



**Trustees of Trust Funds  
AGENDA**

City Hall 2<sup>nd</sup> Floor Conference Room  
January 16, 2019  
9:30 AM

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

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1. Election of Trustee of Trust Funds & Cemetery Trusts Chairman and Vice-Chairman
2. Approval of the December 2018 minutes
3. Quarterly Review of Trusts and Capital Reserves – Cambridge Trust
4. Distribution of MS9's for period ending December 31, 2018
  - a. Common Trust Funds – N/A
    - i. Update on NHTFF on-line reporting for MS9's and MS10's
  - b. Capital Reserve Funds – Total Market Value = \$11,773,353.27
  - c. Library Renovation Trust Fund – Total Market Value = \$233,267.62
5. Capital Reserve Portfolio
  - a. Approval of Receipts = \$2,757,236.00
    - i. Transportation Improvement through December 31, 2018 = \$22,236.00
    - ii. FY19 Capital Reserve Appropriations = \$2,735,000.00
  - b. Approval of Disbursements = \$71,015.12
    - i. Water Infrastructure = \$71,015.12
6. Common Trust Fund
  - a. Approval of Receipts
    - i. Monadnock A & B Lot Sales through December 31, 2018 = \$7,500.00
      - #565 Monadnock View Cemetery A = \$3,750.00
      - #568 Monadnock View Cemetery B = \$3,750.00
  - b. Approval of Disbursements = \$36,795.08
    - i. #503 Clement Woodward = \$1,596.58
      - Reimbursement to City of Keene – Rite Aid = \$1,596.58
      - Woodward Committee approved 9/13/18
    - ii. #529 Ashuelot River Park Trust = \$3,300.00
      - FA Bartlett (pruning) = \$2,050.00
      - AGM Landscaping – fall cleanup = \$1,250.00
      - Trustees approved ARP 2018 budget 4/18/18; balance remaining \$8,300.00
    - iii. #528 Ashuelot River Park Memorial Trust
      - \$31,898.50 if available; if not, close as of 1/31/19 Market Value
      - Knott Land Care – irrigation system = \$31,898.50
      - Trustees approved 9/19/18; balance remaining \$40,000.00

7. Library Renovation Trust Fund
  - a. Acceptance of Donations = none
  - b. Approval of Disbursements =none
8. Updates/Future Items
  - a. Trustee vacancy
  - b. Cambridge Trust quarterly review of trusts & capital reserves – April 2019

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

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

**Wednesday, December 19, 2018    9:30 AM    City Hall-2<sup>nd</sup> Floor Conference Room**

**Members Present:**

Michelle Howard, Chair  
Susan Silver  
Katherine Snow  
Mike Forrest

**Staff Present:**

Karen Gray, Senior Staff Accountant  
Sherrie Curtis, Secretary  
Andy Bohannon, Director Parks & Recreation  
Pat Hurley, Staff Accountant

**Absent:**

Marilyn Gemmell, Vice Chairman

**Other:**

**Approval of Minutes**

Ms. Silver made a motion to approve minutes of the October 17, 2018, Ms. Snow seconded. Motion carried unanimously.

**Distribution of MS9's**

Mrs. Gray distributed the MS9's for the three portfolios; Mrs. Gray advised that that the capital reserves and the library renovation trust fund are accurate. The common trust funds are still pending. Mrs. Gray indicated that the report she distributed is the new version, and to the best of her knowledge there has been no resolution with the state regarding the calculation/reporting of market values.

**Capital Reserves**

**RECEIPTS**

None

**DISBURSEMENTS**

Mrs. Gray presented disbursements totaling \$733,050.26, the break down as follows. Supporting documentation was attached for the Trustee review.

- Ambulance - \$6,418.00
- Fleet Equipment - \$52,665.00
- Sewer Infrastructure - \$87,725.33
- Water Infrastructure - \$579,640.40
- Transportation Improvement - \$6,601.53

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

**COMMON TRUST FUNDS**

**RECEIPTS**

None

## **DISBURSEMENTS**

### **#503 CLEMENT WOODWARD**

Mrs. Gray presented a disbursement totaling \$2,363.14 for payments made to Rite Aid in November. These expenses were approved, as required, by the Woodward committee on September 13, 2018. Supporting documentation was provided for Trustee review.

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

### **Ashuelot River Park**

Mr. Bohannon was present to request an increase in expenditures for tree removal of \$3,300.00 in the 2018 ARP budget. In the creation of the 2017 budget the tree trimming line was reduced by \$1,075.00 to keep the line item under \$3,000.00, upon providing the proposal back to Bartlett Tree they intended to push the project to 2018. Bartlett Tree subsequently created a work order, which was never presented to the Advisory Board in the 2018 budget development, and then they proceeded with the work. Mr. Bohannon stated the work was needed and completed by Bartlett Tree this past August. Mr. Bohannon stated that this was clearly an honest oversight on the part of Bartlett Tree.

Mr. Bohannon stated that he is seeking a reimbursement to City - Parks & Recreation division in the amount of \$1,075.00.

Ms. Snow made a motion to approve the expense as presented, Mr. Forrest seconded. Motion carried 3-0, Ms. Silver recused.

## **LIBRARY RENOVATION TRUST**

### **RECEIPTS**

Mrs. Gray advised that donations are being presented to Council in January.

### **DISBURSEMENTS**

None

## **OTHER**

### **Trustee Vacancies**

Mrs. Gray inquired about suggestions for Marilyn Gemmell's replacement. Mrs. Gray stated that the suggestions will be forwarded on to the Mayor; the individual(s) being presented to the Mayor should have a short bio as well.

