



**CITY OF MANCHESTER, NEW HAMPSHIRE
TRUSTEES OF TRUST FUNDS**

June 14, 2016

10:00 AM

**Walter Stiles Conference Room
2nd Floor - City Hall**

AGENDA

1. The meeting is called to order.
2. The roll is called.
3. First Quarter 2016 Performance Analysis will be presented by Donald O. Ross, of Wainwright Investment Counsel, LLC; Investment Advisor to the Trustees of Trust Funds.

Discussion

Gentlemen, what is your pleasure?

4. Communication to the Trustees of Trust Funds detailing Requisition Requests pertinent to the Cemetery Trust Funds, Endowment Funds and Expendable Trust Funds in the amount of \$610,550.69 for FY16 expenditure reimbursements.

A motion to approve this request is in order.

Gentlemen, what is your pleasure?

5. Communication to the Trustees of Trust Funds detailing the Requisition Request for the Old System Pension Trust System in the amount of \$1,551,677.63 for FY16 expenditure reimbursement.

A motion to approve this request is in order.

Gentlemen, what is your pleasure?

6. Notification to Courtney Carson of State Street Bank of a contribution from the Manchester School District in the amount of \$1,618,576.00 to the Expendable Trust (GW1F).

[Submitted for informational purposes only]

7. Instruction to Courtney Carlson of State Street Bank to make trades on behalf of the City of Manchester Trustees of Trust Funds – Pension Trust-Old System (GW1H), as recommended by Wainwright Investment Counsel.

[Submitted for informational purposes only]

8. Instruction to Matt Drasser of Income Research & Management to make trades on behalf of the City of Manchester Trustees of Trust Funds – Pension Trust-Old System (GW1P), as recommended by Wainwright Investment Counsel.

[Submitted for informational purposes only]

9. Instruction to Courtney Carson of State Street Bank to remit payment to Income Research & Management for quarter ended March 31, 2016.

[Submitted for informational purposes only]

10. Notification of disbursement of investment management fees to Wainwright Investment Counsel for period ended March 31, 2016.

[Submitted for informational purposes only]

11. Items 6, 7, 8, 9, and 10 submitted for informational purposes only.

A motion to receive and file is in order, what is your pleasure?

12. Minutes of the March 8, 2016 meeting.

A motion to accept is in order, what is your pleasure?

13. New Business

14. Meeting adjournment



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

June 14, 2016

Trustees of Trust Funds
City of Manchester – Department of Finance
One City Hall Plaza
Manchester, NH 03101

RE: Requisition Request – Budget Fiscal Year 2016

Dear Honorable Trustees,

The sum of the following amounts, for reimbursements of eligible expense items as listed below, is being requisitioned for payment authorization by the Trustees of Trust Funds. This is to be presented at the quarterly meeting held June 14, 2016. The requisition is comprised of expenses for the City’s fiscal year 2016 and includes a request for \$100,000.00 from the Special Cemetery Trust Funds that have been designated by the purchasers for special perpetual care to specific gravesites. Also attached, is the breakdown of the aggregate expenses to the pertinent individual fund groups. The specific expense detail information can be viewed in the Finance Department.

Upon Trustees’ approval, State Street Bank and Trust Company will be requested to transfer the appropriate sum for credit to the City of Manchester’s account, in the amount of \$610,550.69 prior to fiscal year end.

Cemetery – Care of Lots and Perpetual Care of Lots- Pine Grove	\$ 400,000.00
Cemetery – From Special Care Trust Funds.....	100,000.00
Edith Stark Fund.....	100.00
Clinton Scovell Trust Fund (Scholarships for HS Graduates).....	35,000.00
Margaret J. Wallace Scholarship Fund.....	1,000.00
Angela J. McCullough Scholarship Fund	2,500.00
Carolyn L Chase Scholarship Fund	7,000.00
Patricia Stips Scholarship Fund.....	35,000.00
Etta Berman Trust Fund.....	1,000.00
Carolyn & Daniel Chase Trust Fund.....	4,500.00
Edith Quimby Shand Trust Fund.....	500.00
Patricia Stips Library Trust Fund.....	2,357.17
Administrative Expenses / Investment Advisory Services.....	<u>21,593.52</u>

GRAND TOTAL ***\$610,550.69***

Please indicate approval with placement of your signature adjacent to your name.

Mayor Theodore L. Gatsas
Ex-Officio

Saheed Dahar, Chairman

Gerry Tautkus, Trustee

Heather Whitfield, Trustee

Richard Dryer, Trustee

Respectfully submitted,



Sharon Y. Wickens
Deputy Finance Officer

State Street Specialized Trust Services
Transfer Request

Cemetery & Endowment Trusts

<u>Account Name</u>	<u>Account #</u>	<u>Amount</u>	<u>Description</u>
Cemetery Trust	GW1A	\$ 400,000.00	Care of Lots and Perpetual Care of Lots - Pine Grove
Cemetery Trust	GW1A	\$ 100,000.00	From Special Care Trust Funds
Cemetery Trust	GW1A	\$ 100.00	Edith Stark Fund
Cemetery Trust	GW1A	\$ 15,438.15	Admin Expenses/Inv Adv Svcs
		\$ 515,538.15	Total GW1A
Endowment - Prin (Non-Expendable)	GW1D	\$ 2,294.26	Admin Expenses/Inv Adv Svcs
	GW1D	\$ 35,000.00	Clinton Scovell Trust Fund
	GW1D	\$ 1,000.00	Margaret J. Wallace Trust Fund
	GW1D	\$ 2,500.00	Angela J. McCullough Trust Fund
	GW1D	\$ 7,000.00	Carolyn L. Chase Trust Fund
	GW1D	\$ 35,000.00	Patricia Stips Scholarship Trust Fund
	GW1D	\$ 1,000.00	Etta Berman Trust Fund
	GW1D	\$ 4,500.00	Carolyn & Daniel Chase Trust Fund
	GW1D	\$ 500.00	Edith Quimby Shand Trust Fund
	GW1D	\$ 2,357.17	Patricia Stips Library Trust Fund
		\$ 91,151.43	Total GW1D
Expendable Trust	GW1F	\$ 3,861.11	Admin Expenses/Inv Adv Svcs
		\$ 3,861.11	Total GW1F
		\$ 610,550.69	

