

Trustees of the Trust Fund, City of Rochester MINUTES

Meeting date | time 12/13/2017 4:00 PM | Meeting location: Rose Room, Rochester Public Library, Rochester, NH 03867

Meeting called by	Rob Pallas	Esther Turner, Trustee
Type of meeting	Planning	Also in Attendance:
Facilitator	Rob Pallas, Trustee	Raymond Turner & Michelle Smith
Note taker	Sherry Beaudoin, Trustee	

AGENDA TOPICS

Time allotted | N/A | Agenda topic Approve Minutes from 11-9-17 and 11-15-17 | Presenter Sherry Beaudoin

Meeting minutes were approved by Rob Pallas and seconded by Esther Turner and passed unanimously.

Action items	Person responsible	Deadline
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N/A

Time allotted | N/A | Agenda topic Public Input | Presenter: Michelle Smith

Discussion: A question about the lack of a return email was made to Esther Turner regarding the City Manager as trustee of cemeteries and her need to know about the cemeteries locations. Ester responded that the trustees are now clear about which (3) cemeteries fall under the oversight and management of the city manager as trustee. Michelle went on to state that all the cemeteries still need to be listed on tax map.

Conclusion:

Action items	Person responsible	Deadline
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N/A

Time allotted | N/A | Agenda topic Open Issues: Review Excel spreadsheet on cost comparisons of three financial mgmt. options | Presenter Sherry Beaudoin

Discussion: Spreadsheet was disbursed to the trustees and discussion regarding rates/costs and returns on investment were compared by Charter Trust (current financial manager) Citizens Bank & Independence Financial Advisors, LLC. It was agreed to set up a meeting with Charter Trust and the trustees to discuss renegotiating rates and fees.

Conclusion:

Action items	Person responsible	Deadline
Reach out to Charter Trust after the new year and arrange meeting with trustees	Sherry Beaudoin	End of January

Time allotted | N/A | **Agenda topic** *Review all Library Trusts* | **Presenter:** Sherry Beaudoin

Discussion: Review all library trust payouts on excel spreadsheet for year ending 6-30-17. Review letter(s) to Rochester Public Library and Angela Green, Spaulding High School Admin on behalf of library trust funds. Rob Pallas made a motion to accept the documents as prepared and disburse monies accordingly, Esther seconded and it was voted unanimously.

Conclusion: Trustees signed and letters and disbursement sheet for payments.

Action items	Person responsible	Deadline
Mail Copies to Rochester Public Library & Angela Green and send disbursement to Charter Trust	Sherry Beaudoin	ASAP

Time allotted | N/A | **Agenda topic** *Review meeting with City Attorney on 12-12-17* | **Presenter:** Ester Turner

Discussion: Esther reviewed each item as written on her notes with the City Attorney, Terence O'Rourke and they are attached to these minutes for review and are a part of the trustee's files as a sub meeting to this monthly meeting. (See attached document)

Conclusion:

Action items	Person responsible	Deadline
All digital versions of library trust documents to be forwarded to Attorney O'Rourke for review.	Esther Turner	12-22-17
Follow up with Attorney O'Rourke later this winter on how best to consolidate library funds, correct gender discrimination written in library funds, and physical location request issues in library trusts.	All Trustees	Mid-March
Get city emails as discussed and set up for each trustee	Attorney O'Rourke	ASAP

Time allotted | N/A | **Agenda topic** *Create & Set up meeting rules* | **Presenter:** Rob Pallas & Esther Turner

Discussion: This item was discussed at length during the New Hampshire Municipal Association (NHMA) Right to Know seminar on 12-5-17 attended by Esther Turner & Rob Pallas. Esther Turner made the motion to adopt rules for each trustee meeting to state that a five-minute public comment allowance be made per person at the beginning

and the end of each meeting to alleviate public disruption or exchanges with the trustees during the meetings. This rule would be enforced by the chair of the committee. It was seconded by Sherry and passed unanimously.