The meeting adjourned at 10:05 a.m.

Respectfully submitted,  
Sherrie Curtis

## Karen Gray

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**From:** Karen Gray  
**Sent:** Friday, January 11, 2019 1:05 PM  
**To:** Noel, Judith  
**Cc:** Haley,John; Knowles, Terry; Merri Howe; Andrew Bohannon  
**Subject:** City of Keene - update on Trustees of Trust Funds on-line reporting

Good Afternoon,

As follow-up to our earlier conversation I wanted to confirm, in writing, a conversation that I had with Terry Knowles earlier today regarding the ability to report the Common Funds by market value on the new Trustees of the Trust Funds on-line reporting system (NHTFF). The NHTFF has been updated to accommodate communities who have historically reported by market value – not cost – on the annual MS9's. An unrealized gain/loss field is now available on the NHTFF to allow for the calculation and reporting by market value.

I specifically confirmed with Terry that the City of Keene does not need to change the past market value reporting methodology. We discussed that the City's MS9's and 10's are prepared by Cambridge Trust and she said to feel free to give her a call if you had any questions. I am cc'ing her on this email.

Therefore, I would request that you provide the City with revised monthly MS9's utilizing the past methodology calculations (market value) for July 2018 through December 2018 and then continue going forward. We realize that this is creating additional work and we appreciate your customer service.

In addition, as we discussed the City filed paper MS9's and 10's for 2018 so Cambridge will not be uploading a 2018 file to the NHTFF for the City of Keene. After discussion with the State they said that is OK and probably a very good idea to input the 2018 data as a starting point for 2019, so I will be manually inputting the data from 2018 over the next several weeks in order to setup up the funds and have an ending balance that will roll forward to 2019. I will contact you when I have the input complete for your review – before I submit it. I think that once I have everything input it will make it easier for you to see where I went wrong (!!) and check to see that I have things in the proper categories. Hopefully this will make things a little easier for the 2019 file upload.

Thanks again for your assistance through this process. Greatly appreciated.

Karen

Karen P. Gray  
Senior Staff Accountant  
[kgray@ci.keene.nh.us](mailto:kgray@ci.keene.nh.us)  
Phone 603-352-1013

City of Keene  
3 Washington Street  
Keene, NH 03431

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

**Date:** 1/16/2019  
**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 10/1/18 - 12/31/18	<b>22,236.00</b>
<b>Total Deposit Request</b>		<b>22,236.00</b>

**Amount of Deposit:** \$22,236.00

**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: 01/10/2019  
 TIME: 14:16:17

CITY OF KEENE, NEW HAMPSHIRE  
 REVENUE STATUS REPORT

PAGE NUMBER: 1  
 REVSTAIL

SELECTION CRITERIA: revldgr.key\_orgn='00603' and revldgr.account='42218'  
 ACCOUNTING PERIOD: 6/19

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/ BUD
30	FINANCE	100,000.00	6,060.00	.00	44,776.00	55,224.00	44.78
	TOTAL FINANCE	100,000.00	6,060.00	.00	44,776.00	55,224.00	44.78
	TOTAL GENERAL GOVERNMENT	100,000.00	6,060.00	.00	44,776.00	55,224.00	44.78
	TOTAL GENERAL FUND	100,000.00	6,060.00	.00	44,776.00	55,224.00	44.78
	TOTAL REPORT	100,000.00	6,060.00	.00	44,776.00	55,224.00	44.78

22,540.007 7/1/18 - 9/30/18  
 22,224.00 10/1/18 - 12/31/18

6A1



# CITY OF KEENE

R-2014-34-A

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  
Deposit to Capital Reserves**

**Date:** 1/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** FY19 Capital Reserve Appropriation

Fund #	Capital Reserve	Purpose	Amount
#600	Fire Equipment Reserve	FY19 Appropriation	<b>400,000.00</b>
#608	Wastewater Treatment Plant	FY19 Appropriation	<b>70,000.00</b>
#609	Water Treatment Facility	FY19 Appropriation	<b>115,000.00</b>
#610	Transfer/Recycling Facility	FY19 Appropriation	<b>65,000.00</b>
#611	Ambulance Replacement	FY19 Appropriation	<b>35,000.00</b>
#612	Equipment	FY19 Appropriation	<b>665,000.00</b>
#613	Sewer Infrastructure	FY19 Appropriation	<b>550,000.00</b>
#614	Water Infrastructure	FY19 Appropriation	<b>575,000.00</b>
#615	City Hall Parking Deck	FY19 Appropriation	<b>30,000.00</b>
#616	Wells Street Parking Deck	FY19 Appropriation	<b>30,000.00</b>
#619	Downtown Infrastructure & Facilities	FY19 Appropriation	<b>200,000.00</b>
<b>Total Deposit Request</b>			<b>2,735,000.00</b>

**Amount of Deposit:** \$2,735,000.00

**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 \_\_\_\_\_

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

**Date:** 1/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Capital Reserve Withdrawals

Capital Reserve	Purpose of Withdrawal		Amount
<b>#614 Water Infrastructure</b>			<b>71,015.12</b>
05009-16	Water Distribution Improvements	33.37	
05034-B	Babbidge Dam Rehab	31,721.90	
05039-C	Woodward Dam Improvements	23,554.85	
05053-18	3.0 MG Water Tank Study	7,200.00	
05090-18	Drummer Hill Pump Replace	8,505.00	
<b>Total Withdrawal Request</b>			<b>71,015.12</b>

