**Rochester Trustees of the Trust Funds**

**Meeting Minutes**

**Wednesday, June 15, 2022**

**4:30 PM Rose Room, Rochester Public Library**

**Members Present:**

Rob Pallas

Ray Varney

Brett Johnson

**Members Absent:**

Matthew Winders

**Minutes**

**I. Call to Order:**

Trustee Pallas called the meeting to order

**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 May 11, 2022. Trustee Varney seconded the motion. The motion passed unanimously.***

**IV. Open issues:**

1. **Ray Varney to talk about cemetery trusts and flower trusts.**

Discussion ensued about the need to review all cemetery trusts at a future meeting.

1. **Sign reimbursement form for Rob Pallas for flowers for the Robert Reid plot.**

The Trustees signed the payment requisition form and Trustee Pallas will send to Bar Harbor Wealth Management along with the corresponding receipt. The Trustees will reach out to Studley’s to possibly arrange annual delivery of these flowers as outlined in the trust.

1. **Discuss RFP for potential new investment companies.**

The Trustees reviewed the documents written by Deputy Finance Director Mark Sullivan. Trustee Johnson will work with Mr. Sullivan to get the RFP posted and sent to multiple financial management companies.

**V. New business:**

1. **Read and discuss letter about new scholarship procedures from Matt Winders to Spaulding High School.**

It was decided that additional discussion is needed before final action is taken. Relating to the Scholarship Committee, Trustee Johnson expressed a desire to serve on next year’s committee.

1. **Look over latest statement from Bar Harbor Wealth Management and look for discrepancies.**

The format of the monthly financial report has changed for the better. The name change from Charter Trust to Bar Harbor Wealth Management has taken effect on the report.

1. **Discuss the training class all Trustees attended on June 9th.**

The consensus was that the training was very beneficial. The Trustees will review all trusts and will reach out to the State of New Hampshire if clarification of intent is needed.

1. **Follow up with Cassie on the City’s new forms and procedure to open new trusts.** Trustee Johnson will reach out to the State of NH to receive the example gift acceptance policy from Goffstown that was referenced in the training. It will be shared with all Trustees at a future meeting.
2. **Other**

Trustee Pallas will complete forms related to the scholarship payments at the City Clerk’s Office for all Trustees to sign.

Trustee Pallas discussed that we should discuss requesting a small budget from the City to support our operations related to printer copies, postage, etc.

The Trustees will put together a gift acceptance policy packet to present to the City Council for adoption.

Trustee Varney will reach out to the Riverwalk Committee about the Trustee’s role in supporting and managing their fundraising efforts. Trustee Varney will reach out to City Manager Cox to start this conversation.

Trustee Pallas will reach out to the City Clerk’s Office to get them set up to receive the monthly financial reports.

Trustee Pallas will confirm that the payment requisition form was completed for payment to the student of Mr. Scopel who completed a project at Hanson Pines.

Trustee Johnson will create a document to clarify the intentions of the Bernier Insurance Scholarship and Bernier Insurance Caregiver’s trust. Once finalized, the document will be uploaded to the Trustee’s website and also sent to the State of New Hampshire.

**VI. Adjournment and public input:**

No one from the public was present.

**The next Trustees meeting was set for Wednesday, August 3, 2022 at 5:00 PM. *A motion was made and unanimously approved to adjourn the meeting at 5:35 PM.***

Minutes respectfully submitted by Brett Johnson.