Pension Trust

Pension Trust - General	GW1H/Plan 001	\$ 7,943.42	Admin Expenses/Inv Adv Svcs & Actuarial Fees
		\$ 1,458,443.09	Payrolls Disbursed 07/01/15 - 06/30/16
		\$ 1,466,386.51	Total Plan 001
Pension Trust - EPD	GW1H/Plan 004	\$ 463.06	Admin Expenses/Inv Adv Svcs & Actuarial Fees
		\$ 84,828.06	Payrolls Disbursed 07/01/15 - 06/30/16
		\$ 85,291.12	Total Plan 004
		\$ 1,551,677.63	



MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
195 McGregor Street, Suite 201
Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337

Debra Livingston, Ed.D.
Superintendent of Schools

David M. Ryan
Assistant Superintendent

Karen G. Burkush
Assistant Superintendent

Karen DeFrancis
Business Administrator

Patricia A. Snow
Ex. Dir. Innovation Zone

May 27, 2016

Sharon Wickens
Finance Department
One City Hall Plaza
Manchester NH 03101

Dear Sharon:

The Board of School Committee authorized the amount of \$86,500 be paid out in scholarships. This amount was paid from the Manchester School District's checking account, therefore the amount of \$86,500 needs to be reimbursed to the School District from the trust fund.

Please include this request on the Trustee of Trust Funds next meeting agenda. If you need additional documentation, please let me know.

Sincerely,


Freda Hawkinson
Treasurer

Cc Karen DeFrancis, Business Administrator
Lisa Paris, Assistant Business Administrator
Ernie Kilman, Accounting Supervisor

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Pamela Hogan; the 504 Coordinator is Jodi Gutterman. Please see above for contact information.

SCHOLARSHIP CHECKS PAID MAY 2016
TO BE CITY REIMBURSED

VENDOR NAME	PO #	WARRANT	CHECK	AMOUNT	STUDENT ON SPECIAL CHK
ANDERSON, SHANNON		051816	60457	1,000.00	
BOISVERT, DERICK		051816	60458	1,000.00	
BREWSTER, JESSICA		051816	60459	1,000.00	
BREWSTER, JESSICA		051816	60460	1,000.00	
BROUSSARD, JARROD		051816	60461	1,000.00	
CHHETRI, MANDHIRA		051816	60462	1,000.00	
COLEMAN, JAMES		051816	60463	1,000.00	
COTE, TALIA		051816	60464	1,000.00	
DO, JENNY		051816	60465	1,000.00	
DOCTO, STEVE		051816	60466	1,000.00	
DOLMAN, ALEA		051816	60467	2,500.00	
DOR, NICHOLAS		051816	60468	1,000.00	
DUSSEAU, BRET		051816	60469	1,000.00	
EDWARDS, SAMANTHA		051816	60470	2,000.00	
FOSS, HENRY		051816	60471	1,000.00	
FRIESE, CRYSTINA		051816	60472	1,000.00	
GENDRON, JAKOB		051816	60473	2,000.00	
GUSIC, AMINA		051816	60474	1,000.00	
HARRIS, LIAM		051816	60475	2,500.00	
HASANOVIC, NERMIN		051816	60476	1,000.00	
HASSAN, HAMIDA		051816	60477	1,000.00	
HODA, SNEHA		051816	60478	3,000.00	
HURLEY, BRIDGET		051816	60479	1,000.00	
ITHIER, KARINA		051816	60480	1,000.00	
JACQUEZ, ANEL		051816	60481	1,000.00	
JOHNSON, ALYSSA		051816	60482	1,000.00	
JUTRAS, KARA		051816	60483	3,000.00	
KALASKY, GWEN		051816	60484	1,250.00	
KIJACIC, NINA		051816	60485	1,000.00	
KOESTER, JAKE		051816	60486	1,250.00	
LEMARIER, ALEX		051816	60487	1,250.00	
LIMOGES, SARAH		051816	60488	1,500.00	
MACDONALD, EVAN		051816	60491	1,000.00	
MACDONALD, EVAN		051816	60489	500.00	
MACDONALD, EVAN		051816	60490	1,000.00	
MADDEN, SEAN		051816	60492	1,000.00	
MAK, CLAUDIA		051816	60493	1,000.00	
MAK, CLAUDIA		051816	60494	1,000.00	
MAK, HEATHER		051816	60495	1,000.00	
MARTIN, ZACHARY		051816	60496	1,000.00	
MARTIN, ZACHARY		051816	60497	1,000.00	
MCHUGH, ERIN		051816	60498	1,000.00	
MINAKIN, KASEY		051816	60499	1,000.00	
MINAKIN, KASEY		051816	60500	1,000.00	
MOON, JIWON		051816	60501	1,000.00	
MULHOLLAND, SHANNON		051816	60502	1,500.00	
MUSSATO, SAMANTHA		051816	60503	1,000.00	
MYHAVER, VANESSA		051816	60504	1,000.00	
NEIL, KAYLI		051816	60505	1,000.00	
NGUYEN, MIRANDA		051816	60506	1,000.00	
O'CONNOR, DANIEL		051816	60507	1,500.00	
O'CONNOR, JULIA		051816	60508	1,500.00	
OUELLETTE, AMANDA		051816	60509	1,250.00	
OWUSU, KWAKU		051816	60510	1,000.00	
PHAM, THOMAS		051816	60511	1,500.00	
POITRAS, JACOB		051816	60512	2,000.00	
REGAN, THOMAS		051816	60513	1,000.00	
REGAN, THOMAS		051816	60514	1,000.00	
REILLY, JOHN		051816	60515	2,000.00	
SAIDEL, MORGAN		051816	60516	1,000.00	
SAMIRA ABDOULAYE-PED		051816	60517	1,000.00	
SCHULTZE, BENJAMIN		051816	60518	1,000.00	
SIMONEAU, ELISE		051816	60519	2,500.00	
ST.GERMAIN, KINDRED		051816	60520	1,000.00	
SUBLER, JOSHUA		051816	60521	1,000.00	
SUPAN, ARYANNA		051816	60522	1,000.00	
TAMANG, DEPIKA		051816	60523	1,000.00	
TERRIO, ALEXSANDRA		051816	60524	1,000.00	
TSANG, JESSICA		051816	60525	1,000.00	
VEILLEUX, EMERY		051816	60527	1,000.00	
WALSH, JULIA		051816	60528	1,000.00	
TOTAL				86,500.00	