**Amount of  
Withdrawal:** \$71,015.12

**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 \_\_\_\_\_



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

**Date:** 1/16/2019  
**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 (July 2018 - Dec 2018)	<b>3,750.00</b>
568	Monadnock View Cemetery B	1/2 Cemetery Lot Sales (July 2018 - Dec 2018)	<b>3,750.00</b>
<b>Total Deposit Request</b>			<b>7,500.00</b>

**Amount of Deposit:** \$7,500.00

**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 \_\_\_\_\_

December 31, 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 \$13839.00

Check Request \$7500.00



## 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:** 1/16/2019  
**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	1,596.58
		W2018-05 = \$1,586.58	
		- reimbursement to City of Keene for	
		\$1,596.58 payment ck #155688 dtd 1/4/19	
		Approved by Woodward Committee at	
		9/13/18 meeting	
<b>Total Withdrawal Request</b>			<b>1,596.58</b>

**Amount of  
Withdrawal:** \$1,596.58

**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 \_\_\_\_\_



**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 12/13/18. The Committee recommends the following Keene residents for assistance from the Clement Woodward Trust Fund.

Approved by WF Committee                      CMC                      DHK                      \* Other                      Total

W-2018-05			Rite Aid	\$1596.58
<b>Total</b>				\$1596.58

Respectfully submitted,



Natalie J. Darcy, Manager  
Human Services Department  
City of Keene

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

**9/13/18**

**In attendance:** Elizabeth Sayre, Denise Croteau, Amy Lawliss (Secretary), Natalie Darcy (Guest).

**Excused:** Mimi Barber

Meeting called to order at 2:10 pm.

Minutes from May 16, 2018 were reviewed and approved.

Financial Report – Balance as of July 31, 2018 amount in the Trust is as follows:

Principal: \$877,617 Interest: \$105,770 Total: \$983,387.

**Old Business:**

W2018-02 - Case Closed-No FAA filed after repeated reminders

W2018-05 – Approved authorization to cover co-pays of RX while client is in the donut hole for calendar year 2018 and does not have the resources to pay.

**New Business:**

W-2018-08- Approved out of pocket co-pays to MFS upon receipt of the bill.

W-2018-09 - Request for RX and therapy .No decision was made at this time since no expenses have been requested.

W-2018-10 - Approved RX for life threatening medications not covered by insurance.

**Discussion:**

Reviewed and discussed medical needs of citizens, and how to best utilize the fund to meet citizen's needs. Liz reported that she will be retiring at the end of September and Natalie will be representing the city until a new Human Services Manager is hired.

Meeting adjourned at 2:43 pm.

Next Meeting scheduled for Thursday, Nov 29, 2018 at 2:00 pm.

Submitted by Amy J Lawliss

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

155688

CHECK DATE  
01/04/19

CHECK NO.  
155688

AMOUNT \$\*\*\*\*\*2,683.71\*

THIS CHECK VOID 60 DAYS FROM DATE

**PAY THE SUM OF \*\*\*\*\*2683\* DOLLARS AND \*71\* CENTS**

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

*Meredith Howe*

TREASURER

⑈ 155688 ⑈ ⑆ 211770213 ⑆ 931158596 ⑈

CITY OF KEENE, NH

VENDOR NO. 11438

CHECK NO. 155688

ACCOUNT	PURCH. ORDER	INVOICE NUMBER	AMOUNT	DESCRIPTION
01000	62498	40882-120618	1,596.58	PRESCRIPTIONS
01001	62145	40882-120618	1,087.13	PRESCRIPTIONS

11438 RITE AID CORPORATION - 40882

# INVOICE



**Rite Aid Corporation**  
Third Party Billing  
200 Newberry Commons  
Etters, PA 17319-9363

DATE: December 7, 2018  
INVOICE# 40882-120618

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

Account: 99963-40882

Bill Date	Description	Claims Count	Total Bal Due
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12/06/2018	Pharmacy Billing	8	\$2,683.71
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*Authorized pmt of \$2683.71*

**Please remit payment to:**

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

*Acct # 01000-62145 - \$1087.23*  
*Acct # 01000-62498 - \$1596.58*

**Please attach copy of invoice with payment**  
**(Payable Upon Receipt)**  
**Please do not return denied claims to the store**  
**(We cannot accept credit card payments)**

For all correspondence, including the reason for any denied claims, please contact Kellie Green at [kgreen@riteaid.com](mailto:kgreen@riteaid.com)

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

**Date:** 1/16/2019  
**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	3,300.00
		FA Bartlett - \$2,050.00	
		AGM Landscaping - \$1,250.00	
		Trustees approved 4/18/18 - project 90272-18	
<b>Total Withdrawal Request</b>			<b>3,300.00</b>

**Amount of  
Withdrawal:** \$3,300.00

**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 \_\_\_\_\_

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

**Date:** 1/16/2019  
**To:** Trustees of Trust Funds  
**From:** Karen Gray, Senior Staff Accountant  
**RE:** Disbursement Request from Income & Principal

Trust #	Title of Trust	Purpose	Amount
528	Ashuelot River Park Memorial Trust	Reimbursement to the City for irrigation system (Knotts Land Care)	31,898.50
	<i>Expend up to \$31,898.50 if available; if funds are not available then please close the ARP Memorial Trust as of 1/31/19 MS9 Market Value.</i>		
		Trustees approved 9/19/18 - project 90272-A	
<b>Total Withdrawal Request</b>			<b>31,898.50</b>

