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Bench

**ATTORNEY GENERAL
DEPARTMENT OF JUSTICE**

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

April 05, 2015

Her Excellency, Governor Margaret Wood Hassan
And the Honorable Council
State House
Concord, NH 03301

Your Excellency and Members of the Council:

Requested Action

Authorize the Department of Justice to conduct seven Municipal Trustee Seminars in an amount not to exceed \$4,000; three seminars at the Town and Country Motor Inn, 20 US Route 2, Shelburne NH and four seminars at the Holiday Inn, 172 North Main Street, Concord NH 03301 effective upon Governor and Executive Council approval through June 30, 2016. 100% Agency Income.

Funding is available in 02-20-20-201010-2621-067-500556, Department of Justice, Charitable Trust as follows:

<u>Class</u>	<u>Description</u>	<u>Amount</u>
067-500559	Training Facility Rentals	\$4,000

Explanation

The Department of Justice, Charitable Trust Bureau provides supervision, administration and enforcement of charitable trusts, charitable solicitations, and charitable sales promotions. Each year, the Attorney General, in partnership with the Department of Revenue Administration, presents seminars to elected municipal trustees who administer municipal trust funds. This is the only training these trustees receive regarding their duties as elected officers of their towns or cities.

Estimated costs not to exceed \$4,000 include handicapped accessible facilities, refreshments, and training materials for all seven seminars. This annual training is scheduled as follows:

Town and Country Motor Inn, Shelburne NH:

Approximately 20 Cemetery Trustees: May 26, 2016 8:00 a.m. to 10:15 a.m.

Approximately 20 Library Trustees: May 26, 2016 10:30 a.m. to 12:00 p.m.

Approximately 20 Trust Fund Trustees: May 26, 2016 1:30 p.m. to 4:00 p.m.

Holiday Inn, Concord NH

Approximately 120 Cemetery Trustees: June 7, 2016, 8:30 a.m. to 1:00 p.m.

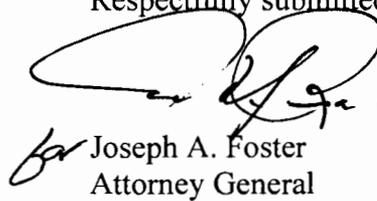
Approximately 100 Trust Fund Trustees: June 13, 2016 8:30 a.m. to 4:00 p.m.

Approximately 100 Library Trustees: June 15, 2016 8:30 a.m. to 11:30 a.m.

Approximately 120 Advanced Trust Fund Trustees: June 15, 2016 1:00 p.m. to 4:00 p.m.

Please feel free to contact me if you have any questions concerning this request. Your consideration is greatly appreciated.

Respectfully submitted,



for Joseph A. Foster
Attorney General

#1389997

TRUSTEES OF TRUST FUNDS

CEMETERY TRUSTEES

LIBRARY TRUSTEES

All trustees of trust funds, cemetery trustees, library trustees, as well as mayors, selectmen, city/town managers, and/or any other interested state and/or municipal officials, are invited to attend our THIRTY-FIRST Annual Seminars on Trust Fund Administration and Statutory Filing Requirements to be given by the Office of the Attorney General, Charitable Trusts Unit at the following times and places.

As always, we will have one day in the North Country where we will present a shortened version of the lectures for those trustees who are unable to travel to Concord.

PLEASE NOTE:

- While soft drinks, tea, and coffee are provided to seminar attendees, food is not. Lunch is on your own!
- Each seminar may constitute a public meeting under the provisions of RSA 91-A, the Right to Know Law. Please post an appropriate public notice if a quorum of town officials will be attending the sessions. Please consult your town's legal counsel with any questions.
- PLEASE NOTE: DUE TO COST-SAVING REQUIREMENTS, *extra* copies of the Handbook and handouts will not be available at the seminars UNLESS PRE-ORDERED (contact Audrey at (603) 271-3591, fax (603) 223-6207 or email audrey.blodgett@doj.nh.gov with requests). Handbook/handouts will be available on CD at the seminars while supplies last; otherwise, you will receive these documents on a CD from the office after the seminar.
 - Each attendee will still receive one copy of the Handbook and handouts.

PLEASE READ SCHEDULE CAREFULLY. SOME CHANGES TO THE USUAL ORDER
OF SEMINARS HAVE BEEN MADE BECAUSE OF ATTENDEE REQUESTS!!