MANCHESTER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT NO. 37
195 McGregor Street, Suite 201
Manchester, NH 03102
Telephone: 603.624.6300 • Fax: 603.624.6337

Debra Livingston, Ed.D.
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David M. Ryan
Assistant Superintendent
Curriculum & Instruction

Christine D. Martin, Ed.D.
Assistant Superintendent
Elementary Education

Karen DeFrancis
Business Administrator

Patricia A. Snow
Exec. Dir. Innovation Zone

June 8, 2016

Sharon Wickens, Assistant Director-Treasury
City of Manchester
One City Hall Plaza
Manchester, NH 03101

Dear Sharon:

Attached are Board of School Committee approvals and invoice copies for library and media center purchases. These purchases are to be reimbursed from the Patricia Stips Library Bequest Fund, on deposit with the Trustees of Trust Funds.

The total amount of the reimbursement is \$2,357.17. Please include this request on the next Trustee Of Trust Fund meeting agenda. If you need any additional documentation please let me know.

Sincerely,

Freda Hawkinson
Treasurer

Cc: Karen DeFrancis, Business Administrator
Lisa Paris, Assistant Business Administrator
Ernie Kilman, Accounting Supervisor

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2/15/16
FC REPORT
AG - WA

PATRICIA STIPS LIBRARY REQUEST
Media/Supplies for Memorial
February 15, 2016

Patricia Stips a Memorial High School business teacher donated a portion of her estate to the Memorial High School library and media center. The funds are on deposit with the Trustee of Trust Funds for the City of Manchester and can be used for library and media center purchases at the discretion of the principal. Mr. Adamakos is requesting \$810.30 to be utilized for library equipment and supplies.

ITEM REQUESTED	REQUISITION #	AMOUNT
(8) Frames 6 License & 1 Year Maintenance	# 11632089	\$ 211.00
(6) Point 2 View (P2V) USB Document Cameras	# 11632090	\$ (*) 399.30
Total Amount Requested:		<u>\$ 610.30 604.30</u>

(*) ACTUAL INVOICE ATTACHED

\$ 393.30

IPEVO INC

IPEVO INC
440 N. Wolfe Road
Sunnyvale, CA 94085

(408)490-3085
sales-america@ipevo.com

B 7935
W 042116GT

Invoice

V 233063

Date	Invoice #
03/08/2018	0022016030000190
Terms	Due Date
Net 30	04/08/2018

Billing To
Accounts Payable Manchester School District (603) 624-6300 185 McGregor St Suite 201 Manchester, NH 03102

Shipping To
Linda Hedrick Manchester High School (603) 624-6300 1 Crusader Way Manchester, NH 03103

Amount Due	Enclosed
\$393.30	

Please detach top portion and return with your payment.

							Ship Date	P.O. Number
							03/08/2018	21632094-00
Date	Product	Description	Qty	Ship Via	Tracking #	Rate	Amount	
03/08/2018	CDVU-031P	Point 2 View (P2V) USB Document Camera	8	UPS - GROUND	1Z90X1620318717917	\$85.55	\$393.30	
Subtotal								\$393.30
Tax (0%)								\$0.00
Total								\$393.30

From
3/21/16
School District
to Adamakos

PATRICIA STIPS LIBRARY BEQUEST
Media/Supplies for Memorial
March 21, 2016

Patricia Stips a Memorial High School business teacher donated a portion of her estate to the Memorial High School library and media center. The funds are on deposit with the Trustees of Trust Funds for the City of Manchester and can be used for library and media center purchases at the discretion of the principal. Mr. Adamakos is requesting \$1,752.87 to be utilized for library equipment and supplies.

