**Rochester Trustees of the Trust Funds**

**Meeting Minutes**

**Hybrid Meeting**

**Wednesday May 5th, 2021**

**5:00 PM. City Council Chambers**

**Members Present:**

Rob Pallas (In-Person)

Ray Varney (In-Person)

Brett Johnson (Virtual)

**Minutes**

**I. Call to Order:**

Mr. Pallas called the meeting to order at 5:00 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 March 3, 2021, meeting minutes as presented. The motion was seconded by Ray. The motion passed unanimously.***

**IV. Open issues:**

1. **Have discussion about all library trusts, review requirements for individual trusts.** The Trustees of the Trust Funds welcomed the Library Director and 2 Library Trustees, including the Treasurer and Secretary. The Library Trustees will review the fund documents and present any proposed changes or clarifications they would like to see. Brett will email spreadsheet with the summaries of all the Library Trust Funds to the Library Trustees.
2. **Review cemetery document for spring cleanup to be done by the Rochester Rotary.**

Rob will email list of cemeteries that need to be taken care of to City Manager Blaine Cox to present to the Rotary. Rob will also coordinate a tour of the cemeteries with Blaine and the other Trustees of the Trust Funds. Ray will contact Dan Camara to see if the cemeteries have been added to the City’s GIS system.

**c) Discuss timber harvest at Dominicus Hanson Park.** The timber harvest went very well with numerous trees removed as part of the management plan. This has resulted in opening the park to more sunlight and hopefully making it a little more inviting for people to use.

**V. New business:**

1. **Approve name change of the Carol Ann G. Manning Memorial Trust to the Carol Ann Manning and Kathleen Michaud Memorial Trust. All trust stipulations remain the same.** The Department of Justice Charitable Trust Division approved the change. Brett made a motion to make this name change. The motion was seconded by Ray. The motion passed unanimously. Rob will contact Matthew Wyatt with the City of Rochester to update this change on our website and to add the corresponding documents to the online file. Rob will also contact NH DOJ, Charter Trust/Bar Harbor Wealth Management and Spaulding High School alerting them of this approved name change.

**e) Review thank you notes from all recipients of the William Evans Trust.**

**f) Sold one History of Rochester book on 3/16/21 through Amazon.** First one shipped got lost in the mail. Rob sent a second book on 4/16/21. The Trustees signed the appropriate forms and will forward information with check to Charter Trust/Bar Harbor Wealth Management.

**Other Business:**

The Trustees discussed some questions from Angela Green and the Spaulding High School Scholarship Committee. The Trustees have asked Angela to provide the list of recipients in a spreadsheet like previous years. The Trustees decided against sending a confirmation email to all recipients as the recipients will already be notified by the Scholarship Committee. The Trustees agreed to send the checks payable to the recipient and college and mail them directly to the college. Ray will reach out to Marcie MacKenzie with Charter Trust/Bar Harbor Wealth Management to find out the timeline of mailing the checks once the recipient information is received.

Mr. David Harkinson had reached out to Rob in February 2020 about the possibility of setting up a new scholarship trust. Rob referred Mr. Harkinson to the City Clerk’s Office for guidance. Ray will reach out to Mr. Harkinson to see if he has any questions and if he wants to continue pursuing setting up a new trust fund.

**VI. Adjournment and public input:**

No one from the public was present. The Trustees will meet next on Wednesday, June 2, 2021.

***A motion was made and unanimously approved to adjourn the meeting at 5:54 PM.***

Minutes respectfully submitted by Brett Johnson.