNIT PRICE	AMOUNT (NET)
**CONTRACT #8001919** 12/1/15 thru 11/30/18							
1	6PVCECO P105X 6" PVC END CLEANOUT Interchange Prod: p6105x	1	1	0	EACH	29.98	29.98
2	ips87750 R5160 3/4" X 260" TEFLON TAPE WHITE	1	1	0	EACH	1.89	1.89
3	ips14007 1 Pt 781 PVC Cement Clear	1	1	0	EACH	7.00	7.00
3	Lines Total	Qty Shipped Total		3	Total Invoice Total		38.87
							Cash Discount 0.78 If Paid By 06/10/18
							38.87

90270-C 64401

AB 6/29/18

Kyney  
7/12/18

**\*\*\*Effective March 15, 2017**, all invoices and statements will be sent to you via e-mail. You will receive your invoices each morning, enabling you to bill your customers and perform job costing in a more timely fashion. Please visit the following link to provide us with your preferred email address: <http://www.thegranitegroup.com/ARpreferences.aspx>

TERMS: A 2% per month service charge will be added to all invoices past due 30 days or more. This is an annual rate of 24%. All claims must be made within 20 days, no material may be returned without prior permission. Material must be accompanied by the invoice number and returned to original purchase location. Returns may be subject to restocking charges.

THIS CONTRACT IS GOVERNED BY AND SUBJECT TO THE GRANITE GROUP WHOLESALERS, LLC'S STANDARD "TERMS AND CONDITIONS," LOCATED AT WWW.THEGRANITEGROUP.COM/TERMSANDCONDITIONS/. THE "TERMS AND CONDITIONS" LOCATED AT WWW.THEGRANITEGROUP.COM/TERMSANDCONDITIONS// ARE HEREBY INCORPORATED BY REFERENCE INTO THIS DOCUMENT. BY PURCHASING GOODS FROM THE GRANITE GROUP WHOLESALERS, LLC, YOU ACKNOWLEDGE YOU HAVE READ THE "TERMS AND CONDITIONS" AND AGREE TO AND INTEND TO BE BOUND BY THE "TERMS AND CONDITIONS" LOCATED AT WWW.THEGRANITEGROUP.COM/TERMSANDCONDITIONS. BOTH PARTIES AGREE THAT THESE "TERMS AND CONDITIONS" ARE SUBJECT TO CHANGE.



# Invoice

6 Storrs Street  
Concord, NH 03301  
(603) 757-1040

CUST #: 12715

**BILL TO:**

83 3 MB 0.424 E0079 I0600 D3617938957 S2 P5356055 0009:0012



CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON ST  
KEENE NH 03431-3124

INVOICE DATE	INVOICE NUMBER
05/14/18	10800364-00
P.O. NO.	PAGE #:
<del>cementy</del>	1 of 1
REMIT TO:	
The Granite Group PO BOX 2004 Concord, NH 03302-2004	
TO VIEW ONLINE GO TO:	
<a href="http://thegranitegroup.billtrust.com">http://thegranitegroup.billtrust.com</a>	
USE THIS ENROLLMENT TOKEN:	
DPZ FMK MFV	

**SHIP TO:**

CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON STREET  
KEENE, NH 03431

INSTRUCTIONS	SHIP POINT	SHIP VIA	SHIPPED	TERMS
	The Granite Group BR 32	PICK UP	05/14/18	ar 2%10thN30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QTY. SHIPPED	QUANTITY B.O.	QTY U/M	UNIT PRICE	AMOUNT (NET)	
**CONTRACT #8001919** 12/1/15 thru 11/30/18								
1	spe450007 450-007 3/4 PVC40 MPT PLUG	1	1	0	EACH	0.97	0.97	
2	6PVC90 P300 6" PVC HUB 90 ELBOW (1/4) Interchange Prod: p6300	1	1	0	EACH	33.06	33.06	
3	6PVC45 P321 6" PVC HUB 45 ELBOW (1/8) Interchange Prod: p6321	1	1	0	EACH	28.96	28.96	
3	Lines Total	Qty Shipped Total		3	Total		62.99	
							Invoice Total	62.99
							Cash Discount 1.26 If Paid By 06/10/18	

90270-C 64401  
AB 6/29/18  
Kegon 7/12/18

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# Invoice

6 Storrs Street  
Concord, NH 03301  
(603) 757-1040

CUST #: 12715

**BILL TO:**

83 3 MB 0.424 E0079 I0598 D3617938953 S2 P5356055 0007:0012



CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON ST  
KEENE NH 03431-3124

INVOICE DATE	INVOICE NUMBER
05/14/18	10799399-00
P.O. NO.	PAGE #:
CEMETARY	1 of 1
REMIT TO:	
The Granite Group PO BOX 2004 Concord, NH 03302-2004	
TO VIEW ONLINE GO TO:	
<a href="http://thegranitegroup.billtrust.com">http://thegranitegroup.billtrust.com</a>	
USE THIS ENROLLMENT TOKEN:	
DPZ FMK MFV	

**SHIP TO:**

CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON STREET  
KEENE, NH 03431

INSTRUCTIONS	SHIP POINT	SHIP VIA	SHIPPED	TERMS
	The Granite Group BR 32	PICK UP	05/14/18	ar 2%10thN30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QTY. SHIPPED	QUANTITY B.O.	QTY U/M	UNIT PRICE	AMOUNT (NET)
**CONTRACT #8001919** 12/1/15 thru 11/30/18							
1	IPS14007 1 Pt 781 PVC Cement Clear Interchange Prod: 1PTVCCE	1	1	0	EACH	7.00	7.00
2	IPS14031 1 Pt Plumbing Primer Clear Interchange Prod: 1PTVCPR	1	1	0	EACH	8.93	8.93
2	Lines Total	Qty Shipped Total		2	Total		15.93
						Invoice Total	15.93
						Cash Discount 0.32 If Paid By 06/10/18	