**Amount of Withdrawal:** \$31,898.50

**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 Trustees of Trust Funds (TTF)								
Approved Trustee Trust Fund Expenditures (as of January 16, 2019)								
		Status	Trustee Approved Date	Approved Amount	Actual Expense	Trustee Reimb Date	Unused Funds	Balance Remaining
<b>568</b>	<b>Monadnock View B</b>							
90270-A	Monadnock Entrance	Complete	12/15/2010	41,050.00	(27,490.31)	N/A	13,559.69	0.00
90270-B	West Cemetery Fence-Bradford Rd	Complete	12/17/2014	32,136.50	(24,681.00)	N/A	7,455.50	0.00
90270-M	Cemetery Mapping Intern	Complete	1/21/2015	1,700.00	(1,551.58)	N/A	148.42	0.00
90270-16	Signs for Woodland and NED Cemetery	Cancelled	2/17/2016	3,806.00	0.00		0.00	0.00
90270-16	Signs for Woodland and NED Cemetery	Complete	11/15/2017	3,341.54				
	Hamshaw Lumber				(438.86)	02/21/18	2,902.68	
	Ace Rental Center				(331.14)	02/21/18	2,571.54	
	Xpressmyself.com				(2,569.74)	02/21/18	1.80	0.00
90270-T	Woodland Tomb Repair	In Process	3/16/2016	3,749.00				
	Monadnock Fence				(2,654.00)	12/21/16	1,095.00	1,095.00
90270-??	Cemetery Management Software	In Process	12/20/2017	TBD				TBD
90270-C	Woodland Cemetery Culvert (CC approve 7/5/18)	In Process	6/20/2018	86,675.00				
	The Granite Group (PVC pipes)				(1,536.23)	07/18/18	85,138.77	85,138.77
<b>529</b>	<b>Ashuelot River Park</b>							
	Budget for 2013	Complete		9,530.00	(9,276.95)	N/A	253.05	0.00
90272-14	Budget for 2014	Complete	2/19/2014	7,900.00	(6,160.00)	N/A	1,740.00	0.00
90272-15	Budget for 2015	Complete	1/1/2015	1,650.00	(257.60)	N/A	1,392.40	0.00
	Reallocate Budget for Park Trail expansion	Complete	10/21/2015	1,250.00	(393.23)	N/A	856.77	0.00
	M Johnson	Complete		5,000.00	(5,000.00)	N/A	0.00	0.00
90272-16	Budget for 2016	Complete	1/20/2016	7,900.00	(7,285.58)	3/16 - 2/17	614.42	0.00
90272-17	Budget for 2017	Complete	3/15/2017	13,175.00	(12,285.00)	6/17 - 12/17	890.00	0.00
90272-18	Budget for 2018	In Process	2/21/2018; 4/18/2018	16,670.00				
	AGM Landscaping LLC (mulch)				(2,500.00)	06/20/18	14,170.00	
	AGM Landscaping LLC (spring cleanup)				(1,250.00)	06/20/18	12,920.00	
	FA Bartlett (soil application)				(175.00)	06/20/18	12,745.00	
	FH Hamblet (lighting)				(4,445.00)	07/18/18	8,300.00	
	FA Bartlett (pruning)				(2,050.00)	01/16/19	6,250.00	
	AGM Landscaping (fall cleanup)				(1,250.00)	01/16/19	5,000.00	5,000.00
<b>528</b>	<b>Ashuelot River Park Memorial Trust</b>							
90272-A	Irrigation System RFP (CC 2019-2024 CIP)		10/21/2015; 9/19/18	40,000.00				
	<i>Expend up to \$40,000 from ARP Memorial Trust - if insufficient funds the balance will come from the ARP Park Trust</i>							
	Knotts Land Care				(31,898.50)	01/16/19	8,101.50	8,101.50
<b>530</b>	<b>Rachel Marshall Trust</b>							
90275	Robin Hood Park- Trail Entrance	Complete	9/15/2010	55,000.00		N/A		0.00
90275	Robin Hood Park- Stone Walls	Complete	12/19/2012	37,405.00		N/A		0.00
90275-A	Robin Hood Park -Stone Walls Gazebo	Complete		43,750.00	(35,018.00)	N/A	8,732.00	0.00
90275-A	Phil's Tree Service	Complete	12/18/2013	2,200.00	(2,200.00)	N/A	0.00	0.00
90275-A	Equipment (benches, picnic tables, grills)	Complete	12/18/2013	4,895.00	(4,895.00)	N/A	0.00	0.00
90275-A	Student Conservation Assoc Trail Restoration	Complete	2/19/2014	32,059.00	(32,058.00)	N/A	1.00	0.00