ITEM REQUESTED	REQUISITION #	AMOUNT
(6) Stools, (3) Table Tops, (3) Table Bases	#11632095	\$ 1,752.87
Total Amount Requested:		<u>\$ 1,752.87</u>



VIRCO INC
P.O. BOX 5000
CONWAY, AR 72033
PHONE: (501) 329-2901

INVOICE

91686335	THRMS	05/25/2016
NUMBER	Net 30 day	DATE
DONB 05-963-7710		

OR
1345508 **03/30/2016** **118596** **C** **NO** **PPS** **21632101-00**
ORDER NO. **ACK DATE** **CUSTOMER NO.** **P/C** **TAX** **FREIGHT** **CUSTOMER P.O.**

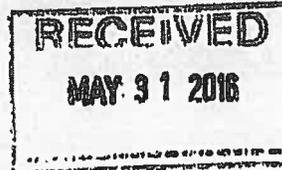
NG **AVERITT EXPR** **81864445** **7100**
SALSMAN **DIV** **SHIP VIA** **PACKING LIST NO.** **SHIP FROM**

MAIL REMITTANCE TO:

B I L L T O	MANCHESTER SCHOOL DIST SCHOOL ADMINISTRATIVE UNIT # 195 MCGREGOR STREET SUITE 20 MANCHESTER NH 03102 USA	S H I P T O	MEMORIAL HIGH SCHOOL 1 CRUSADER WAY MANCHESTER NH 03103 USA	Virco Inc. PO Box 677610 Dallas, TX 75267-7610
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Item	Quantity	Unit Price	Description	Amount
000020	3.00	156.65	4059137 TOPONLY C36R FUSION MAPLE CLEAR EDGE	469.95
000030	3.00	163.64	4059519 BASEONLY CT41CHRM CHROME	490.92
000040	6.00	132.00	4073468 STOOL CE30FRW MERLOT CHROME	792.00
Sales Tax				0.00
Invoice amount				1,752.87

Your Customer Service Representative is **NATASHA SHAW**
MARK CTNS, B/L & PACKING SLIP WITH P.O.
21632101-00
ATTN: LINDA HEDRICK
(603) 624-6378



CONDITIONS OF SALE

PURCHASE ORDERS: Written confirmation is required on all orders. Mis-shipment claims by customer will not be honored without this written confirmation.
CANCELLATION AND MODIFICATION OF ORDERS: Purchase orders acknowledged by Virco Inc. cannot be changed or cancelled without Virco Inc.'s consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options cannot be cancelled or returned.
MERCHANDISE RETURNS: Merchandise will not be returned without prior written authorization by Virco. Unauthorized returns will be refused by Virco and will be returned to the customer at customer's expense.
ACCEPTANCE OF ORDERS: Orders are not binding upon Virco until accepted and acknowledged in writing by Virco.
WILL-CALL ORDERS: All will-call orders will be held for 30 days before releasing the stock for shipment to other customers.
TERMS OF PAYMENT: All charges represented by the invoice must be paid in full within the period indicated on its face.
DELIVERY AND RISK OF LOSS: Terms, unless otherwise specified, are F.O.B. Virco Warehouse.
 Products and cartons containing products that meet the CARB P3120.2 requirements are labeled accordingly.
ACCEPTANCE AND MODIFICATION: The terms and conditions set forth herein, together with those appearing on the face hereof, shall constitute the complete and exclusive statement of all the terms of agreement between the customer and Virco as listed on the face of this document. No other terms or conditions are agreed to or implied unless different, contradictory, or additional terms and conditions are agreed to in writing signed by customer and Virco. Acceptance by customer of this agreement is limited to the terms and conditions set forth in this document. Acceptances, purchase orders or confirmations by customer which state additional or differing terms shall be operative as acceptances; provided, however, that all such differing or additional terms shall be deemed material alterations within the meaning of 2207 (2) (b) of the Uniform Commercial Code, and notice of objection to them is hereby given.
LIMITED WARRANTY: Virco warrants that its products shall be free of all substantial defects in original material and workmanship that may become evident within ten (10) years from the date of purchase, (5) years from date of purchase on toner bars, and (1) year from date of purchase on casters. This limited warranty does not cover apparent defects caused by abusive or abnormal use of the product, or failures resulting from inadequate inspection and maintenance. Virco may repair or replace, at its option, any portion of the subject product which proves to be defective under the terms of this limited warranty at no further cost to the buyer. **THERE ARE NO IMPLIED WARRANTIES OF FITNESS OR MERCHANTABILITY, AND THERE ARE NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE.** Virco shall be liable under this limited warranty only for the cost or, at its option, the repair or replacement of defective products. All incidental or consequential damages which may arise, including but not limited to business losses, personal property damage, and third party liabilities are hereby expressly excluded. Also expressly excluded under this warranty are glides, vinyl and fabric upholstery material, except as may be offered by the mill source.

VIRCO INC.

PLEASE RETURN INVOICE
COPY WITH YOUR REMITTANCE

Customer - Original

Page: 1 / 1



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

June 14, 2016

Trustees of Trust Funds
City of Manchester – Department of Finance
One City Hall Plaza
Manchester, NH 03101

RE: Annual Requisition Request – Pension Trust

Dear Honorable Trustees,

The following amount, for the reimbursement of previously disbursed expenditures as listed below, is being requisitioned for payment authorization by the Trustees of Trust Funds. This is to be presented at the quarterly meeting held June 14, 2016. The requisition is comprised of reimbursements for Pension payrolls disbursed for fiscal year July 1, 2015 through June 30, 2016. Attached is the pertinent monthly payroll distribution by department. The definitive detail, too cumbersome for distribution, is available for perusal in the Finance Department.

