

Trustees of the Trust Fund, City of Rochester MINUTES

Meeting date | time 4/5/2017 4:00 PM | Meeting location 65 S Main St. Rochester Public Library, Rose Room, Rochester, NH

Meeting called by	Rob Pallas	Ester Turner, Trustee
Type of meeting	Planning	
Facilitator	Rob Pallas, Trustee	
Note taker	Sherry Beaudoin, Trustee	

AGENDA TOPICS

Time allotted | N/A | Agenda topic Approve Minutes from 3-23-17 | Presenter Rob Pallas

Meeting minutes were approved by Rob Pallas and seconded by Ester Turner.

Action items	Person responsible	Deadline
N/A		

Time allotted | N/A | Agenda topic Move files & paperwork | Presenter Rob Pallas

Discussion: Need to consolidate all files and paperwork belonging to the Trustees of Trust Funds, move and store same at city hall, assisted by Kelly Walters.

Conclusion: Review number of files and paperwork currently stored at Charter Trust on 4-18-17.

Action items	Person responsible	Deadline
Follow up with Candy at Charter Trust re: MS9 & MS10 requirements and box up all files and decided whether to take file cabinet offered by Charter Trust to the city offices.	Sherry Beaudoin	4/18/2017 1:00 PM

Time allotted | N/A | Agenda topic Quotes for lawncare | Presenter Rob Pallas

Discussion: French Hussey Cemetery needs lawncare maintenance. \$282 in bank account. Decided to look for a volunteer at Spaulding High School (SHS) who would be will to do it for "community service project" opposed to hiring a lawncare contractor that would cost much more than we have

Action items	Person responsible	Deadline
SHS contact will be approached about a viable candidate.	Ester Turner	4-11-17

Time allotted | N/A | Agenda topic Cemetery Trustees | Presenter Rob Pallas

Discussion: A letter from Terri Knowles was presented and discussed regarding the requirements/need for cemetery trustees and it was decided that the Trustees of Trust Funds serves as that function as defined in state statute.

Action items	Person responsible	Deadline
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N/A

Time allotted | N/A | Agenda topic History of Rochester Books | Presenter Rob Pallas

Discussion: We agreed as a group to continue trying to sell off the remaining books in the community and reducing the price from \$45 to \$30 effective immediately. Additionally, we decided to donate 1 book and 1 book cover print to the Rochester Opera House for fundraising and to re-spark interest. Finally, we voted to pay the \$60 to Peter Randall, Publisher of the book for a PDF file of the book and the book cover plate.

Action items	Person responsible	Deadline
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An email from the trustees will be sent to Samantha Rogerson regarding the request of continued storage of the books by the city for now.

Sherry Beaudoin

ASAP

A request to Charter Trust to prepare \$60 check for our meeting

Rob Pallas

Before 4-18-17

Time allotted | N/A | Agenda topic Hanson Pines Bridge | Presenter Rob Pallas

Discussion: Review of email from Michael Bezanson dated 4-3-17 regarding revised bidding to save the 36" white pine identified by Charles Moreno, LPF, hired by the trustees as consultant. It was agreed that we would all oversee the protection of the white pine during the cities foot bridge replacement project.

Action items	Person responsible	Deadline
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Photos of the specific tree will be taken and reviewed at our next monthly meeting

Ester Turner

5-3-17

Arrange meeting with Charles Moreno and the new trustees

Rob Pallas

5-3-17

Time allotted | N/A | Agenda topic Scholarship Update | Presenter Ester Turner

Discussion: all funds have been assigned by the SHS scholarship committee. All guidelines by the individual donors were met by the scholarship committee and overseen by our trustee member, Ester Turner.

Action items	Person responsible	Deadline
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Charter Trust to call us for signatures

Candy, Charter Trust

TBD

Time allotted | N/A | Agenda topic *Paying Bills Process* | Presenter *Rob Pallas*

Discussion: Charter Trust cuts checks. All three signatures must be made before checks are mailed. We will look into electronic approval process if allowed by the State of NH.

Action items	Person responsible	Deadline
Discuss with Charter Trust and/or Terri Knowles if an electronic signature is acceptable for future payments	All of Us	4-18-17 and/or Spring DOJ Charitable Trust seminar

Time allotted | N/A | Agenda topic *Other Items* | Presenter *Rob Pallas*

1-Discussion: Conservation Easement re: Rte. 11 land. \$5k in fund and we don't know any details. A lookup on NH Deeds.com will be done referencing the book and page number provided for additional information.

2-A cemetery tour and maintenance check will be made by the trustees on 5-23-16 at 12:00 pm for all trusts in our care. A punch list of repairs, actionable items will be made and delegated as needed by the trustees.

Action items	Person responsible	Deadline
1-Copy of deed to be presented and discussed at next meeting	Rob Pallas	5-3-17
2-Meeting at Franklin St. Cemetery	All of Us	5-23-17

Meeting adjourned at 5:30 PM