90270-C 67401  
AB 6/29/18

Kgroy  
7/12/18

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# Invoice

6 Storrs Street  
Concord, NH 03301  
(603) 757-1040

CUST #: 12715

**BILL TO:**

83 3 MB 0.424 E0079 I0596 D3617938949 S2 P5356055 0005:0012



CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON ST  
KEENE NH 03431-3124

INVOICE DATE	INVOICE NUMBER
05/14/18	10787634-01
P.O. NO.	PAGE #:
cemetry	1 of 1
REMIT TO:	
The Granite Group PO BOX 2004 Concord, NH 03302-2004	
TO VIEW ONLINE GO TO:	
<a href="http://thegranitegroup.billtrust.com">http://thegranitegroup.billtrust.com</a>	
USE THIS ENROLLMENT TOKEN:	
DPZ FMK MFV	

**SHIP TO:**

CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON STREET  
KEENE, NH 03431

INSTRUCTIONS	SHIP POINT	SHIP VIA	SHIPPED	TERMS
	The Granite Group BR 32	PICK UP	05/14/18	ar 2%10thN30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QTY. SHIPPED	QUANTITY B.O.	QTY U/M	UNIT PRICE	AMOUNT (NET)	
**CONTRACT #8001919** 12/1/15 thru 11/30/18								
1	6PVCCOUP P100 6" PVC HUB COUPLING Interchange Prod: p6100	10	10	0	EACH	12.90	129.00	
3	6PVC2212 P324 6" PVC HUB 22-1/2 ELBOW (1/16) Interchange Prod: p6324	4	4	0	EACH	41.55	166.20	
4	6PVCTY P400 6" PVC HUB SAN TY Interchange Prod: p6400	1	1	0	EACH	55.48	55.48	
6	6.10pvc 6" X 10' Sch 40 PVC Pipe P/Length	12	12	0	EACH	39.33	471.96	
7	spe2122060 ball valve 6" pvc ball valve socket	1	1	0	each	380.00	380.00	
8	spes152060 check valve 6" pvc check valve socket	1	1	0	each	120.07	120.07	
6	Lines Total	Qty Shipped Total		29	Total		1322.71	
							Invoice Total	1322.71
							Cash Discount 26.45 If Paid By 06/10/18	

90270-C 64401

AB 6/29/18

Kyoy  
7/12/18

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6 Storrs Street  
Concord, NH 03301  
(603) 757-1040

# Invoice

INVOICE DATE	INVOICE NUMBER
05/10/18	10787634-00
P.O. NO.	PAGE #:
	1 of 1
REMIT TO:	
The Granite Group PO BOX 2004 Concord, NH 03302-2004	
TO VIEW ONLINE GO TO:	
<a href="http://thegranitegroup.billtrust.com">http://thegranitegroup.billtrust.com</a>	
USE THIS ENROLLMENT TOKEN:	
DPZ FMK MFV	

CUST #: 12715

**BILL TO:**

83 3 MB 0.424 E0079 I0594 D3608970327 S2 P5356055 0003:0012



CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON ST  
KEENE NH 03431-3124

**SHIP TO:**

CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON STREET  
KEENE, NH 03431

INSTRUCTIONS	SHIP POINT	SHIP VIA	SHIPPED	TERMS
	The Granite Group BR 32	PICK UP	05/10/18	ar 2%10thN30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QTY. SHIPPED	QUANTITY B.O.	QTY U/M	UNIT PRICE	AMOUNT (NET)
**CONTRACT #8001919** 12/1/15 thru 11/30/18							
1	6PVCCOUP P100 6" PVC HUB COUPLING Interchange Prod: p6100	10	0	10	EACH	12.90	0.00
2	6PVC2212 P324 6" PVC HUB 22-1/2 ELBOW (1/16) Interchange Prod: p6324	6	0	6	EACH	41.55	0.00
3	6PVC2212 P324 6" PVC HUB 22-1/2 ELBOW (1/16) Interchange Prod: p6324	4	0	4	EACH	41.55	0.00
4	6PVCTY P400 6" PVC HUB SAN TY Interchange Prod: p6400	1	0	1	EACH	55.48	0.00
6	6.10pvc 6" X 10' Sch 40 PVC Pipe P/Length	12	0	12	EACH	39.33	0.00
7	spe2122060 ball valve 6" pvc ball valve socket	1	0	1	each	380.00	0.00
8	spes152060 check valve 6" pvc check valve socket	1	0	1	each	120.07	0.00
9	*	1	1	0	each	0.00	0.00
8	Lines Total	Qty Shipped Total		1	Total		0.00
					Freight		48.05
					Invoice Total		48.05
					Cash Discount 0.00 If Paid By 06/10/18		

90270-C-64401  
AB 4/29/18 4/29/18

**\*\*\*Effective March 15, 2017, all invoices and statements will be sent to you via e-mail. You will receive your invoices each morning, enabling you to bill your customers and perform job costing in a more timely fashion. Please visit the following link to provide us with your preferred email address: <http://www.thegranitegroup.com/ARpreferences.aspx>**

TERMS: A 2% per month service charge will be added to all invoices past due 30 days or more. This is an annual rate of 24%. All claims must be made within 20 days, no material may be returned without prior permission. Material must be accompanied by the invoice number and returned to original purchase location. Returns may be subject to restocking charges.

