

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 6/11/2019 5:05 PM | Meeting location Rose Room, Rochester Public Library, S. Main Street, Rochester, NH 03867

Meeting called by	Rob Pallas	Brett Johnson, Trustee
Type of meeting	Planning	Financial Advisors of Charter Trust:
Facilitator	Rob Pallas, Trustee	Jessica Pope
Note taker	Sherry Beaudoin, Trustee	Brian Sanford

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## AGENDA TOPICS

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Time allotted | N/A | Agenda topic Approve Minutes from \_5-1-19\_\_\_ | Presenter [Name]

Motion to accept minutes of the meeting was made by Rob Pallas, seconded by Brett Johnson and passed unanimously.

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Action items	Person responsible	Deadline
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N/A

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Time allotted | N/A | Agenda topic Financial Review of 2018/2019 trust funds | Presenter Brian Sanford & Jessica Pope both of Charter Trust Company

Discussion: Review all three funds, common, expendable and capital improvement with Brian Sanford. It was suggested to the trustees to notify the AG's office that there are no changes in the Investment Policy currently on file. Also, a trustee should be sending the filings to the AG's office not Roland Connors, Finance Manager of the City of Rochester. We should get a copy of the user name and login for the online portal to the state. Signed the "investment objectives" form prepared by Charter Trust. Any check request forms received by 11:00 am will be processed same day unless there isn't enough cash on hand and then it could take up to three business days to sell assets and prepare check.

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Action items	Person responsible	Deadline
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Email new contact addresses to Jessica for her records	Sherry Beaudoin	6-12-19
Email AG's office to let them know we have no changes in the investment policy on file	Rob Pallas	ASAP
Check with Roland Connors about accessing the portal	Rob Pallas	9-4-19

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

Discussion: Reviewed and sign all scholarship request forms from the common and expendable trust funds totaling \$36,474.00 for the qualifying 2019 Spaulding High School (SHS) graduates. Review and sign capital improvement fund request from the City Manager, Blaine Cox, City of Rochester. Review and sign reimbursement of flowers for

the Robert Reid Cemetery Perpetual Trust. Old scholarship money returned back to SHS needs to be picked up at the office for deposit into the current Charter Trust account. Updated 3-ring binders with new copies of trust for Wallace Hussey, Helen R. Beetar & Nagella Richards Samia Scholarship Trust, Carl Springfield Cemetery Trust, and Dwight B. Meader Scholarship Fund. Brett reviewed meeting with City Manager and discussed having additional information on the city’s website about our purpose and options for other community members who may want to leave trusts to the city and how they can help our community. Also, the possibility of adding digital trust documents to the GIS mapping of cemeteries in Rochester. Rob reviewed his meeting with SHS student Camryn Gallagher has to repair and expand upon the existing Hanson Pines QR codes and mapping by the end of the school year and into the early summer.

Action items	Person responsible	Deadline
Forward all signed fund disbursement forms and 2019 .PDF scholarship awards to Jessica at Charter Trust	Sherry Beaudoin	6-12-19
Pick up check at SHS office	Sherry Beaudoin	6-12-19
Create draft document to insert on city website regarding trustees	Brett Johnson	9-4-19

*Motion to adjourn made by Rob Pallas at 6:36pm, seconded by Brett Johnson passed unanimously.*