90275-C	Carpenter Park- Design	Complete	3/18/2015	6,500.00	(6,500.00)	N/A	0.00	0.00
90275-D	Rec Trail Grant (80% State - 20% Trust)	Complete	9/16/2015	7,000.00				
	Student Conservation Assoc				(6,619.40)	03/15/17	380.60	0.00
	Carpenter Park Playground Equipment	CIP 2021	10/21/2015	17,502.00			17,502.00	17,502.00
<b>567 Colony Lot Trust- Repairs to lot</b>								
	11/10/16 ABohannon - work never completed	Complete	7/16/2014	688.00	0.00	N/A	0.00	0.00
	Memorial repairs - new footings	Complete	11/16/2016	1,174.85			1,174.85	
CambTr	Keene Monument Company				(1,174.85)	12/21/16	0.00	0.00
<b>570 Campo Santo Trust-Repairs</b>								
		Complete	2/18/2015	2,390.00	(1,083.97)	N/A	1,306.03	0.00
<b>585 Ingersoll Collection Trust</b>								
	Ingersoll cabinet LED lighting	In Process	12/20/2017	1,700.00			1,700.00	
00200 / 62498	Amer Electric				(300.00)	6/20/2018	1,400.00	0.00
<b>510 Police Benevolent Fund</b>								
90255-B	Police Gym Maint	Complete	6/15/2016	4,300.00				
	Aatlantic Fitness (treadmill maint)				(637.33)	10/19/2016	3,662.67	
	Fred Hamblet (electric water bubbler)				(112.05)	10/19/2016	3,550.62	
	David Pellerin (install bubbler)				(585.96)	10/19/2016	2,964.66	
	PayPal (Elkay filtered bottle fill)				(1,529.85)	10/19/2016	1,434.81	
	Amazon				(1,430.48)	10/18/2017	4.33	0.00
	Treadmill Replacement	Complete	8/16/2017	2,800.00				
	Fitness Equipment				(2,738.99)	10/18/17	0.00	0.00
<b>582 Alger</b>								
	Jun-11	Complete	2/16/2011	5,000.00	(5,000.00)	N/A	0.00	0.00
	Jun-12	Complete	3/21/2012	5,000.00	(5,000.00)	N/A	0.00	0.00
	Jun-13	Complete	3/20/2013	5,000.00	(5,000.00)	N/A	0.00	0.00
	Jun-14	Complete	2/19/2014	5,000.00	(5,000.00)	N/A	0.00	0.00
	June 2015 - David Bain	Complete	3/18/2014	7,500.00	(7,500.00)	07/15/15	0.00	0.00
	June 2016 - Andrew Winn	Complete	2/17/2016	6,000.00	(6,000.00)	07/20/16	0.00	0.00
CambTr	June 2017 - Ty Holtzman	Complete	2/15/2017	6,000.00	(6,000.00)	07/19/17	0.00	0.00
CambTr	June 2018 - Andrew Derry	Complete	2/21/2018	6,000.00	(6,000.00)	07/18/18	0.00	0.00
<b>581 Wright Scholarship</b>								
	Katie Carbonara	Complete	2/1/2014	100,000.00	(100,000.00)	N/A	0.00	0.00
	<b>\$80,000 (\$20,000 per year x 4 years)</b>	<b>3/18/2015</b>						
	<i>2015-16 School Year - Tia Auger - year 1</i>	Complete	3/18/2015	20,000.00				
	Simmons College				(10,000.00)	07/15/15	10,000.00	0.00
	University of NE				(10,000.00)	12/16/15	0.00	0.00
	<i>2016-17 School Year - Tia Auger - year 2</i>	Complete		20,000.00	(17,311.94)		2,688.06	0.00
	<i>2017-18 School Year - Tia Auger - year 3</i>	Complete		20,000.00	(13,630.92)		6,369.08	0.00
	<i>2018-19 School Year - Tia Auger -gap year</i>	N/A		0.00				0.00
	<i>2019-20 School Year - Tia Auger - year 4</i>	Pending		20,000.00			20,000.00	20,000.00



Notes: 01200 Parks & Rec 62498; 01102 Library Disbursement 62498; 02020 Memorial Tree 62498					
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ASHUELOT RIVER PARK MEMORIAL  
TRUST - #528

ASHUELOT RIVER PARK MEMORIAL FUND

I. Creation and Administration. There is hereby created a City trust fund to be held and administered by the Trustees of Trust Funds and the Cemetery Trustees (the "Trustees") to be known as the Ashuelot River Park Memorial Fund (the "Fund"). The Trustees shall accept all unconditional contributions, bequests, and other gifts payable on demand in United States currency or marketable securities to the Fund. All such gifts of securities shall be sold upon receipt and the proceeds added to the Fund. All funds so received shall be used as set forth herein by the Trustees, or as nearly so as they can determine to be practicable in order to carry out the intent of this Fund as described herein.

II. Application Principal. The principal of the Fund, and any interest thereon, shall be applied exclusively toward the purchase of the property at 273 West Street, Keene, New Hampshire (the "Property") by the City of Keene and any expenses related thereto until the earlier of (A) July 1, 1995 or (B) the date the purchase is consummated. The Trustees shall invest all funds received by the Fund as they are authorized to do so by law until and unless the funds are requested by the City of Keene for the purchase of 273 West Street, Keene, New Hampshire or for expenses related thereto.

III. Excess Principal. In the event that there is principal in the Fund in excess of the amount needed for the purchase of the Property or in the event that the Property is not purchased by July 1, 1996, then the Trustees may expend such principal, and any interest thereon, for the future development and improvement of the Ashuelot River Park as the City of Keene may request from time to time, including, but not limited to, the purchase of the Property, if such purchase has not been completed on or before July 1, 1996.

IV. Cessation of Fund. This Fund shall cease to exist at any time after July 1, 1996, that the principal amount thereof equals zero.



# CITY OF KEENE

In the Year of Our Lord One Thousand Nine Hundred and Ninety-five

A RESOLUTION relating to establishment of Ashuelot River Park Memorial Fund

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

That the City of Keene shall establish "The Ashuelot River Park Memorial Fund" in accordance with the terms of such Fund as set forth in Schedule C-1 attached hereto and incorporated herein. The City of Keene shall accept on behalf of the Fund all unconditional gifts of cash and marketable securities for the benefit of Ashuelot River Park delivered to the City.

That the City Manager is hereby authorized to establish procedures or policies, if necessary or desirable, to facilitate fundraising activities by private individual or organizations on behalf of the Fund.

*William P. Lynch*  
William Lynch, Mayor

PASSED: October 19, 1995

A true copy; attest:

*Patricia Smith*  
City Clerk

Ashuelot River Park

#528

Ashuelot River Park Memorial Trust (R-95-34) Established 1996

Purpose- Purchase Property 273 West Street

Excess Principal & Interest- used for future Development & Improvement of the Park

(Expendable)

#529

Ashuelot River Park Trust (R-96-26) Established 1996

Purpose- provide funding for unusual or special maintenance items with respect to the park and its facilities.