Conclusion:

Action items	Person responsible	Deadline
Research for template or suggested format on this new process in the resource book provided during NHMA seminar.	Rob Pallas	1-3-18

Time allotted | N/A | Agenda topic *Spaulding High School Alumni Trust* | Presenter: Rob Pallas

Discussion: A motion to table this issue until next month was made by Esther Turner and seconded by Rob and passed unanimously.

Conclusion:

Action items	Person responsible	Deadline
Research & Print actual trust for review next month	Rob Pallas	1-3-18

Time allotted | N/A | Agenda topic *Right to Know Seminar Review* | Presenter Rob Pallas & Esther Turner

Discussion: Reviewed the following information provided by the NHMA-Right To Know Law 91-A: 5 business days to post draft minutes, training for all board/trustees should be given after they are approved to serve, signing disbursement sheet is considered a public meeting and needs to be posted, draft documents being shared is NOT a meeting, reviewed how to handle a nonpublic session during a public meeting, how to seal nonpublic session minutes document after public session, review all sealed documents at the end of each year and unseal ones as agreed allowable by trustees, meeting with attorney is not a non-public meeting only the portion that pertains directly to legal advice is and minutes must be kept during these meetings, identifying motions, seconded and all in favor/declining votes must be documented every time during every meeting, no longer need paper documents, digital is ok, .pdf files ok for older documents in paper files now, raw material/hand written notes or recordings must be kept until draft minutes are submitted, and the right to know request allows for 5 business days to provide information or submit a written plan for disclosing all documents by a certain timeframe, deleting emails must also be deleted from the recycling bin in order to be "deleted", finally, a copy of the *Guide to Open Government* by NHMA is part of our resource as a trustees.

Conclusion:

Action items	Person responsible	Deadline
None		

Time allotted | N/A | Agenda topic *Dept. of Recreation Meeting & Dewey Street Bridge* | Presenter Esther Turner

Discussion: During the 12-11-17 meeting with Recreation and Arena Commission it was explained that the city manager had decided that the operation and activity of the Hanson Pines Trust now falls under the Department of Recreation and the financial management is done by the trustees. There were about 12 people in attended on this committee and a lot of discussion was made about what the trustees role had been in the pines as well as other

items we oversee. The department of public works also works very closely with the Rec. Department and will continue to help them with the pines. It was suggested that a member from the group sit in on trustee meeting or visa versa.

The ribbon cutting of the Dewey Street bridge was Friday, December 8th and a nice event. Special thanks to Hannaford for the donated food and the city for the coffee. Charlies Moreno had looked at the fallen trees from the Halloween storm and suggested we cut the tree that is obstructing the pathway, and remove the limbs. Esther Turner made a motion to complete this task and it was seconded by Rob Pallas and passed unanimously. Esther wrote a thank you to Hannaford on behalf of the trustees for the donated food. The trustees also took a moment to sign a thank you for Sam Rodgerson for her volunteering to care for the French Hussey Cemetery this summer.

Action items	Person responsible	Deadline
Follow up with Rec dept about removing tree (they have a bucket truck and equipment to complete task)	Rob Pallas	asap

Time allotted | N/A | Agenda topic *Trickey cemetery* | Presenter *Sherry Beaudoin*

Discussion: An email from the abutters of the Trickey cemetery did respond to an email about their interest in helping clean up the cemetery in the spring. Sherry Beaudoin made a motion to send them a copy of RSA289 to educate them about the rights and responsibilities in caring for the cemetery and an invitation to attend our trustee meeting later this winter/early spring, seconded by Esther Turner and unanimously passed.

Action items	Person responsible	Deadline
Email RSA 289 to Judith & JD Mott along with an invitation to attend our monthly meeting later this winter/spring	Sherry Beaudoin	ASAP

Motion to adjourn meeting by Rob Pallas at 5:54, Esther Turner Seconded and it was passed unanimously.