THIS CONTRACT IS GOVERNED BY AND SUBJECT TO THE GRANITE GROUP WHOLESALERS, LLC'S STANDARD "TERMS AND CONDITIONS," LOCATED AT WWW.THEGRANITEGROUP.COM/TERMSANDCONDITIONS/. THE "TERMS AND CONDITIONS" LOCATED AT WWW.THEGRANITEGROUP.COM/TERMSANDCONDITIONS/ ARE HEREBY INCORPORATED BY REFERENCE INTO THIS DOCUMENT. BY PURCHASING GOODS FROM THE GRANITE GROUP WHOLESALERS, LLC, YOU ACKNOWLEDGE YOU HAVE READ THE "TERMS AND CONDITIONS" AND AGREE TO AND INTEND TO BE BOUND BY THE "TERMS AND CONDITIONS" LOCATED AT WWW.THEGRANITEGROUP.COM/TERMSANDCONDITIONS. BOTH PARTIES AGREE THAT THESE "TERMS AND CONDITIONS" ARE SUBJECT TO CHANGE.

# Invoice



6 Storrs Street  
Concord, NH 03301  
(603) 757-1040

CUST #: 12715

**BILL TO:**

83 3 MB 0.424 E0079X I0592 D3604548937 S2 P5356055 0001:0012



CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON ST  
KEENE NH 03431-3124

INVOICE DATE	INVOICE NUMBER
05/09/18	10789118-00
P.O. NO.	PAGE #:
CEMENTRY	1 of 1
REMIT TO:	
The Granite Group PO BOX 2004 Concord, NH 03302-2004	
TO VIEW ONLINE GO TO:	
<a href="http://thegranitegroup.billtrust.com">http://thegranitegroup.billtrust.com</a>	
USE THIS ENROLLMENT TOKEN:	
DPZ FMK MFV	

**SHIP TO:**

CITY OF KEENE-BLDG MAINTENANCE  
3 WASHINGTON STREET  
KEENE, NH 03431

INSTRUCTIONS	SHIP POINT	SHIP VIA	SHIPPED	TERMS
	The Granite Group BR 32	PICK UP	05/09/18	ar 2%10thN30

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QTY. SHIPPED	QUANTITY B.O.	QTY U/M	UNIT PRICE	AMOUNT (NET)
**CONTRACT #8001919** 12/1/15 thru 11/30/18							
1	6PVCECO P105X 6" PVC END CLEANOUT Interchange Prod: P6105X	1	1	0	EACH	29.98	29.98
2	SPE438131 438-131 1X3/4 PVC40 SPXF BUSH	1	1	0	EACH	0.90	0.90
3	34.2BRN 3/4" X 2" Brass Nipple	1	1	0	EACH	3.46	3.46
4	4PRO34LFIPSBV 3/4" LF IPS Ball Valve	1	1	0	EACH	8.94	8.94
5	34LFBRFHMA 3/4" LF Brass FH X MPT Adapter	1	1	0	EACH	4.40	4.40
5	Lines Total		Qty Shipped Total	5		Total Invoice Total	47.68 47.68
							Cash Discount 0.95 If Paid By 06/10/18

90270-C 64401  
AB 6/29/18

kgm  
7/1/18

**\*\*\*Effective March 15, 2017, all invoices and statements will be sent to you via e-mail. You will receive your invoices each morning, enabling you to bill your customers and perform job costing in a more timely fashion. Please visit the following link to provide us with your preferred email address: <http://www.thegranitegroup.com/ARpreferences.aspx>**

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City of Keene  
New Hampshire

*Parks, Recreation and Facilities Department*

DATE: June 29, 2018  
TO: Steve Thornton, Finance Director  
FROM: Andy Bohannon  
SUBJECT: Explanation of Delay in Submitting Invoice

In accordance with City Administrative Directive No. 3.07, Invoice Payment, requiring a written explanation describing the circumstances of the delay in submittal of an invoice, please note item(s) checked below as explanation for attached invoice:

- Invoice was not received until \_\_\_\_\_
- Shipment of goods was not complete until \_\_\_\_\_
- Invoice was held pending further detail of charges.
- Invoice was held due to dispute with vendor.
- Invoice processing was delayed due to authorized signatory being away on authorized leave.
- Invoice originally sent / routed to incorrect Department.
- Other: Project funding related to trustee process.

(A)

Authorized Signatory

Department Head Signatory

Date

6/29/18

Date

**City of Keene, New Hampshire Trust Funds  
Deposit to Capital Reserves**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Capital Reserve Appropriation

Capital Reserve	Purpose of Deposit	Amount
<b>#620 Transportation Improvement</b>		
	Period 4/1/18 - 6/30/18	<b>26,920.00</b>
<b>Total Deposit Request</b>		<b>26,920.00</b>

**Amount of Deposit:** \$26,920.00

**Account to be Credited:**  **City of Keene - Capital Reserve Fund #4474**

**Wire Funds To:** Cambridge Trust Company ABA #011300595  
 Attn: Wealth Management Account #02012505  
 Cambridge, MA 02138-1171  
 FBO: City of Keene  
 Capital Reserve Account #5204474

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_

PENTAMATION ENTERPRISES  
 DATE: 07/17/2018  
 TIME: 08:02:08

CITY OF KEENE, NEW HAMPSHIRE  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTALL

