**Rochester Trustees of the Trust Funds**

**Meeting Minutes**

**Wednesday, May 11, 2022**

**5:00 PM Rose Room, Rochester Public Library**

**Members Present:**

Rob Pallas

Ray Varney

Brett Johnson

Matthew Winders

**Minutes**

**I. Call to Order:**

Trustee Pallas called the meeting to order at 5:00 PM.

**II. Roll Call and public input:**

No one from the public was present.

**III. Approval of minutes from last meeting:**

***Trustee Pallas made a motion to approve the minutes from our meeting on April 1, 2022. Trustee Winders seconded the motion. The motion passed unanimously.***

**IV. Open issues:**

1. **Further discussion on forms needed to set up a new trust. Is Cassie typing them up? How soon will Council approve the Bouchard Scholarship so we can get the ball rolling?**

Trustee Winders will work with the City Clerk’s Office or another City Department to get the fund creation document written. The goal is to get a template created to be used in the future with the goal of providing this supporting documentation with associated funds to the City Council for trust acceptance and custodianship by the Trustees of the Trust Funds. Trustee Winders will also work with the City to get the Trustees a staff liaison that will work a maximum of four hours a month to update our funds, file associated paperwork and provide general clerical support.

1. **More discussion needed on the process to begin interviewing new investment companies.**

Trustee Johnson will contact Deputy City Manager Ambrose to solicit help in creating an RFP to review management companies and their associated fees structures. This will be the main topic during the next Trustees’ meeting in June.

1. **Approve press release from Matt Wyatt about the William Evans Trust.**

The Trustees all agreed that the press release is very well written and will provide a positive message to the Rochester community. Trustee Johnson will thank Matt Wyatt for his help in writing the press release and let him know it’s ok to publish.

**V. New business:**

1. **Sign deposit form for 1 History of Rochester book sold on Amazon. Sold for $20.00 – Amazon fee of $2.40 -$5.71 shipping (USPS receipt) = $11.89 deposited into the account.**

The Trustees all signed the deposit form to be sent to Charter Trust.

1. **Rochester Historical Society would like to begin selling History of Rochester books again. I dropped off a box of 10 books to get started. Rob would like to make a proposal to give them the books at no charge to be used as a fund raiser.**

Trustee Pallas made the motion to approve donating up to 100 books to the Rochester Historical Society to be used as a fundraiser. Trustees Winders seconded the motion. The motion passed unanimously.

1. **Mr. Scopel’s student at Spaulding would like to revive the QR code project at Dominicus Hanson Pines Park. She has requested funds to help with her project. Trustees will take a vote to accept or decline her request.**

Trustee Johnson made a motion to approve up to $400 to cover the expenses related to this project. Trustee Winders seconded the motion.

1. **Other**

Trustee Winders made a motion that he work with the School Department to clarify some of the parameters and intentions of the scholarships. He will present a final proposal at a later date. Trustee Varney seconded this motion. This motion passed unanimously.

Trustee Johnson discussed the City Manager’s Code of Ethics policy that we must follow.

Trustee Johnson confirmed that all Trustees are registered for the June 9, 2022 New Hampshire Municipal Association Trustee virtual training.

Trustee Johnson mentioned that at the next meeting he would like to establish points of contact between Trustees and other entities to be more efficient and eliminate duplicating efforts. The goal would be to have one Trustee be the main contact person with Charter Trust, the City Clerk’s Office, etc.

**VI. Adjournment and public input:**

No one from the public was present.

**The next Trustees meeting was set for Wednesday, June 15. *A motion was made and unanimously approved to adjourn the meeting at 5:50 PM.***

Minutes respectfully submitted by Brett Johnson.