

City of Nashua, NH
Trustees of Trust Fund and Capital Reserve Meeting
Room 208 – Nashua City Hall, 229 Main Street, Nashua NH
Wednesday, February 19, 2025 @ 4pm
MINUTES

Members Present - Mayor James Donchess, President Board of Aldermen Lori Wilshire, Treasurer Dawn Enwright, David Fredette and Kristin Kane

Also Present – Amy Girard, Purchasing Manager; Daniel Healey, City Clerk; Joanne Boisvert, Trust Accountant.

Meeting was called to order by Trustee Enwright at 4:00PM.

City Clerk Daniel Healey swore in new appointees David Fredette and Kristin Kane.

Trustee Fredette moves to appoint Trustee Enwright as Chair of the Trustees of Trust Fund and Capital Reserves

Motion Carried

Purchasing Manger Amy Girard gave an overview of the RFP process

1. Scope of work received from Dawn Enwright
2. Published on the City website and on bonfire
3. Committee decides who to move forward with
4. Utilize the scorecard provided by Trustee Enwright to rank vendors

Trustee Donchess asked when we can anticipate responses and was told that the RFP has not been issued yet with the timeline being between April 2nd to May 7th

Trustee Fredette asked if the other Trust Fund and Pension board members will have input and was told that they are invited to the meetings but only the Trustees of the Trust Funds and Capital Reserves will make the decisions.

Trustee Enwright presented a proposed Investment Policy

Trustee Fredette would like to see the restrictions on investments with tobacco and alcohol removed. Trustee Kane requested more time to review the investment policy.

Trustee Enwright requested that any changes or suggestions be communicated to her prior to the next meeting and she will edit the document with “track changes”.

Trustee Enwright presented the Instructions to Proposers

Trustee Enwright requested that any changes or suggestions be communicated to her prior to the next meeting

Review of vendor list/Scorecard

Purchasing Manager Amy Gird mentioned that applicants are disqualified if they do not provide all of the required information.

Trustee Enwright stated that the presented list shows banks or advisors that the City currently uses and would recommend contacting local firms to send a copy of the RFP.

Trustee Fredette requests that Edward Jones be added to the list. Trustee Donchess requests that Fidelity and Schwab be added.

The next meeting will be March 5, 2025 at 4PM and once the investment advisor is selected, the meetings will become quarterly

Trustee Donchess moves to adjourn at 4:32PM

Motion Carried

Respectfully submitted,

A handwritten signature in cursive script that reads "Daniel Healey".

Daniel Healey, City Clerk