SELECTION CRITERIA: revledgr.key\_orgn='00603' and revledgr.account='42218'  
 ACCOUNTING PERIOD: 13/18

SORTED BY: \*FUND\*, \*FUNCTION\*, \*DEPARTMENT\*  
 TOTALLED ON: \*FUND\*, \*FUNCTION\*, \*DEPARTMENT\*  
 PAGE BREAKS ON: \*FUND\*

\*FUND\*-01 GENERAL FUND  
 \*FUNCTION\*-01 GENERAL GOVERNMENT

*DEPARTM-	TITLE	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ RUD
30	FINANCE	100,000.00	685.00	.00	95,185.00	4,815.00	95.19
	TOTAL FINANCE	100,000.00	685.00	.00	95,185.00	4,815.00	95.19
	TOTAL GENERAL GOVERNMENT	100,000.00	685.00	.00	95,185.00	4,815.00	95.19
	TOTAL GENERAL FUND	100,000.00	685.00	.00	95,185.00	4,815.00	95.19
	TOTAL REPORT	100,000.00	685.00	.00	95,185.00	4,815.00	95.19

68,245 }  
 22,160 }  
 22,760 }  
 23,845 }  
 9/30/17  
 12/31/17  
 3/31/18  
 26,920



# CITY OF KEENE

R-2014-34-A

6A1

Fourteen

In the Year of Our Lord Two Thousand and .....  
Relating to the creation of a municipal transportation improvement fund

## A RESOLUTION

*Resolved by the City Council of the City of Keene, as follows:*

Whereas the City of Keene transportation infrastructure is essential to the economic development and vibrancy of City promoting opportunities for prosperity of our community,

Whereas the roads, bridges, sidewalks, bicycle and pedestrian facilities envisioned by the Comprehensive Master Plan require additional resources, and

Whereas the City's adopted fiscal policies state that the City will strive to diversify its revenues,

Now therefore be it resolved that the City of Keene establishes a municipal transportation improvement fund as authorized by RSA 261:153, VI to allow the City to fund, wholly or in part, improvements in the transportation system including roads, bridges, bicycle and pedestrian facilities, parking, and intermodal facilities, except for parking, in accordance with RSA 261:153, VI to be funded by a surcharge of \$5 on motor vehicle registrations.

Upon the prior approval of the City Council for any expenditure, the funds may be used for engineering, right of way acquisition, and construction costs of transportation facilities. It may also be used as a source for matching funds for state or federal funds allocated for transportation improvements.

The Trustees of Trust Funds for the City of Keene shall make payment to the City of Keene, on a reimbursement basis, based on reports provided by the City Manager or his/her designee.

This resolution and the authority granted by it shall remain in effect until rescinded.

In City Council January 15, 2015.  
Public Hearing set for February 5, 2015  
at 7:00 PM.

City Clerk

Kendall W. Lane, Mayor

In City Council February 19, 2015.  
Tabled to the next regular meeting to comply  
with statutory requirements.

City Clerk

PASSED March 5, 2015

A true copy;

Attest:

City Clerk

**City of Keene, New Hampshire Trust Funds  
Withdrawal from Capital Reserves**

**Date:** 7/18/2018  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal		Amount
<b>#612 Equipment</b>			<b>108,454.50</b>
11003-A	Fleet Equipment	108,454.50	
<b>#613 Sewer Infrastructure</b>			<b>99,419.93</b>
08055-18	FY18 Sewer Main Improvements	99,419.93	
<b>#614 Water Infrastructure</b>			<b>80,116.10</b>
05053-A	Water Storage Tank Upgrade	40,016.10	
05087-A	FY16 Water Main Bridge Improvements	40,100.00	
<b>#619 Downtown Infrastructure</b>			<b>1,403.12</b>
90224-15	Commercial Street Lot	1,403.12	
<b>Total Withdrawal Request</b>			<b>289,393.65</b>

**Amount of  
Withdrawal:** \$289,393.65

**Account to be  
Charged:**  City of Keene - Capital Reserve Fund #4474

**Wire Funds To:** Mascoma Savings Bank ABA #211770213  
 255 West Street  
 Keene, NH 03431  
 FBO: City of Keene  
 General Account #931158617

**Approved By Trustees:**

X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_  
 X \_\_\_\_\_





**ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD  
ATTORNEY GENERAL



JANE E. YOUNG  
ANN M. RICE  
DEPUTY ATTORNEY GENERAL

July 3, 2018

TO: Trustees of Trust Funds  
Library Trustees  
Cemetery Trustees

As I am sure you know, Terry Knowles retired from the Charitable Trusts Unit effective May 1<sup>st</sup> after 37 years of service. Terry shared with everyone her deep knowledge of all things charitable, and she leaves the State of New Hampshire and its institutions better off as a result.

Terry was specifically interested in training New Hampshire's municipal trustees on a variety of topics. She was perfectly qualified to assist town officials based on her own experience holding a variety of elected and volunteer municipal positions.

With her departure, the Charitable Trusts Unit must now align its priorities with its capacities. We have decided to seek an outside partner to provide municipal trustees with future training opportunities.

I am pleased to say the New Hampshire Municipal Association has agreed to take on this training, with the assistance of the Charitable Trusts Unit. Plans are underway to include sessions at NHMA's annual conference in November (14<sup>th</sup> and 15<sup>th</sup>) for Cemetery Trustees, Library Trustees, and Trustees of Trust Funds. In addition NHMA is considering other forms of outreach including, but not limited to, webinars, Town and City magazine articles, and collaboration with professional organizations, including the New Hampshire Library Trustees Association and the New Hampshire Cemetery Association.