Upon Trustees' approval, State Street Bank and Trust Company will be requested to transfer the aggregate amount from account # GW1H, and charge the following in accordance with the Plan Accounting System, for credit to the City of Manchester's account, in the total amount of \$1,551,677.63, which is distributed as follows:

Description	Amount
Pension Trust – General	\$1,466,386.51
Pension Trust – EPD	\$ 85,291.12

Please indicate approval with placement of your signature adjacent to your name.

Mayor Theodore L. Gatsas
Ex-Officio

Saheed Dahar, Chairman

Gerry Tautkus, Trustee

Heather Whitfield, Trustee

Richard Dryer, Trustee

Respectfully submitted,

Sharon Y. Wickens
Deputy Finance Officer

City of Manchester
N-C/E Retirement/Old System Pension
07/01/15 - 06/30/16
Actual Payrolls Disbursed

Department	July '15	August '15	September '15	October '15	November '15	December '15	January '16	February '16	March '16	April '16	May '16	June '16	To Be Drawn From Trust
Assessor's	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	2,249.96	
Solicitor's	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	2,317.53	
Finance	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	2,435.87	
Planning	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	5,481.52	
PBS	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	3,243.93	
Tax	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	4,082.65	
Health	877.41	877.41	877.41	877.41	877.41	877.41	877.41	877.41	877.41	877.41	877.41	877.41	
Highway	61,414.28	65,811.74	63,613.01	63,613.01	63,613.01	63,613.01	62,891.08	62,223.75	62,223.75	62,223.75	62,223.75	62,223.75	
Traffic	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	4,512.61	
Parks	15,391.84	17,906.91	15,391.84	15,391.84	15,391.84	15,391.84	14,207.11	14,207.11	14,207.11	14,207.11	14,207.11	14,207.11	
Sub Total GF	102,007.60	108,920.13	104,206.33	104,206.33	104,206.33	104,206.33	102,299.67	101,632.34	101,632.34	101,632.34	101,632.34	101,632.34	1,238,214.42
EPD	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	7,711.52	84,828.06
Fire	123.89	114.27	114.27	114.27	114.27	114.27	114.27	114.27	114.27	114.27	114.27	114.27	1,380.86
Police	2,244.64	2,244.64	2,126.34	2,126.34	2,126.34	2,126.34	2,126.34	2,126.34	1,959.94	1,673.25	1,673.25	1,673.25	24,227.01
School	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	1,421.38	17,056.56
Water	15,476.27	15,476.27	15,476.27	15,476.27	15,476.27	15,476.27	15,476.27	13,846.07	13,846.07	13,846.07	13,846.07	13,846.07	177,564.24
FUND 0603	128,985.30	135,888.21	131,056.11	131,056.11	131,056.11	131,056.11	129,149.45	126,851.92	126,851.92	123,828.77	123,828.77	123,828.77	1,543,271.15
Check History Listing Total	128,985.30	135,888.21	131,056.11	131,056.11	131,056.11	131,056.11	129,149.45	126,851.92	126,851.92	123,828.77	123,828.77	123,828.77	1,543,271.15
General Fund EPD	Plan 001	1,458,443.09											
	Plan 004	84,828.06											
			1,543,271.15	Total Gross Pay									
			8,406.48	Management Fees									
			1,551,677.63	Total From Trust									



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

April 25, 2016

Courtney Carson, Relationship Manager
Specialized Trust Services
State Street Bank and Trust Co.
801 Pennsylvania Avenue, Tower 1 5th Floor
Kansas City, MO 64105

RE: MSD CONTRIBUTION TO EXPENDABLE TRUST FUNDS

Dear Courtney:

Today we will be wire transferring \$1,618,576.00 for deposit into the City of Manchester's Expendable Trust Fund:

\$1,618,576.00 GWIF Expendable Trust
\$2,051,506.00 to MSD Health Expendable Trust
\$40,930.00 to MSD Maintenance & Repairs Trust
(\$473,860.00) from Special Education Trust

Thank you and please feel free to contact me with any questions.

Sincerely,

Sharon Y. Wickens
Deputy Finance Officer

CC: Karen DeFrancis, MSD Assistant Business Administrator
Freda Hawkinson, MSD Treasurer
Lisa Paris, MSD
Trustees of Trust Funds
William Sanders, Finance Officer
Mish Bogardus, Sr. Financial Analyst
Donald Ross, Wainwright Investment Counsel



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

April 12, 2016

Ms. Courtney Carson
Relationship Manager
State Street Bank & Trust
801 Pennsylvania Avenue, Tower 1 5th Floor
Kansas City, MO 64105

Re: Pension –Old System Accounts

Please accept this letter as authorization and direction to make the following transactions on behalf of the City of Manchester Trustees of Trust Funds as recommended by Wainwright Investment Counsel.

State Street Acct # GW1H PensionTrust-Old System

Sell: \$30,000.00 of the Hancock Disciplined Value Fund R6, Cusip: 47803U418 (JDVWX)
Sell: \$50,000.00 of the Vanguard Growth Index Fund Admiral, Cusip: 922908660 (VIGAX)
Sell: \$25,000.00 of the Hancock Disciplined Mid Cap Value R6, Cusip: 47803W703 (JVMRX)
Sell: \$15,000.00 of the Eagle Mid Cap Growth Fund, Cusip: 269858783 (HAGIX)
Sell: \$15,000.00 of the Harbor Small Cap Value Fund, Cusip: 411511843 (HASCX)
Sell: \$10,000.00 of the Harbor International Fund Inst'l, Cusip: 411511306 (HAINX)

Thank you for your assistance in this matter.