Expenditures- funded by the income earned on the principal.

- Approved by the Trustees of Trust Funds

Only 90% of such income is available, the remaining 10% shall be transferred to principal on an annual basis.

Ashuelot River Advisory Board (O-96-22 )

Purpose- to promote, enhance, and maintain the ARP for its present and future use, enjoyment, and educational benefit for all residents of the City of Keene.

Balance as of 2/28/2014	Principal	Income
Ashuelot River Park Memorial Trust	\$27,208	\$8,648
Ashuelot River Park Trust	\$328,453	\$29,275

For the Ashuelot River Park Trust, at year end 10% of the Income earned during the year is transferred to Principal.

The Advisory Board prepares a budget, based on no more than 90% of the income earned in the prior year, for use for yearly maintenance. There is a contract with JM to do the maintenance work and in addition \$500 for Miscellaneous. The Advisory Board recommends the budget to be approved by the Trustees. This is usually done in January or February before the "season". During the season the work can be done according to the budget and will be reimbursed by the Trust.

Expenses for work to be done outside the budget must be presented by the Board to the Trustees for approval before any work is done. Backup for the disbursement should be an invoice and Advisory board minutes with a reimbursement request.

## Nancy Burrige

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**From:** Barbara DiNapoli  
**Sent:** Wednesday, January 21, 2015 3:34 PM  
**To:** Thomas Mullins  
**Cc:** Patty Little; Nancy Burrige  
**Subject:** RE: Follow Up on 0 Ashuelot Street  
**Attachments:** Friends letter to Council 9.18.95.pdf; Bradley letter 9.28.95.pdf; Option to Purchase (unsigned).pdf; Friends Inc. Creation Documents.pdf; Gift letter from Foundation 10.17.95.pdf; Deed of Gift re Improvements to Park.pdf; FOP Minutes 2.21.96.pdf; FOP Minutes 8.22.96.pdf; FOP Minutes 9.28.95.pdf; FOP Minutes 10.18.95.pdf; FOP Minutes 12.4.95.pdf; R-95-33 - Accept Gift of Option to Purchase.pdf; R-95-34 - Establishing Ashuelot River Park Memorial Fund.pdf; R-95-35 - Exercise of Option to Purchase.pdf; R-96-7 - Relating to 273 West Street.pdf; R-96-26 - Establishing the Ashuelot River Park Trust.pdf

Hi Tom -

Andy explained to me that the current owner of 0 Ashuelot Street - JRR Properties, LLC - wants to develop the property (not sure what that means - it is now a parking lot) and then GIVE it to the City to be added to the Ashuelot River Park for park uses. Tom Hanna is the Registered Agent for JRR Properties, LLC.

In looking through the files in this office and also the City Clerk's files I can provide you the following outline relative to the transfer of property in 1996, that established the West Street entrance to the park.

- In the fall of 1995, the City was approached by The Friends of the Ashuelot River Park to purchase the vacant lot located adjacent to the park at 273 West Street. At that time, The Foundation for the Preservation of Historic Keene held a transferrable option to purchase the lot. Don Davis, a Friends member (deceased), explained at the FOP meeting of September 28, 1995, that the Friends didn't have enough time to set up a 501(c)(3) organization to accept tax deductible donations before the option expired. In addition, the Friends had understood that the property had already been subdivided but discovered it had not. Because of the time sensitivity it was requested that the option be transferred to the City.
- Gift of Option letter to Mayor and Council submitted by the Foundation dated October 17, 1995
- R-95-33 – Relating to Acceptance of Gift of Option to Purchase – Passed October 19, 1995
- R-95-34 – Relating to Establishment of Ashuelot River Park Memorial Fund – Passed October 19, 1995
- R-95-35 – Relating to Exercise of Option to Purchase 273 West Street – Passed October 19, 1995 (with conditions – see below)
  - Sufficient funds in the Ashuelot River Park Memorial Fund to purchase property
  - Environmental site assessment
  - Research on past uses of property
  - Monitoring wells to be installed
  - Water quality testing
  - Title search
  - Subdivision approval
- Gerry Carney worked with Attorney Brian Bradley regarding the creation of a charitable trust (unable to determine relationship of Attorney Bradley – Seller's Attorney maybe?).
- Friends of the Ashuelot River Park, Inc., a voluntary non-profit, was created on December 27, 1995
- Closing occurred on February 15, 1996

- R-96-7 – Relating to the Real Estate located at 273 West Street (reiteration that the land was purchased for park purposes) – Passed March 7, 1996
- R-96-26 – Relating to Establishment of the Ashuelot River Park Trust (for funding for unusual or special maintenance items) – Passed September 5, 1996
- A Deed of Gift was received on July 1, 1997, for various improvements installed at the park by The Friends of the Ashuelot River Park, Inc. (apparently the copy attached to this email is the second one – but I didn't see another in our file – it is probably filed in the Clerk's office)

There are many attachments to this email.

Barb

-----Original Message-----

From: Thomas Mullins  
Sent: Tuesday, January 13, 2015 9:01 AM  
To: Barbara DiNapoli  
Subject: FW: Follow Up on 0 Ashuelot Street

That means you....