Although the training component will no longer be offered by the Charitable Trusts Unit, please be assured the Unit will continue to respond to questions from municipal trustees regarding their fiduciary responsibilities.

NHMA will be contacting you soon with additional information. We look forward to working with NHMA, and we think this new opportunity will improve the training resources available to municipal trustees. If you have any questions please do not hesitate to contact our office.

Very truly yours,

A handwritten signature in black ink, appearing to read "TJ Donovan", written over a circular stamp or seal.

Thomas J. Donovan  
Director of Charitable Trusts  
(603) 271-3591  
tom.donovan@doj.nh.gov

TJD:ab

<http://doj.nh.gov/charitable-trusts/>

MS-9 CRF  
REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH  
FOR PERIOD ENDING JUNE 30, 2018  
COMMON TRUST FUND  
AS OF: JUNE 30, 2018

DATE OF CREATION	NAME OF TRUST FUND	PURPOSE	HOW INVESTED	%	Principal					Income					GRAND TOTAL PRINC & INC JUNE 30, 2018	BEGINNING MARKET VALUE	UNREALIZED GAIN/LOSS	PRINCIPAL MARKET VALUE JUNE 30, 2018	Year to Date (YTD)								
					BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES*	PRINCIPAL FEES	WITHDRAWALS **	BALANCE END OF MONTH JUNE 30, 2018	BALANCE BEGIN OF MONTH	%	INCOME AMOUNT	INCOME FEES					EXPENDED DURING PERIOD	BALANCE END OF MONTH JUNE 30, 2018	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED
<b>CHARITABLE FUNDS:</b>																											
1887	Simons, Eastburn & Morse	Charity	Common	0.1816%	12,618.20	-	(0.04)	-	-	12,618.16	349.04	0.1816%	69.20	(9.46)	-	408.78	13,026.94	15,704.03	(68.80)	15,635.23	-	(91.65)	-	-	518.12	(109.34)	(430.20)
1907	Mary R. Hall	Charity	Common	0.2738%	19,048.81	-	(0.06)	-	-	19,048.75	526.18	0.2738%	104.33	(14.26)	-	616.25	19,665.00	23,675.23	(103.73)	23,571.50	-	(138.18)	-	-	781.07	(164.82)	(648.55)
1934	Mary P. Lane	Charity	Common	0.8872%	61,630.96	-	(0.20)	-	-	61,630.76	1,705.17	0.8872%	338.08	(46.22)	-	1,997.03	63,627.79	76,722.46	(336.11)	76,386.35	-	(447.72)	-	-	2,531.15	(534.12)	(2,101.97)
1890	Clement Woodward Fund	Charity	Common	9.6884%	673,109.54	-	(2.21)	-	-	673,107.33	101,754.57	9.6884%	3,691.94	(504.76)	(394.34)	104,547.41	777,654.74	837,820.80	(3,670.44)	834,150.36	-	(4,889.28)	-	-	27,640.25	(5,832.61)	(698.11)
<b>BENEVOLENT FUNDS:</b>																											
1901	Police Benevolent Fund	Benevolent	Common	2.5143%	158,590.72	-	(0.57)	-	-	158,590.15	49,989.81	2.5143%	958.12	(130.99)	-	50,816.94	209,407.09	217,425.84	(952.54)	216,473.30	-	(1,268.86)	-	-	7,173.01	(1,513.63)	(4,430.48)
1901	Fireman's Relief Fund	Benevolent	Common	1.3958%	81,950.34	-	(0.32)	-	-	81,950.02	111,200.10	1.3958%	531.90	(72.72)	-	111,659.28	193,609.30	120,707.71	(528.80)	120,178.91	-	(704.38)	-	-	3,982.14	(840.30)	-
1934	Milan F. Jones Fund	Benevolent	Common	0.1120%	7,782.10	-	(0.03)	-	-	7,782.07	215.30	0.1120%	42.68	(5.84)	-	252.14	8,034.21	9,686.44	(42.43)	9,644.01	-	(56.51)	-	-	319.58	(67.44)	(265.41)
1928	Charles A. Jones Fund	Benevolent	Common	0.2710%	18,271.09	-	(0.06)	-	-	18,271.03	15,336.05	0.2710%	103.27	(14.12)	-	15,425.20	33,696.23	23,436.06	(102.67)	23,333.39	-	(136.77)	-	-	773.08	(163.13)	-