Sincerely yours,

William Sanders
Finance Officer

cc. Trustees of Trust Funds
Mike Siracuse, Wainwright Investment Counsel, LLC
Michele Bogardus

Date: _____

4/12/2016

617-769-6915

Preparer: Sharon Wickens

Phone #: 603-624-6460

Client: City of Manchester Trustee of Trust

SSC Team: Kansas City

PLEASE fax to 617-769-6915

CUSIP or Fund Number	SECURITY DESCRIPTION	BUY OR SELL	MCH ACCT #	Account # at Fund Company	AMOUNT	DOLLARS OR SHARES
SSB CUSIP 47803U418/ Fund 6001	JOHN HANCOCK DISCIPLINED VALUE FUND R6 SHARES/ TICKER JDVWX	SELL	GW1H	9005075	\$ 30,000.00	Dollars

AUTHORIZED SIGNER #
1



PRINT NAME

William E. Sanders

AUTHORIZED SIGNER #
2
(if required)

PRINT NAME

Date: 4/12/2016

617-769-6915

Preparer: Sharon Wickens

Phone #: 603-624-6460

Client: City of Manchester Trustee of Trust

SSC Team: Kansas City

PLEASE fax to 617-769-6915

CUSIP or Fund Number	SECURITY DESCRIPTION	BUY OR SELL	MCH ACCT #	Account # at Fund Company	AMOUNT	DOLLARS OR SHARES
SSB CUSIP 922908660 / Fund 0509	Vanguard Growth Index Fund Admiral Shares/ Ticker VIGAX	SELL	GW1H	9952681497	\$ 50,000.00	Dollars

AUTHORIZED SIGNER # 1 

PRINT NAME William E. Sanders

AUTHORIZED SIGNER # 2 (if required)

PRINT NAME

Date: 4/12/2016

617-769-6915

Preparer: Sharon Wickens
 Phone #: 603-624-6460
 Client: City of Manchester Trustee of Trust
 SSC Team: Kansas City

PLEASE fax to 617-769-6915

CUSIP or Fund Number	SECURITY DESCRIPTION	BUY OR SELL	MCH ACCT #	Account # at Fund Company	AMOUNT	DOLLARS OR SHARES
SSB CUSIP 47803W703 Fund 6006	JOHN HANCOCK DISCIPLINED VALUE MID CAP FUND R6 SHARES/ TICKER JVMRX	SELL	GW1H	9005075	\$ 25,000.00	Dollars

AUTHORIZED SIGNER #
1



PRINT NAME
William E. Sanders

AUTHORIZED SIGNER #
2
(if required)

PRINT NAME

Date: 4/12/2016 800-986-3455

Preparer: Sharon Y. Wickens

Phone #: 603-624-6460

Client: City of Manchester Trustee of Trust

SSC Team: Kansas City

PLEASE fax to 617-769-6915

CUSIP or Fund Number	SECURITY DESCRIPTION	BUY OR SELL	MCH ACCT #	Account # at Fund Company	AMOUNT	DOLLARS OR SHARES
SSB CUSIP 269858783	EAGLE Mid CAP GROWTH FUND / TICKER HAGIX	SELL	GW1H	12-GW1HIS	15,000.00	Dollars



AUTHORIZED SIGNER # 1 _____

PRINT NAME William E. Sanders _____

AUTHORIZED SIGNER # 2 _____
(if required)

PRINT NAME _____

Date: _____ 4/12/2016 _____ 617-769-6915

Preparer: Sharon Wickens
Phone #: 603-624-6460
Client: City of Manchester Trustee of Trust
SSC Team: Kansas City

PLEASE fax to 617-769-6915

CUSIP or Fund Number	SECURITY DESCRIPTION	BUY OR SELL	MCH ACCT #	Account # at Fund Company	AMOUNT	DOLLARS OR SHARES
SSB CUSIP 411511843 / Fund 2022	Harborfund Inst/ TICKER HASCX	SELL	GW1H	30692495	\$ 15,000.00	Dollars

AUTHORIZED SIGNER # 1 

PRINT NAME William E. Sanders

AUTHORIZED SIGNER # 2 _____
(if required)

PRINT NAME _____

Date: 4/12/2016

617-769-6915

Preparer: Sharon Wickens

Phone #: 603-624-6460

Client: City of Manchester Trustee of Trust

SSC Team: Kansas City

PLEASE fax to 617-769-6915

CUSIP or Fund Number	SECURITY DESCRIPTION	BUY OR SELL	MCH ACCT #	Account # at Fund Company	AMOUNT	DOLLARS OR SHARES
SSB CUSIP 411511306 / Fund # 2011	HARBORFUND INTL / TICKER HAINX	SELL	GW1H	30692495	10,000.00	Dollars

7

AUTHORIZED SIGNER # 1

PRINT NAME

William E. Sanders

AUTHORIZED SIGNER # 2

(if required)

PRINT NAME

Limited Access



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

April 12, 2016

Matt Drasser
Income Research & Management
100 Federal Street
30th Floor
Boston, MA 02110
mdrasser@incomeresearch.com

Re: Pension –Old System Accounts

Please accept this letter as authorization and direction to make the following transactions on behalf of the City of Manchester Trustees of Trust Funds as recommended by Wainwright Investment Counsel.

