**Rochester Trustees of the Trust Funds**

**Meeting Minutes**

**Tuesday, October 12, 2021**

**4:00 PM. City Council Chambers**

**Members Present:**

Rob Pallas

Ray Varney

Brett Johnson

Matthew Winders

**Minutes**

**I. Call to Order:**

Mr. Pallas called the meeting to order at 4:04 PM.

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

No one from the public was present.

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

***Brett made a motion to accept the September 1, 2021, meeting minutes as presented. The motion was seconded by Rob. The motion passed unanimously.***

**IV. Open issues:**

1. **Organize and file all paperwork in trustee file cabinet**

The Trustees organized the files that are stored in the City Clerk’s Office. Brett will reach out to City Attorney O’Rourke to get some guidance on any Trust Fund record retention policies.

1. **Sign payment form for Charter Trust, one History of Rochester book sold**

The Trustees signed a deposit form for 1 History of Rochester book that was sold on Amazon. Paperwork and check will be sent to Charter Trust to be deposited.

1. **Sign Transfer form for George and Hatti Pray, funds for poor and widows fund were accidentally removed from scholarship giving a -82.38 balance**

Funds were mistakenly taken out of the Scholarship Fund when they should have been taken out of the Poor and Widows Fund. Confusion is due to the funds sharing the same name. Rob will contact Charter Trust to have them make this correction to both of the accounts. Rob will also request special account numbers for each trust fund to be used in the future to eliminate this confusion.

**V. New business:**

1. **Discuss cemetery tour and plans to go forward with fence repair etc.**

Rob received an invoice from City Manager Cox on behalf of the Rotary Club for their time and efforts in cleaning up a few of the cemeteries. This invoice will be discussed at the next meeting. Rob will also reach out to City Manager Cox to discuss how to best proceed in getting the fence repaired at the “Old Cemetery”.

1. **Reread Trickey cemetery trust not considered perpetual care, according to city attorney funds can be used to repair headstones. Will call company again. Already left 2 messages**

Rob will continue to reach out to the company regarding headstone repairs in order to get a cost estimate and logistical information.

1. **Brainstorm recipients for the Abbie McDuffee Chases fuel assistance fund**

In March 2021, $5000 was distributed to Community Action Partnership of Strafford County for them to help us identify and distribute these funds for deserving Rochester residents who could benefit from receiving heating assistance. Brett reached out to CAP of Strafford County for an update.

**Other Business:**

Brett will invite Deputy City Manager Katie Ambrose and Deputy Finance Director Susan Hickey to our next meeting on November 10, 2021.

The William Evans Community Benefit Funds should be distributed in the near future. The Fund has a current income balance of over $18,000. The Trustees will compile ideas and possible organizations in order to distribute these funds.

**VI. Adjournment and public input:**

No one from the public was present. The Trustees will meet next on Wednesday, November 10, 2021, at 5:30 PM in City Council Chambers.

 ***A motion was made and unanimously approved to adjourn the meeting at 5:25 PM.***

Minutes respectfully submitted by Brett Johnson.