1914	Maria Griffin Fund	Benevolent	Common	0.0551%	3,833.18	-	(0.01)	-	-	3,833.17	925.08	0.0551%	21.00	(2.87)	-	943.21	4,776.38	4,764.87	(20.87)	4,744.00	-	(27.79)	-	-	157.22	(33.19)	-
1929	Serena W. Upton Fund	Benevolent	Common	0.3372%	24,989.31	-	(0.08)	-	-	24,989.23	3,081.65	0.3372%	128.50	(17.57)	-	3,192.58	28,181.81	29,160.49	(127.75)	29,032.74	-	(170.18)	-	-	961.96	(202.99)	-
1931	George B. Elliot Fund	Benevolent	Common	0.0057%	404.81	-	-	-	-	404.81	95.36	0.0057%	2.17	(0.30)	-	97.23	502.04	494.46	(2.16)	492.30	-	(2.89)	-	-	16.24	(3.43)	-
<b>PARK FUNDS:</b>																											
1906	George A. Wheelock	Park	Common	0.6345%	44,087.79	-	(0.14)	-	-	44,087.65	1,219.46	0.6345%	241.79	(33.06)	-	1,428.19	45,515.84	54,868.95	(240.38)	54,628.57	-	(320.22)	-	-	1,810.17	(381.98)	(1,503.23)
1933	Emily J. Elliot Daland	Park	Common	0.2613%	4,269.96	-	(0.01)	-	-	4,269.95	117.80	0.2613%	23.36	(3.19)	-	137.97	4,407.92	5,300.57	(23.22)	5,277.35	-	(30.93)	-	-	174.88	(36.91)	(145.15)
1894	Caroline H. Ingersoll	Park	Common	0.0454%	3,168.91	-	(0.01)	-	-	3,168.90	87.16	0.0454%	17.31	(2.37)	-	102.10	3,271.00	3,923.38	(17.20)	3,906.18	-	(22.93)	-	-	129.41	(27.31)	(107.45)
1934	Abbott A. Lane Park Fund	Park	Common	0.7415%	51,521.58	-	(0.17)	-	-	51,521.41	1,425.14	0.7415%	282.56	(38.63)	-	1,669.07	53,190.48	64,126.54	(280.92)	63,845.62	-	(374.19)	-	-	2,115.50	(446.43)	(1,756.87)
1934	Abbott A. Lane Playground Fund	Park	Common	0.1440%	10,004.28	-	(0.03)	-	-	10,004.25	276.85	0.1440%	54.87	(7.50)	-	324.22	10,328.47	12,456.23	(54.55)	12,401.68	-	(72.66)	-	-	410.93	(86.71)	(341.31)
1980	Dinsmoor Woods Trust	Park	Common	0.9265%	3,922.06	-	(0.01)	-	-	3,922.05	108.61	0.9265%	21.53	(2.94)	-	127.20	4,049.25	4,888.39	(21.40)	4,866.99	-	(28.50)	-	-	161.22	(34.02)	(133.91)
<b>LIBRARY FUNDS:</b>																											
1902	John Symonds Fund	Library	Common	0.2424%	7,757.16	-	(0.06)	-	-	7,757.10	708.11	0.2424%	92.37	(12.63)	(682.45)	105.40	7,862.50	20,965.37	(91.83)	20,873.54	-	(122.30)	-	-	691.61	(145.94)	(682.45)
1899	Thayer and Chapin Fund	Library	Common	0.7431%	51,618.21	-	(0.17)	-	-	51,618.04	520.07	0.7431%	283.17	(38.72)	(520.07)	244.45	51,862.49	64,263.39	(281.52)	63,981.87	-	(375.00)	-	-	2,120.07	(447.39)	(2,151.44)
1894	Caroline Ingersoll	Library	Common	0.0447%	3,170.48	-	(0.01)	-	-	3,170.47	49.42	0.0447%	17.03	(2.33)	(49.42)	14.70	3,185.17	3,866.44	(16.93)	3,849.51	-	(22.51)	-	-	127.59	(26.92)	(141.70)
1907	Mary R. Hall Fund	Library	Common	0.0226%	1,566.93	-	(0.01)	-	-	1,566.92	2.69	0.0226%	8.61	(1.18)	-	10.12	1,577.04	1,953.49	(8.56)	1,944.93	-	(11.37)	-	-	64.47	(13.60)	(165.69)
1931	George B. Elliot	Library	Common	0.0151%	1,045.03	-	-	-	-	1,045.03	5.76	0.0151%	5.76	(0.79)	-	10.73	1,055.76	1,302.31	(5.72)	1,296.59	-	(7.65)	-	-	43.04	(9.08)	(73.84)
1909	Maria Osborne	Library	Common	0.0074%	519.45	-	-	-	-	519.45	57.07	0.0074%	2.82	(0.39)	-	59.50	578.95	642.94	(2.80)	640.14	-	(3.66)	-	-	21.14	(4.45)	-
1955	Clara B. Abbott	Library	Common	0.2132%	14,631.73	-	(0.05)	-	-	14,631.68	4,419.23	0.2132%	81.24	(11.11)	-	4,489.36	19,121.04	18,441.12	(80.77)	18,360.35	-	(107.69)	-	-	608.37	(128.39)	(575.00)
