

Trustees of the Trust Fund, City of Rochester MINUTES

Meeting date | time 11/7/2018 5:00 PM | Meeting location Rose Room-2nd Floor, Rochester Public Library, S. Main Street, Rochester, NH 03867

Meeting called by Rob Pallas

Type of meeting Planning

Facilitator Rob Pallas, Trustee

Note taker Sherry Beaudoin, Trustee

Also, in Attendance:

Michelle Smith & Bill Smith Jr.

AGENDA TOPICS

Time allotted | N/A | Agenda topic Approve Minutes from 9-5-18 | Presenter Sherry Beaudoin

Meeting minutes were approved by Rob Pallas and seconded by Sherry Beaudoin.

Action items	Person responsible	Deadline
--------------	--------------------	----------

N/A

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

Discussion: Michelle is currently working on researching the correct name of the cemetery located by Burger King on N. Main Street. Records indicated that in 1875 it was the, "Old Town Farm Cemetery Fund" but is currently listed as the "Old Cemetery" on our MS9 reports with Charter Trust & AG's Office. She is meeting with the AG's office on Friday for further research. She also asked about an update with the meeting, if it had happened yet with the City Manager, Blaine Cox regarding cemetery maintenance issues.

Conclusion:

Action items	Person responsible	Deadline
--------------	--------------------	----------

None

Time allotted | N/A | Agenda topic Open Issues | Presenter Rob Pallas

Discussion: Rob was unable to put together a draft for disbursing the William Evans Trust Fund due to personal commitments but did share a copy of an email from the previous trustee, Attorney Glen Lepene, who explained his process for disbursement and some additional history behind the trust. Sherry Beaudoin recommended possibly including a process that would include a tax ID number and a mission statement from benefactors who were given funds from this trust. Library funds were identified and totaled as of 6-31-18 from the common funds and a motion to disburse and subsequent signing on the trust fund payment requisition form was completed for fiscal year 2017-2018. Discussion about the pine tree at Dominicus Hanson Pines Park will be worked on by Urban Tree with the use of an air knife and stabilize the ground around the base of the tree per Peter Norse's email dated, 11-1-18 to the trustees. Rob also passed along, from Charter Trust and read some of the "Thank You" notes from

recipients/students of the various scholarship trust funds from the graduating class of 2018. He also had a legal document for the “Jones” trust. Nobody seems to know what that is.

Conclusion:

Action items	Person responsible	Deadline
Prepare draft of disbursement policy for the William Evans Trust Fund	Rob Pallas	1-2-19
Email disbursement request and excel spreadsheet of library common funds to Charter Trust	Sherry Beaudoin	Asap
Email Esther Turner & Sandra Keans with update of Hanson Pines Tree repairs	Rob Pallas	ASAP
Check with Charter Trust about the Jones Trust	Rob Pallas	1-2-19

Time allotted | N/A | Agenda topic New Business | Presenter Rob Pallas

Discussion: Suggested agenda items for next meeting dated 1-2-19, Williams Trust, Adams & Pray-Orphans & Windows Trust disbursements (now calendar- 12-31-XX) not fiscal year. *Public Input:* Michelle Smith said if she found any documentation regarding the Jones Trust at the AG’s office, she would make copies and pass it along.

Conclusion:

Action items	Person responsible	Deadline
--------------	--------------------	----------

Motion to adjourn meeting by Rob Pallas at 5:45 PM was seconded by Sherry Beaudoin.