

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 3/11/2020 6:00 PM | Rochester Public Library Rose Room

Meeting called by	Rob Pallas	Ray Varney, Trustee
Type of meeting	Planning	Esther Turner, Riverwalk Committee Member
Facilitator	Rob Pallas, Trustee	
Note taker	Brett Johnson, Trustee	

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## AGENDA TOPICS

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Time allotted | N/A | Agenda topic Approve Minutes from 01-09-2020 | Presenter Brett Johnson

Meeting minutes were reviewed and a motion to approve was made by Rob Pallas and seconded by Brett Johnson and passed unanimously.

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Action items	Person responsible	Deadline
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Time allotted | N/A | Agenda topic Open Issues | Presenter Rob Pallas

Discussion:

Esther Turner from the Riverwalk Committee provided an update on happenings at Dominicus Hanson Park.

Maple Street Magnet School has named the outdoor classrooms and will work with the R.W. Creteau Career Technology Center in producing signs to identify the classrooms. The High School will coordinate a reveal announcement and will let the Trustees know when the announcement will occur.

Funds have been received to construct a boardwalk over the ditch and brook providing access to the Cochembo River from Chestnut Hill Road. Additional work, including possible engineering design, will be needed to continue this project.

Boat launch construction bids have been received from multiple bidders and are being reviewed. Construction design allows more mobility for users of the boat launch. Rochester Fire Department will donate life vests for visitor usage. Signage will be provided to assist visitors in using life vests properly. City of Rochester cleared some brush to create parking area for 4-5 cars to facilitate usage of the boat launch.

Both Rob and Ray attended a recent Recreation Department meeting where they met all the staff and discussed the planned tree removal suggested by Charles Moreno, our consulting forester. Selected trees will be identified and removed with scheduling and coordination between the Rec Department and the School Department in order to minimize disruption of park and school activities. Tree removal is tentatively scheduled for February school vacation in 2021. Chris Bowlen, Director of Rochester Recreation and Arena, will work with the City's public relation's firm to keep the public informed of the schedule and park closure.

Ray attended a recent Rochester Schools Scholarship Committee meeting and stated that the Committee is very thorough in making sure the Funds’ requirements are met and that the entire process is fair in awarding the scholarships to the most deserving candidates.

Action items	Person responsible	Deadline
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[Topic]

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

The Trustees signed a payment requisition form requested by Mr. Troy Dillow from the Joseph Bernier Memorial Fund to the Monarch School.

Brett will submit the 2018 MS9 and MS10 forms to the State of NH to make sure they have them on file.

Rob will reach out to Charter Trust to obtain the log-in information required for the new “Total Wealth” on-line account access portal.

The Trustees signed a fund receipt form to deposit the proceeds from the recent sales of the History of Rochester books. Both Ray and Brett will research a better way to manage these sales either on Amazon or another method.

The Trustees discussed the Mary McDuffee Whitehouse Trust Fund with the purpose of providing fuel assistance to residents of the City of Rochester who are in need. Brett has been in communication with Betsey Andrews Parker of the Community Action Partnership of Strafford County. Betsey and her team have identified 14 households who could benefit from this fund. Brett made the motion to expend a maximum of \$3600 from the current income account of the Mary McDuffee Whitehouse Trust Fund payable to the Community Action Partnership of Strafford County to provide fuel assistance to these 14 households. CAP will coordinate the delivery and payment of the fuel assistance and will submit reimbursement requests to the Trustees. Brett will author a letter that will be sent to the fuel recipients letting them know the history of this Fund. This motion was seconded by Rob and passed unanimously.

The Trustees next meeting will be held on Wednesday, May 6 at 6 PM in the Rose Room of the Rochester Public Library.

Action items	Person responsible	Deadline
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Submit 2018 MS9 & MS10 reports to State of NH	Brett Johnson	ASAP
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Obtain log-in information from Charter Trust for new on-line account portal	Rob Pallas	ASAP
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Contact Katie Ambrose with the City of Rochester to find a better way of managing History of Rochester book sales.	Ray Varney	ASAP
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*Motion to adjourn meeting was made by Rob Pallas and passed unanimously at 7:00 PM.*