

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 5/1/2019 5:00 PM | Meeting location Rose Room, 2<sup>nd</sup> Floor, Rochester Public Library, Wakefield Street, Rochester, NH 03867

|                   |                          |                        |
|-------------------|--------------------------|------------------------|
| Meeting called by | Rob Pallas               | Brett Johnson, Trustee |
| Type of meeting   | Planning                 | Members of the Public: |
| Facilitator       | Rob Pallas, Trustee      | None                   |
| Note taker        | Sherry Beaudoin, Trustee |                        |

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## AGENDA TOPICS

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Time allotted | N/A | Agenda topic Approve Minutes from 3-12-19\_\_ | Presenter Sherry Beaudoin

Review & Motion to approve the meeting minutes was made by Rob Pallas, seconded by Brett Johnson and passed unanimously.

| Action items | Person responsible | Deadline |
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N/A

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

Discussion:

Rob Pallas shared an email written by Jenn Marsh and Esther Turner regarding a Spaulding High School student who would like to work in the Dominicus Hanson Pines Park. After further discussion it was agreed to have Rob Pallas communicate that any work in the park needs to be approved by Rochester Parks & Rec Dept. Contact city about trustee email accounts. Review and discuss the proposed draft of the City of Rochester, Charitable Donation Request Form. Brett Johnson made a motion to adopt the draft donation form, seconded by Rob Pallas, and passed unanimously. Coordinate days and times to meet with the new Charter Trust advisor and current trustees.

| Action items | Person responsible | Deadline |
|--------------|--------------------|----------|
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Notify Jenn Marsh regarding proper protocol regarding the Hanson Pines Park

Rob Pallas

ASAP

Trustee Email accounts provided by the city

Rob Pallas

ASAP

Provide 2-3 charitable organizations for consideration of William Evan Trust income as of 6-30-19 via donation request form

ALL TRUSTEES

6-12-19

Arrange meeting with Jessica Pope/Charter Trust

Sherry Beaudoin

ASAP

Discussion:

Angela Green, Spaulding High School Admin, asked about the A. Faye Goodwin scholarship. The question is can an applicant postpone the payment of the awarded scholarship until next year, if a student decides to wait a year to start post-secondary education. A copy of the trust language was reviewed and discussed among the trustees and a motion to deny holding the money until next year and allowing the next available candidate to take the scholarship was proposed by Sherry Beaudoin, seconded by Brett Johnson and passed unanimously. It was noted that some of the trust documents are old photocopies and cut off. New copies of these trust will be requested. Review of email, a written request by the city manager to deposit funds into capital reserve account. Trustees signed appropriate receipt form for Charter Trust. Angela Green also notified us of a stale check dated 5-23-13 from a college for the benefit of a Spaulding High School student who didn't attend. Brett made the motion to destroy the check, Sherry Beaudoin seconded it passed unanimously. Review Adams and Pray trust documents and the corresponding applicants for disbursement of the Widows, Maidens and Orphans trust(s). Rob Pallas made a motion to accept and disburse funds equally between the two applicants, Brett Johnson seconded and it was approved unanimously. Disbursement forms were written and signed. Review quarterly reports and provided purpose for the MS9 reporting. Sherry Beaudoin made a motion to designate Rob Pallas as the point of contact for the trustees, Brett Johnson seconded, it was passed unanimously. An "In Box" should be provided for any mail now going to Trustee's C/O City of Rochester.

| Action items  | Person responsible | Deadline |
|---|--------------------|----------|
| Notify Angela Green about decision regarding A. Faye Goodwin Scholarship and destruction of stale check | Sherry Beaudoin    | 5-2-19   |
| Get fresh copies of some of the trust documents   | Rob Pallas         | 6-14-19  |
| Email fund receipt form to Charter Trust/Capital Reserve Fund   | Sherry Beaudoin    | 5-2-19   |
| Email fund disbursement request regarding Adams & Pray Trust  | Sherry Beaudoin    | 5-2-19   |
| Provide proper purpose classification to Charter Trust  | Rob Pallas         | ASAP     |
| Notify city clerk of trustee designee and request an "In Box"   | Rob Pallas         | ASAP     |

A motion to adjourn was made by Sherry Beaudoin, seconded by Brett Johnson and passed unanimously.

*Meeting adjourned at 6:30pm*