

# Trustees of the Trust Fund, City of Rochester MINUTES

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Meeting date | time 10/2/2019 5:04 PM | Meeting location Rose Room, 2<sup>nd</sup> Floor, Rochester Public Library, S. Main 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 \_\_\_\_9-4-19\_\_\_\_ | Presenter Sherry Beaudoin

Motion to approved by Brett Johnson and seconded by Rob Pallas and passed unanimously.

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Action items	Person responsible	Deadline
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N/A

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Time allotted | N/A | Agenda topic Old Business | Presenter: Rob Pallas

Discussion: Rob Pallas presented a bill for services from Charles Moreno for forestry services rendered from 2017 to 9-4-19. After review and discussion by the trustees all future work will need to be approved and initiated by the trustees to Charlie directly. Brett Johnson made a motion to approve current bill for payment and contact D. Scoppel and request future payment from the school department when utilizing Moreneo Forestry for educational classroom visits. The motion was seconded by Rob Pallas and passed unanimously. Signed disbursement request for payment. New mailing address confirmed: Trustees of the Trust Fund, C/O Rochester City Clerk's Office, 31 Wakefield Street, Rochester, NH 03867. Rob and Brett confirmed they had reviewed and will complete the 45-minute training video to access the online trustee's portal before the next meeting. Charter Trust will now notify the trustees of all incoming funds to existing trusts via email.

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Action items	Person responsible	Deadline
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Speak to D. Scoppel at Spaulding High School	Rob Pallas	Asap
Submit signed disbursement form for Moreno Forestry to Charter Trust	Rob Pallas	Asap
Complete 45-minute training video	Rob Pallas and Brett Johnson	11-6-19

Discussion: Presented six draft invitation letters for review of the “William Evans Charitable Trust”. After review, each invitation was signed and will be filed in the trustee’s file cabinet and mailed out to the following organizations; Gerry’s Food Pantry, Hope of Haven Hill, New Hampshire Food Bank, Goodwin Community Health Services, Homeless Shelter for Strafford County and Rochester Senior Center. Brett Johnson explained that he is working with the city to continue updates on the trustee’s webpage. Reviewed excel spreadsheet of library trust disbursements as of 6-30-19 payable to Rochester Public Library and Spaulding High School Library. Approved same and signed disbursement forms. Brett Johnson discussed his phone conversation with Betsey at Community Action Partnership of Strafford County. She already vets, identifies and helps our community on so many different levels and she would love to work with us regarding the “Hary A. McDuffee Whitehouse Trust Fund” of fuel assistance for Rochester residence. Sherry Beaudoin made a motion to request a list of applicants in Rochester, NH, who are just above the income limit cap for county/federal funds. Brett Johnson seconded and it was passed unanimously.

Action items	Person responsible	Deadline
Copy, file and mail “William Evans Charitable Trust” invitation letters.	Sherry Beaudoin	Asap
Email library disbursement request to Charter Trust for processing	Rob Pallas	ASAP
Request list of viable applicants for the “Hary A. McDuffee Whitehouse Trust Fund” from Betsey at C.A.P.	Brett Johnson	11-6-19

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*Motion to adjourned at 5:51 PM was made by Rob Pallas, seconded by Brett Johnson.*