

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 3/12/2019 5:03 PM | Meeting location Rose Room, 2<sup>nd</sup> Floor, Rochester Public Library, S. Main Street, Rochester, NH

Meeting called by	Rob Pallas	Brett Johnson, Trustee
Type of meeting	Planning	Members of the Public:
Facilitator	Rob Pallas, Trustee	Michelle & Bill Smith
Note taker	Sherry Beaudoin, Trustee	

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## AGENDA TOPICS

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Time allotted | N/A | Agenda topic Approve Minutes from \_1-2-19\_\_ | Presenter Sherry Beaudoin

Motion to approve the Minutes of the Meeting from 1-2-19 was made by Rob Pallas, seconded by Sherry Beaudoin and approved unanimously.

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Action items	Person responsible	Deadline
N/A		

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Time allotted | N/A | Agenda topic Introduction of New Trustee Brett Johnson | Presenter Brett Johnson

Discussion: Brett introduced himself, provided some basic history about his move to Rochester and his family, as well as sharing his interest to helping out his new community. A brief review of rules and requirements of public meetings were shared with Brett by Rob Pallas. A 3-ring reference binder full of trust documents, 2017 trustee handbook, right to know document manual, yearly calendar, investment policy, and MS-9 spreadsheet ending 12-31-19 for all three funds was provided to Brett for review. Brett would like to sit in on the remaining 2019 Spaulding High School (SHS) Scholarship Committee Meetings in March at the school on behalf of the trustees. Rob Pallas suggested everyone start utilizing the City of Rochester email accounts moving forward

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Action items	Person responsible	Deadline
Review documents and familiarize yourself with the trusts	Brett Johnson	On going
Reach out to Angela Green and confirm next SHS Scholarship meeting	Brett Johnson	ASAP
Email City Clerk about obtaining 3-new Email Accounts	Rob Pallas	ASAP

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Time allotted | N/A | Agenda topic Open Business | Presenter All Trustees

Discussion: Sherry Beaudoin made a motion to not pay out any scholarship with less than \$100 in interest/dividends as of 12-31-18 to the SHS scholarship disbursements. This was seconded by Rob Pallas and

passed unanimously. There was no additional input on the William Evans Trust disbursement guidelines, Rob Pallas suggested pushing this project back to the next meeting for further review and it was agreed upon unanimously. Rob Pallas read an email from the Riverwalk Committee regarding an upcoming outdoor dinner proposal for 5-11-19. Rob also left a message with the City of Rochester, Welfare Department Director to work with him regarding the McDuffee/Fuel Assistance Trust. Review of the email from Jessica Pope regarding the return of unused Norman G. Mireault Scholarship Trust from University of Tennessee on behalf of student Kailtyn Raab. A motion was made by Rob Pallas to roll the amount back into principle, Sherry Beaudoin seconded and it passed unanimously. A fund requisition form was filled out and signed by the trustees. Rob suggested inviting our new financial advisor from Charter Trust, Jessica Pope to our next meeting.

Action items	Person responsible	Deadline
Review William Evans Trust document and provide some feedback as to how to set a criteria and policy for annual disbursements.	All Trustees	5-1-19
Follow up with Director of City Welfare	Rob Pallas	5-1-19
Email signed fund requisition form to Jessica Pope re: Mireault Scholarship	Sherry Beaudoin	ASAP
Speak/Invite Jessica Pope to our next meeting	Rob Pallas	Before 5-1-19

Time allotted   5min   Agenda topic	Public Input	Presenter Michelle Smith
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Discussion: Michelle Smith shared the following information with the trustees; Trustee Handbook is available in CD format and available for free with the Department of Charitable Trust, History of Rochester, vol #2, still available for sale at the Rochester Public Library and Rochester Museum of History, she asked about the status of the Hanson Pines fitness equipment eagle scout project, city council discussed installing a camera at the Dewey Street Bridge, FYI-City Manager is the Cemetery Trustee for the City of Rochester, and that it took her three weeks to scan burial permits from 1894 to 1960 about 12-15K images.

Rob Pallas made the motion to adjourn the meeting at 6:05PM, Sherry Beaudoin seconded and it passed unanimously.