1974	Carrie Hersey	Library	Common	1.5241%	105,876.40	-	(0.35)	-	-	105,876.05	1,722.33	1.5241%	580.79	(79.40)	(1,772.33)	501.39	106,377.44	131,796.89	(577.40)	131,219.49	-	(769.14)	-	-	4,348.06	(917.52)	(4,276.85)
2003	John T. Foster	Library	Common	0.1874%	14,284.78	-	(0.04)	-	-	14,284.74	475.53	0.1874%	71.41	(9.76)	-	512.16	14,796.90	16,202.74	(71.00)	16,131.74	-	(94.60)	-	-	534.64	(112.83)	(265.00)
<b>CEMETERY FUNDS:</b>																											
	Woodland Cemetery	Cemetery	Common	8.8537%	609,725.45	-	(2.02)	-	-	609,723.43	17,016.20	8.8537%	3,373.85	(461.27)	-	19,928.78	629,652.21	765,637.67	(3,354.21)	762,283.46	-	(4,468.04)	-	-	25,258.86	(5,330.08)	(20,976.05)
	Woodland Extension	Cemetery	Common	6.5017%	451,025.09	-	(1.48)	-	-	451,023.61	12,495.81	6.5017%	2,477.58	(338.73)	-	14,634.66	465,658.27	562,249.25	(2,463.16)	559,786.09	-	(3,281.09)	-	-	18,548.81	(3,914.15)	(15,403.83)
2014	Campo Santo Trust	Perpetual Care	Common	0.1233%	10,019.27	-	(0.03)	-	-	10,019.24	4,118.87	0.1233%	46.99	(6.42)	-	4,155.44	14,174.68	10,662.83	(146.71)	10,616.12	-	(62.24)	-	-	351.78	(74.23)	-
	Greenlawn Cemetery	Cemetery	Common	5.5375%	388,825.05	-	(1.26)	-	-	388,823.79	10,642.70	5.5375%	2,110.16	(288.50)	-	12,464.36	401,288.15	478,867.95	(2,097.87)	476,770.08	-	(2,794.51)	-	-	15,798.04	(3,333.68)	(13,119.46)
	West Keene Cemetery	Cemetery	Common	0.5717%	39,714.06	-	(0.13)	-	-	39,713.93	1,098.72	0.5717%	217.85	(29.79)	-	1,286.78	41,000.71	49,435.79	(216.59)	49,219.20	-	(288.52)	-	-	1,630.92	(344.14)	(1,354.37)
	Washington Street Cemetery	Cemetery	Common	0.1054%	7,320.10	-	(0.02)	-	-	7,320.08	202.63	0.1054%	40.17	(5.49)	-	237.31	7,557.39	9,117.36	(39.93)	9,077.43	-	(53.16)	-	-	300.76	(63.45)	(249.76)
	Miscellaneous Cemeteries	Cemetery	Common	0.3589%	24,230.02	-	(0.08)	-	-	24,229.94	689.71	0.3589%	136.77	(18.70)	-	807.78	25,037.72	31,033.49	(135.97)	30,897.52	-	(181.10)	-	-	1,023.84	(216.06)	(850.18)
	Monadnock View Cemetery (A)	Perpetual Care	Common	16.5493%	1,155,472.29	-	(3.80)	-	-	1,155,468.49	31,709.84	16.5493%	6,306.39	(862.19)	-	37,154.04	1,192,622.53	1,431,111.37	(6,269.71)	1,424,841.66	16,550.00	(8,397.72)	-	-	47,090.10	(9,936.06)	(38,601.67)
	Flower Fund	Cemetery	Common	1.7217%	121,161.44	-	(0.39)	-	-	121,161.05	3,308.93	1.7217%	656.09	(89.70)	-	3,875.32	125,036.37	148,885.74	(652.26)	148,233.48	-	(868.84)	-	-	4,911.82	(1,036.50)	(4,079.10)
	Colony Lot - Repairs	Perpetual Care	Common	0.2621%	20,586.20	-	(0.06)	-	-	20,586.14	13,038.50	0.2621%	99.88	(13.66)	-	13,124.72	33,710.86	22,669.34	(99.30)	22,570.04	-	(132.24)	-	-	747.77	(157.79)	-
1930	Sumner Knight Chapel	Chapel Maintenance	Common	0.2788%	19,688.28	-	(0.06)	-	-	19,688.22	1,399.64	0.2788%	106.25	(14.53)	-	1,491.36	21,179.58	24,112.69	(105.62)	24,007.07	-	(140.64)	-	-	795.50	(167.89)	(400.25)
1932	Marcus W. Knight	Chapel Maintenance	Common	1.8982%	144,032.61	-	(0.43)	-	-	144,032.18	9,508.85	1.8982%	723.35	(98.90)	-	10,133.30	154,165.48	164,154.50	(719.13)	163,435.37	-	(1,442.78)	-	-	5,415.53	(1,142.78)	(2,724.94)
1930	Frank Wright Fund	Scholarship	Common	14.5659%	1,026,469.42	-	(3.34)	-	-	1,026,466.08	104,237.61	14.5659%	5,550.58	(758.87)	-	109,029.32	1,135,495.40	1,259,616.39	(5,518.29)	1							