State Street Acct # GW1P PensionTrust-Old System

Sell: \$300,000.00 of the bonds held in the account for the “City of Manchester – Old System” account.

Thank you for your assistance in this matter.

Sincerely yours,

William Sanders
Finance Officer

cc. Trustees of Trust Funds
Mike Siracuse, Wainwright Investment Counsel, LLC
Michele Bogardus



*William E. Sanders
Finance Officer*

*Sharon Y. Wickens
Deputy Finance Officer*

CITY OF MANCHESTER
Finance Department

April 21, 2016

Courtney Carson
Relationship Manager
State Street Bank & Trust Company
801 Pennsylvania Avenue, Tower 1 5th Floor
Kansas City, MO 64105

RE: Investment Management Fees on Cemetery, Endowment, Expendable and Pension Funds

Dear Courtney:

Please accept this letter as authorization to remit the aggregate amount of \$6,990.73 to Income Research & Management, Inc. (IRM). This represents the initial remittances as detailed on the attached invoices.

The service fees should be charged to the Cemetery, Endowment and Pension Trust Account Groups. Presumably, the charges will be pro-rated and equitably distributed amongst the eligible funds.

Thank you for your attention to this matter. If you have any questions, please feel free to call.

Sincerely,

Sharon Y. Wickens
Deputy Finance Officer

CC: William E. Sanders, Finance Officer/Trustee Ex-Officio
Trustees of Trust Funds
Don Ross, Wainwright Investment Counsel
Mish Bogardus

Attachments



INCOME RESEARCH + MANAGEMENT

City of Manchester, New Hampshire

Ms. Sharon Y Wickens
Assistant Director - Treasury
City of Manchester, New Hampshire
One City Hall Plaza
Manchester, NH 03101

Billing Period: 01/01/2016 - 03/31/2016
Invoice Date: 4/14/2016
Invoice Number: 14544
EIN: 04 2955404
Account: City of Manchester, New Hampshire

INVESTMENT MANAGEMENT FEE FOR THE PERIOD ENDED 03/31/2016

MARKET VALUES

<u>Portfolio</u>	<u>Date</u>	<u>Market Value</u>	<u>Average</u>
City of Manchester, NH - Trustee of Trust Funds Cemetery & Endowment Fund	January 31, 2016	\$7,909,267.20	
	February 29, 2016	\$7,949,141.85	
	March 31, 2016	\$7,964,411.63	
		<i>Portfolio Average</i>	\$7,940,940.23

FEE CALCULATION

<u>Tier</u>	<u>Assets</u>	<u>Annual Rate</u>	<u>Quarter Rate</u>	<u>Quarter Fee</u>
All Assets	7,940,940.23	0.1000%	0.0250%	\$1,985.24
Total	7,940,940.23	0.1000%	0.0250%	\$1,985.24

Investment management fee for the period ended March 31, 2016

\$1,985.24

CHARGE GWIP

WIRE INSTRUCTIONS

Bank Name: Bank of America
Bank Address: 100 Federal Street, FL3, Boston, MA 02110
Bank Account Number: 0000-6033-4521
ABA Number: 026009593
ACH Number: 011000138
Account Name: Income Research & Mgmt
Reference Information: Please list invoice #14544

PAYMENT INSTRUCTIONS

For standard mail please remit checks to:
Income Research + Management Inc.
PO Box 418868
Boston, MA 02241-8830

For UPS/FedEx please remit to:
Bank of America Lockbox Services
Lockbox Number 418868 / MA5-527-07
2 Morrissey Blvd., Dorchester, MA 02125



INCOME RESEARCH + MANAGEMENT

City of Manchester, New Hampshire

Ms. Sharon Y Wickens
Assistant Director - Treasury
City of Manchester, New Hampshire
One City Hall Plaza
Manchester, NH 03101

Billing Period: 01/01/2016 - 03/31/2016
Invoice Date: 4/14/2016
Invoice Number: 14550
EIN: 04 2955404
Account: City of Manchester, New Hampshire

INVESTMENT MANAGEMENT FEE FOR THE PERIOD ENDED 03/31/2016

MARKET VALUES

<u>Portfolio</u>	<u>Date</u>	<u>Market Value</u>	<u>Average</u>
City of Manchester - Old System	January 31, 2016	\$4,429,334.61	
	February 29, 2016	\$4,449,337.22	
	March 31, 2016	\$4,469,294.28	
		<i>Portfolio Average</i>	\$4,449,322.04

FEE CALCULATION

<u>Tier</u>	<u>Assets</u>	<u>Annual Rate</u>	<u>Quarter Rate</u>	<u>Quarter Fee</u>
First	4,449,322.04	0.4500%	0.1125%	\$5,005.49
Total	4,449,322.04	0.4500%	0.1125%	\$5,005.49

Investment management fee for the period ended March 31, 2016

\$5,005.49

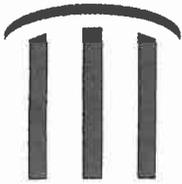
CHARGE GW 1 H

WIRE INSTRUCTIONS

Bank Name: Bank of America
Bank Address: 100 Federal Street, FL3, Boston, MA 02110
Bank Account Number: 0000-6033-4521
ABA Number: 026009593
ACH Number: 011000138
Account Name: Income Research & Mgmt
Reference Information: Please list invoice #14550

PAYMENT INSTRUCTIONS

For standard mail please remit checks to:
Income Research + Management Inc.
PO Box 418868
Boston, MA 02241-8830
For UPS/FedEx please remit to:
Bank of America Lockbox Services
Lockbox Number 418868 / MA5-527-07
2 Morrissey Blvd., Dorchester, MA 02125