-----Original Message-----

From: John MacLean  
Sent: Tuesday, January 13, 2015 8:57 AM  
To: Ken Stewart  
Cc: Thomas Mullins; Rhett Lamb  
Subject: RE: Follow Up on 0 Ashuelot Street

Yes and thank you Ken for this prompt. By copy of this email I am asking Tom Mullins to research the past transfer of property that established the Ashuelot Memorial Park. We will then follow up with a meeting with you to discuss the particulars. John

-----Original Message-----

From: Ken Stewart [<mailto:kstewart@mcmxi.com>]  
Sent: Monday, January 12, 2015 2:37 PM  
To: John MacLean  
Subject: Follow Up on 0 Ashuelot Street

Dear John,

About a week ago, we had a telephone conversation about developing some thoughts about how a transfer of ownership of this parcel of land to the city might be structured. My recollection is that you were going to contact the city attorney about this matter.

Regards,  
Ken



# CITY OF KEENE

4B1

O-96-22

10 p/w

In the Year of Our Lord One Thousand Nine Hundred and Ninety-six

AN ORDINANCE RELATING TO CHAPTER 0800.0, BOARDS, COMMISSIONS AND TRUSTS - SPECIFIC, - ASHUELOT RIVER PARK ADVISORY BOARD

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

That the Ordinances of the City of Keene, New Hampshire, as amended, are hereby further amended by making the following additions to Chapter 0800.0, Boards, Commissions and Trusts - Specific:

Amendment #1: In Section 0801.0, "Boards and Commissions", add the following text to the alphabetical listing of existing boards and commissions: *Ashuelot River Park Advisory Board.*

Amendment #2: Add a new Section 0803.0, "Ashuelot River Park Advisory Board", as follows and renumber the following sections as necessary.

**0803.0 ASHUELOT RIVER PARK ADVISORY BOARD**

**0803.1 Purpose.** *The Ashuelot River Park Advisory Board is created to promote, enhance, and maintain the Ashuelot River Park for its present and future use, enjoyment, and educational benefit for all residents of the City of Keene.*

**0803.2 Membership.** *The Ashuelot River Park Advisory Board shall consist of five (5) regular voting members who shall have demonstrated interest in the Park. One (1) member shall represent the educational community; one (1) member shall represent the Arboretum Committee; one (1) member shall represent the Friends of Ashuelot River Park; one (1) member shall be a City Councilor; and one (1) member shall represent the community at large. The Mayor shall be an ex officio member of the Board.*

**0803.3 Terms.** *Initially one (1) member shall have a one (1) year term, one (1) member shall have a two (2) year term, one (1) member shall have a three (3) year term, one (1) member shall have a four (4) year term, and one*



*(1) member shall have a five (5) year term. After these initial terms, all members shall have five (5) year terms.*

*0803.4 Relation to Department. The Parks, Recreation, and Cemetery Director shall report to the Board on the activity of his/her office and receive advice from the Board on matters relating to the Ashuelot River Park.*

*0803.5 Functions and Guidelines. The following functions and guidelines are hereby established for the conduct of the Board. The Board shall:*

*Promote the development of the Ashuelot River Park in accordance with the adopted vision statement and park plan.*

*Promote communication and exchange of ideas and concerns between park users, City staff, and City Council.*

*Make reports and recommendations to the Public Works, Recreation, and Airport Committee of the City Council and to the City staff with respect to management of the Park.*

*Act as a publicity agent for the Park by bringing the benefits of the Park to the attention of the public.*

*Serve as an advocate for the interest of the Park.*

*Serve as the catalyst for bringing private resources to the Park, receive gifts of money and property, both real and personal, in the name of the City of Keene subject to the specific approval of the City Council, and transfer all money and property donated or bequeathed for the Park to the custody of the Trustees of Trust Funds.*

*Recommend the expenditure of trust funds.*

*Assist in developing and stating objectives and goals for Park improvement.*

*Pursue the means of achieving the determined goals for improvement.*

*Perform such other related functions as required by the City Council or as requested by the City Manager.*

---

Patricia T. Russell, Mayor

CITY OF KEENE, NH  
 REPORT OF THE TRUSTEES OF TRUST FUNDS  
 CAPITAL RESERVE (ACCOUNT NUMBER XXX4474)  
 FOR YEAR ENDING: 06/30/2019  
 AS OF: 12/31/2018