MS-9 CRF  
 REPORT OF THE TRUSTEES OF TRUST FUNDS - CITY OF KEENE, NH  
 FOR PERIOD ENDING JUNE 30, 2018  
 CAPITAL RESERVE COMMON FUNDS (ACCOUNT NUMBER XXXXX74)  
 AS OF: JUNE 30, 2018

PRINCIPAL AND INCOME												YTD TOTALS			
DATE OF CREATION	NAME OF FUND	PURPOSE OF TRUST	HOW INVESTED	BEGINNING BALANCE	NEW FUNDS CREATED	WITHDRAWALS	PERCENT %	GAIN/LOSS ON SECURITIES	INCOME AMOUNT	GRAND TOTAL PRINC & INC	FAIR VALUE	NEW FUNDS	WITHDRAWALS	GAIN/LOSS ON SECURITIES	INCOME AMOUNT
1968	Fire Equipment	Capital Reserve	Cert of Deposit	301,877.48	-	-	2.2752%	-	133.32	302,010.80	299,294.52	300,000.00	0.00	0.00	1,930.48
1980	Landfill	Capital Reserve	Cert of Deposit	21,181.13	-	-	0.1596%	-	9.35	21,190.48	20,999.89	0.00	0.00	0.00	219.61
1986	Intersection Improv	Capital Reserve	Cert of Deposit	1,910.18	-	-	0.0144%	-	0.84	1,911.02	1,893.83	0.00	0.00	0.00	19.80
1988	Hazardous Waste Site	Capital Reserve	Cert of Deposit	48,533.45	-	-	0.3658%	-	21.44	48,554.89	48,118.19	0.00	0.00	0.00	503.20
1992	Martel Court Pump St	Capital Reserve	Cert of Deposit	710,233.77	-	-	5.3529%	-	313.67	710,547.44	704,156.79	0.00	(5,350.69)	0.01	7,377.59
1992	Waste Water Treatment Plant	Capital Reserve	Cert of Deposit	1,792,493.14	-	(6,118.97)	13.4634%	-	788.93	1,787,163.10	1,771,089.38	150,000.00	(532,006.51)	0.01	18,734.03
1993	Water Treatment Facility	Capital Reserve	Cert of Deposit	857,904.46	-	-	6.4658%	-	378.89	858,283.35	850,563.96	150,000.00	0.00	0.01	8,295.43
1998	Transfer/Recycle Facility	Capital Reserve	Cert of Deposit	299,597.35	-	-	2.2580%	-	132.32	299,729.67	297,033.91	50,000.00	0.00	0.00	2,906.49
1998	Ambulance Reserve	Capital Reserve	Cert of Deposit	208,005.83	-	-	1.5677%	-	91.86	208,097.69	206,226.06	100,000.00	0.00	0.00	1,756.87
1998	Equipment Capital Reserve	Capital Reserve	Cert of Deposit	778,539.30	-	-	5.8677%	-	343.84	778,883.14	771,877.88	645,000.00	(427,418.30)	0.00	7,442.74
1998	Sewer Infrastructure	Capital Reserve	Cert of Deposit	2,726,458.23	-	(75,485.69)	19.9797%	-	1,170.78	2,652,143.32	2,628,289.97	475,000.00	(126,240.31)	0.02	26,500.70
1998	Water Infrastructure	Capital Reserve	Cert of Deposit	2,948,012.97	-	-	22.2183%	-	1,301.96	2,949,314.93	2,922,788.83	650,000.00	(14,157.25)	0.02	28,016.47
1999	City Hall Parking DK	Capital Reserve	Cert of Deposit	100,663.38	-	-	0.7587%	-	44.46	100,707.84	99,802.08	30,000.00	(8,130.00)	0.00	976.63
1999	Wells Street Parking Str	Capital Reserve	Cert of Deposit	169,071.93	-	-	1.2743%	-	74.67	169,146.60	167,625.30	30,000.00	(8,130.00)	0.00	1,685.96
2002	Bridges	Capital Reserve	Cert of Deposit	1,010,828.26	-	(4,288.31)	7.5860%	-	444.53	1,006,984.48	997,927.68	16,989.20	(21,671.73)	0.01	10,504.60
2008	Downtown Infrastructure and Facility	Capital Reserve	Cert of Deposit	1,220,154.82	-	-	9.1960%	-	538.87	1,220,693.69	1,209,714.79	150,000.00	(6,728.48)	0.01	12,051.43
2015	Transportation Improvement Fund	Capital Reserve	Cert of Deposit	158,756.49	-	-	1.1965%	-	70.11	158,826.60	157,398.12	96,535.00	(136,974.61)	0.00	1,865.61
<b>TOTALS</b>				<b>13,354,222.17</b>	<b>0.00</b>	<b>(85,892.97)</b>	<b>100.0000%</b>	<b>0.00</b>	<b>5,859.84</b>	<b>13,274,189.04</b>	<b>13,154,801.18</b>	<b>2,843,524.20</b>	<b>(1,286,807.88)</b>	<b>0.09</b>	<b>130,787.64</b>

\*Income Amount = Income net of fees (\$0.00)

MS-9 CRF LIBRARY  
 REPORT OF THE TRUSTEES OF TRUST FUNDS FOR THE CITY OF KEENE, NH  
 FOR PERIOD ENDING JUNE 30, 2018  
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXXXX90)  
 AS OF: JUNE 30, 2018

DATE OF CREATION	NAME OF TRUST FUND	PURPOSE	HOW INVESTED	%	Principal					Income					GRAND TOTAL PRINC & INC JUNE 30, 2018	MARKET VALUE JUNE 30, 2018	Year to Date (YTD)									
					BALANCE BEGIN OF MONTH	ADDITIONS/ NEW FUNDS CREATED	CASH GAINS OR LOSSES	PRINCIPAL FEES *	WITHDRAWALS	BALANCE END OF MONTH JUNE 30, 2018	BALANCE BEGIN OF MONTH	%	INCOME AMOUNT	INCOME FEES			EXPENDED DURING PERIOD	BALANCE END OF MONTH JUNE 30, 2018	NEW FUNDS	CASH GAIN OR LOSS	PRINCIPAL FEES	WITHDRAWALS	INCOME	INCOME FEES	EXPENDED	
2015	Library Renovation Fund	Trust Fund	Money Market	100.0000%	129,177.86	307,626.96	-	(75.98)	(105,000.00)	331,728.84	7,597.39	100.0000%	385.80	-	-	7,983.19	339,712.03	339,712.03	1,974,135.68	0.09	(9,858.05)	(3,832,463.64)	13,570.17	-	(10,167.29)	
<b>TOTALS</b>					<b>100.0000%</b>	<b>129,177.86</b>	<b>307,626.96</b>	<b>-</b>	<b>(75.98)</b>	<b>(105,000.00)</b>	<b>331,728.84</b>	<b>7,597.39</b>	<b>100.0000%</b>	<b>385.80</b>	<b>-</b>	<b>-</b>	<b>7,983.19</b>	<b>339,712.03</b>	<b>339,712.03</b>	<b>1,974,135.68</b>	<b>0.09</b>	<b>(9,858.05)</b>	<b>(3,832,463.64)</b>	<b>13,570.17</b>	<b>-</b>	<b>(10,167.29)</b>