Wainwright Investment Counsel, LLC

**One Boston Place, Floor 4I
Boston, MA 02108-4407
617-531-3100**

Invoice : 0116-1023
Account # : 9XB-100023
Date of Invoice : Mar 31, 2016

Amount due upon Receipt: \$7,500.00

**City of Manchester
Sharon Wickens
Department of Finance
One City Hall Plaza
Manchester, NH 03101-2018**

For questions regarding this invoice
Finance Department
Tel: 617-531-3132
Fax: 617-531-3140

Account Name : **Manchester, City of (NH)**

Account # : **9XB-100023**

Amounts over due as of this Billing Date: \$0.00

Investment Advisory Services Rendered for the period:
Start Date: Jan 01, 2016
End Date: Mar 31, 2016

Fees due for the current period \$7,500.00

Total amount due upon receipt \$7,500.00

Please make check payable to Wainwright Investment Counsel, LLC
(Please detach and submit with payment.)

Wainwright Investment Counsel, LLC

Account Name : **Manchester, City of (NH)**

**City of Manchester
Sharon Wickens
Department of Finance
One City Hall Plaza
Manchester, NH 03101-2018**

Invoice : 0116-1023
Account # : 9XB-100023
Date of Invoice : Mar 31, 2016

Amount due upon Receipt: \$7,500.00

Amount Due : \$7,500.00

Payment Date: _____

Check / Wired Amount: _____

**Trustees of Trust Funds
Action Minutes**

March 8, 2016

10:00 A.M.

Present: Trustees: S. William Dahar, Richard Dryer, Gerry Tautkus, and Heather Whitfield

Absent: Mayor Gatsas and William Sanders

In Attendance: Sharon Wickens, Michele Bogardus, and Donald O. Ross of Wainwright Investment Counsel

1. *The meeting is called to order.*
2. *The roll is called.*
3. *Fourth Quarter 2015 Performance Analysis will be presented by Donald O. Ross, of Wainwright Investment Counsel, LLC; Investment Advisor to the Trustees of Trust Funds.*

Mr. Ross reviewed the portfolio performance in the Fourth quarter of 2015.

A discussion on portfolio performance and FY16 expenditure reimbursements from the portfolio resulted in:

Per the recommendation of Mr. Ross, a motion to Sell:

GW1H – Pension Trust - Old System
\$30,000 from Bos. Prtrs/Hancock Disc. Value Fund
\$50,000 from Vanguard Growth Index Fund
\$25,000 from John Hancock Mid Cap Value Fund
\$15,000 from Eagle Mid Cap Growth Fund
\$15,000 from Earnest/Harbor Small Value Fund
\$10,000 from No. Cross/Harbor International Value Fund
\$300,000 from Income Research Management

Motion made by Mr. Tautkus, duly seconded by Ms. Whitfield.

4. *Instruction to Matt Drasser of Income Research Management to make trades on behalf of the City of Manchester Trustees of Trust Funds – Pension Trust-Old System (GW1P) as recommended by Wainwright Investment Counsel.*

[Submitted for informational purposes only]

5. *Instruction to Courtney Carson of State Street Bank to make trades on behalf of the City of Manchester Trustees of Trust Funds – Pension Trust-Old System (GW1H), as recommended by Wainwright Investment Counsel.*

[Submitted for informational purposes only]

6. *Instruction to Courtney Carson of State Street Bank to make trades on behalf of the City of Manchester Trustees of Trust Funds – Cemetery & Endowment (GW1A), Non-Expendable Endowment (GW1D) as recommended by Wainwright Investment Counsel.*

[Submitted for informational purposes only]

7. *Instruction to Courtney Carson of State Street Bank to make trades on behalf of the City of Manchester Trustees of Trust Funds – Pension Trust-Old System (GW1H), as recommended by Wainwright Investment Counsel.*

[Submitted for informational purposes only]

8. *Instruction to Courtney Carson of State Street Bank to make trades on behalf of the City of Manchester Trustees of Trust Funds – Pension Trust-Old System (GW1P), as recommended by Wainwright Investment Counsel.*

[Submitted for informational purposes only]

9. *Notification of disbursement of investment management fees to Wainwright Investment Counsel for period ended December 31, 2015.*

[Submitted for informational purposes only]

10. *Instruction to Courtney Carson of State Street Bank to make trades on behalf of the City of Manchester Trustees of Trust Funds – Cemetery & Endowment (GW1A), Non-Expendable Endowment (GW1D) as recommended by Wainwright Investment Counsel.*

[Submitted for informational purposes only]

11. *Instruction to Courtney Carson of State Street Bank to remit payment to Income Research & Management for quarter ended December 31, 2015.*

[Submitted for informational purposes only]

12. *Notification to Karen DeFrancis, Business Administrator for the Manchester School District, of the availability of funds for annual scholarship awards.*

[Submitted for informational purposes only]

13. *Items 4, 5, 6, 7, 8, 9, 10, 11 and 12 submitted for informational purposes only.*

A motion to receive and file was made by Ms. Whitfield, duly seconded by Mr. Tautkus

14. *Minutes of the December 1, 2015 meeting.*

A motion to receive and file was made by Mr. Tautkus, duly seconded by Ms. Whitfield

15. *New Business*

Next meeting will be held on Tuesday, June 14, 2016 at 10:00 AM

16. *Meeting adjournment*