

**Rochester Trustees of the Trust Funds  
Meeting Minutes  
Virtual Meeting  
Wednesday February 3, 2021  
5:00 PM**

**Members Present:**

Rob Pallas  
Ray Varney  
Brett Johnson

**Others Present:**

Blaine Cox, City Manager  
Matthew Wyatt, Public Information & Community Engagement Manager  
Peter Nourse, Director of City Services  
Julia Libby, Executive Secretary with Rochester Fire Department

**Minutes**

**I. Call to Order:**

Mr. Pallas called the meeting to order at 5:09 PM.

**II. Roll Call and public input:**

All members were present and no one from the public called in.

**III. Approval of minutes from last meeting:**

*Rob made a motion to accept the November 4, 2020, meeting minutes as presented. The motion was seconded by Brett. The motion passed unanimously.*

**IV. Open issues:**

a) **Thank you to Ray Varney for sitting in on the Spaulding High School scholarship committee again for 2021.**

b) **All 5 applicants approved for \$2000 each from the William Evans Fund to help our local community.**

Brett made a motion to award \$2000 each to the following organizations: Hope on Haven Hill, Gerry's Food Pantry, Goodwin Community Health, Homeless Center for Strafford County and NH Food Bank. The motion was seconded by Ray. The motion passed unanimously. Brett will email all the organizations letting them know that they were awarded this money.

c) **Lowered price of History of Rochester books to \$20.00 on Amazon.**

Rob stated that we have close to 500 books currently available.

**V. New business:**

**d) Discuss all cemeteries that require upkeep in the spring. Work with the Cemetery Trustee to come up with a plan to address billing us for work completed.**

Rob compiled a spreadsheet of cemeteries that the Trustees are tasked with looking out for. We went through the list with City Manager Cox and Director Nourse. The City is currently maintaining a few of the cemeteries on the list. The City will bill the Trustees and the specific Cemetery Fund for reimbursement when there are income funds available. The Rochester Cemetery Association is also maintaining a few cemeteries. The Association may start billing the Trustees and the specific Cemetery Fund when there are income funds available. A couple cemeteries are hard to locate and access is limited. City Manager Cox will reach out to members of the Rotary Club to see if they will be willing to help maintain some of the smaller cemeteries. Rob will update the spreadsheet with current income funds available for each cemetery and will provide the updated sheet to City Manager Cox and Director Nourse. Rob will also research the list of cemetery funds we have so we can directly tie these funds to the names of the cemeteries the Trustees are tasked with looking out for.

**e) Approval of Scholarship amounts to be given out in spring of 2021.**

Brett provided a spreadsheet with the scholarship names, income amount available and any restrictions that the scholarships have. It was agreed upon that the scholarship amounts on the following funds would be updated: Ruth Hanson-Daniels, Charles Edwin Hussey and the Bernier Insurance Scholarship Fund. Brett will update the spreadsheet and will forward to the Trustees for review before sending the final document to the Scholarship Committee.

**Other Business:**

Rob will contact Charter Trust to transfer \$500 to the Women's Club Scholarship Fund from the Sarah L. Varney Scholarship Fund.

Rob will contact Charter Trust to transfer 10% of the income to the principal account on the Charles Edwin Hussey Scholarship Fund as outlined in the fund documents.

Rob will contact Charter Trust to transfer monies from the Bernier Insurance principal account to the income account in order to award a \$500 scholarship as outlined in the fund documents.

Rob will contact Charter Trust to inquire why there are 3 funds that have negative income accounts.

Brett reached out to the attorney associated with the Raymond Jones Trust. The Trustees are listed as a "remainderman" on this Trust. According to the attorney, there is a living heir, so it's unknown when and how much will be left to the Rochester Trustees of the Trust Fund. No further action is needed at this time.

Brett has been researching options on how best to distribute funds from the William Evans Trust. The William Evans Trust provides fuel assistance to worthy residents living in Rochester. Todd Marsh with the Rochester Welfare Department is helping to identify an organization that can assist us. It was also discussed that Brett should reach out to CAP of Strafford County again to see if they would be willing to assist the Trustees in disbursing these funds.

City Manager Cox and Public Information & Community Engagement Manager Wyatt discussed the Trustees speaking on the, "Choose Rochester" podcast on March 3 at 11:00 AM. This would provide the Trustees a platform to educate the public on what our mission is and to explain the history and purpose

of the funds that we are custodians of. It was suggested that Rob would be the ideal Trustee to speak on the podcast due to the number of years Rob has devoted to the Trustees of the Trust Fund. Rob will consider this opportunity and will get back to Mr. Wyatt. Rob and Brett will also write up a paragraph or 2 highlighting the purpose of the Trustees and some of the good work the Trustees do so that Mr. Wyatt can publish this in some of his public outreach efforts.

Work on harvesting some non-pine trees and some pine trees in poor condition will be starting soon at Hanson Pines. This work will be completed as part of the current forest management plan.

**VI. Adjournment and public input:**

No one from the public was present. The Trustees will meet next on Wednesday, March 3, 2021.

***A motion was made and unanimously approved to adjourn the meeting at 6:21 PM.***

Minutes respectfully submitted by Brett Johnson.