FUND NAME	PURPOSE	HOW INVESTED	DATE OF CREATION	PRINCIPAL								INCOME					TOTAL COST PRINCIPAL & INCOME	TOTAL MARKET VALUE PRINCIPAL & INCOME		
				PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	%	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING FAIR VALUE	INCOME BEGIN BALANCE	INCOME PERCENT	INCOME	INCOME FEES			INCOME EXPENDED	INCOME ENDING BALANCE
Ambulance Reserve		Common Investment	1998	136,887.81	0.00	1.101585%	0.00	0.00	0.00	(6,418.00)	130,522.85	129,693.47	0.00	1.101585%	53.04	0.00	0.00	0.00	130,522.85	129,693.47
Bridges		Common Investment	2002	1,014,929.31	0.00	8.569268%	0.00	0.00	0.00	0.00	1,015,341.95	1,008,890.20	0.00	8.569268%	412.64	0.00	0.00	0.00	1,015,341.95	1,008,890.20
City Hall Parking DK		Common Investment	1999	101,641.67	0.00	0.858183%	0.00	0.00	0.00	0.00	101,682.99	101,036.87	0.00	0.858183%	41.32	0.00	0.00	0.00	101,682.99	101,036.87
Downtown Infrastructure and Facility		Common Investment	2008	1,230,596.68	0.00	10.390194%	0.00	0.00	0.00	0.00	1,231,097.00	1,223,274.29	0.00	10.390194%	500.32	0.00	0.00	0.00	1,231,097.00	1,223,274.29
Equipment Capital Reserve		Common Investment	1998	628,200.56	0.00	4.859371%	0.00	0.00	0.00	(52,665.00)	575,769.55	572,110.96	0.00	4.859371%	233.99	0.00	0.00	0.00	575,769.55	572,110.96
Fire Equipment		Common Investment	1968	304,811.25	0.00	2.573587%	0.00	0.00	0.00	0.00	304,935.18	302,997.54	0.00	2.573587%	123.93	0.00	0.00	0.00	304,935.18	302,997.54
Hazardous Waste Site		Common Investment	1988	49,005.13	0.00	0.413761%	0.00	0.00	0.00	0.00	49,025.05	48,713.53	0.00	0.413761%	19.92	0.00	0.00	0.00	49,025.05	48,713.53
Intersection Improv		Common Investment	1986	1,928.74	0.00	0.016285%	0.00	0.00	0.00	0.00	1,929.52	1,917.26	0.00	0.016285%	0.78	0.00	0.00	0.00	1,929.52	1,917.26
Landfill		Common Investment	1980	21,386.98	0.00	0.180575%	0.00	0.00	0.00	0.00	21,395.68	21,259.73	0.00	0.180575%	8.70	0.00	0.00	0.00	21,395.68	21,259.73
Martel Court Pump St		Common Investment	1992	717,136.12	0.00	6.054936%	0.00	0.00	0.00	0.00	717,427.68	712,868.96	0.00	6.054936%	291.56	0.00	0.00	0.00	717,427.68	712,868.96
Sewer Infrastructure		Common Investment	1998	2,431,208.00	0.00	19.786533%	0.00	0.00	0.00	(87,725.30)	2,344,435.48	2,329,538.33	0.00	19.786533%	952.78	0.00	0.00	0.00	2,344,435.48	2,329,538.33
Transfer/Recycle Facility		Common Investment	1998	302,508.97	0.00	2.554149%	0.00	0.00	0.00	0.00	302,631.96	300,708.96	0.00	2.554149%	122.99	0.00	0.00	0.00	302,631.96	300,708.96
Transportation Improvement Fund		Common Investment	2015	210,087.33	0.00	1.718075%	0.00	0.00	0.00	(6,601.53)	203,568.53	202,275.00	0.00	1.718075%	82.73	0.00	0.00	0.00	203,568.53	202,275.00
Waste Water Treatment Plant		Common Investment	1992	1,803,734.91	0.00	15.229325%	0.00	0.00	0.00	0.00	1,804,468.25	1,793,002.19	0.00	15.229325%	733.34	0.00	0.00	0.00	1,804,468.25	1,793,002.19
Water Infrastructure		Common Investment	1998	2,585,857.09	0.00	16.938921%	0.00	0.00	0.00	(579,640.40)	2,007,032.37	1,994,279.16	0.00	16.938921%	815.68	0.00	0.00	0.00	2,007,032.37	1,994,279.16
Water Treatment Facility		Common Investment	1993	866,241.95	0.00	7.313868%	0.00	0.00	0.00	0.00	866,594.14	861,087.58	0.00	7.313868%	352.19	0.00	0.00	0.00	866,594.14	861,087.58
Wells Street Parking Str		Common Investment	1999	170,715.04	0.00	1.441384%	0.00	0.00	0.00	0.00	170,784.45	169,699.24	0.00	1.441384%	69.41	0.00	0.00	0.00	170,784.45	169,699.24
<b>TOTALS</b>				<b>12,576,877.54</b>	<b>0.00</b>	<b>100.000000%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(733,050.23)</b>	<b>11,848,642.63</b>	<b>11,773,353.27</b>	<b>0.00</b>	<b>100.000000%</b>	<b>4,815.32</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,848,642.63</b>	<b>11,773,353.27</b>

CITY OF KEENE, NH  
 REPORT OF THE TRUSTEES OF TRUST FUNDS  
 LIBRARY RENOVATION TRUST FUND (ACCOUNT NUMBER XXX4490)  
 FOR YEAR ENDING: 06/30/2019  
 AS OF: 12/31/2018

FUND NAME	PURPOSE	HOW INVESTED	DATE OF CREATION	PRINCIPAL								INCOME						TOTAL COST PRINCIPAL & INCOME	TOTAL MARKET VALUE PRINCIPAL & INCOME	
				PRINCIPAL BEGIN COST BALANCE	PRINCIPAL NEW FUNDS	%	PRINCIPAL REALIZED GAINS	CAPITAL GAINS DIVIDENDS	PRINCIPAL FEES	PRINCIPAL WITHDRAWALS	PRINCIPAL ENDING COST BALANCE	PRINCIPAL ENDING FAIR VALUE	INCOME BEGIN BALANCE	INCOME PERCENT	INCOME	INCOME FEES	INCOME EXPENDED			INCOME ENDING BALANCE
Library Renovation Fund	Library	Money Market	2015	26,762.91	197,115.91	100.000000%	0.00	0.00	(21.68)	0.00	223,857.14	223,857.14	9,360.53	100.000000%	49.95	0.00	0.00	9,410.48	233,267.62	233,267.62
<b>TOTALS</b>				<b>26,762.91</b>	<b>197,115.91</b>	<b>100.000000%</b>	<b>0.00</b>	<b>0.00</b>	<b>(21.68)</b>	<b>0.00</b>	<b>223,857.14</b>	<b>223,857.14</b>	<b>9,360.53</b>	<b>100.000000%</b>	<b>49.95</b>	<b>0.00</b>	<b>0.00</b>	<b>9,410.48</b>	<b>233,267.62</b>	<b>233,267.62</b>