Thursday, May 26, 2016
CEMETERY TRUSTEES SESSION
8:00 a.m. - 10:15 a.m.
Town and Country Motor Inn
Shelburne, New Hampshire

Thursday, May 26, 2016
LIBRARY TRUSTEES SESSION
10:30 a.m. - 12:00 p.m.
Town and Country Motor Inn
Shelburne, New Hampshire

Thursday, May 26, 2016
ALL TRUSTEES OF TRUST FUNDS SESSION
1:30 – 4:00 p.m.
Town and Country Motor Inn
Shelburne, New Hampshire

Tuesday, June 7, 2016
CEMETERY TRUSTEES SESSION
Concord – 8:30 a.m. – 1:00 p.m.
(There will be no formal lunch break)
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

NOTE: As requested – more time for Cemetery Trustees!!

Monday, June 13, 2016
TRUSTEES OF TRUST FUNDS SESSION
*** - *New Trustees/Refresher Session* - ***
Concord – 8:30 a.m. – 4:00 p.m.
(Lunch break 11:30-1:00)
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Wednesday, June 15, 2016
LIBRARY TRUSTEES SESSION
Concord – 8:30 a.m. – 11:30 a.m.
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Wednesday, June 15, 2016
ADVANCED TRUSTEES OF TRUST FUNDS SESSION
Concord - 1:00 p.m. - 4:00 p.m.
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Please plan to arrive a little early to sign-in and receive your handouts. Sign-in is especially important for Library Trustees, who receive continuing education credits for attendance. Charitable Trusts Unit staff will be available approximately 30 minutes prior to the start of each seminar.

Please complete the RSVP form and return it to this office so that we may have a sufficient number of handouts available at each location. *This is especially important as we need an accurate count for the hotels.* You may also register via the Internet at the e-mail address listed on the RSVP form. If you register electronically please be sure to provide all the information requested on the printed RSVP form (name of town, which session(s) you will be attending, number of attendees, etc.). The Concord sessions fill up quickly – be sure you register early!

PLEASE NOTE: we will not accept any RSVPs after 1 week from the date of the seminar. This is necessary to prevent over-attendance in the hotels without adequate notification.

In addition, please make a note on your RSVP if you have any questions you wish the Charitable Trusts Unit or the Department of Revenue to address during their presentations.

Directions to the various locations are enclosed. We look forward to seeing you at our sessions.

Thomas J. Donovan
Director

Terry M. Knowles
Assistant Director

Audrey Blodgett
Paralegal

Charitable Trusts Unit
(603) 271-3591

enclosure

Please Note

If you require any special accommodation due to a disability please notify this office as soon as possible so that appropriate arrangements can be made.

NOTICE: In case of inclement weather, we will announce cancellations on WMUR-TV and on our website at <http://www.doj.nh.gov/site-map/charities.htm> or you may telephone our office for further information.

DIRECTIONS:

SHELBURNE

From I-93:

Past Franconia Notch, NH to exit 35, follow Route 3 to Twin Mountain, NH and Route 115 to Jefferson, NH, then Route 2 East to Shelburne

Directions are also available from the Town and Country Motor Inn's website, www.townandcountryinn.com

CONCORD

From Route 93 take Exit 14 (intersects with Loudon Road). At the end of the exit turn towards Downtown Concord (93S, turn right, 93N, turn left). You'll see the Holiday Inn on your right. Additional parking is available in a parking lot on Storrs Street in back of the hotel.

From Route 393, go to end of highway, take left at lights, Holiday Inn is approximately 1/4 mile on your left. Turn left just before the Holiday Inn onto Storrs Street so that you can enter the parking lot from the back (there's a median strip in front of the Inn that prevents a left-hand turn into the main entrance of the parking lot) (additional parking in parking lot across Storrs Street in back of the hotel).

At this time the restaurant at the hotel does not serve lunch, but there are plenty of restaurants in the downtown Concord area.

For further information see the hotel's website at <http://www.chartwellhotels.com/concord.php>

RSVP FORM

Registration is necessary to assure adequate space and number of handouts
Please return this form as soon as possible for the session(s) you will be attending

TO: Office of the Attorney General
Charitable Trusts Unit
33 Capitol Street
Concord, NH 03301-6397

FAX: (603) 271-2110

E-MAIL: audrey.blodgett@doj.nh.gov

FROM: Town/City of: _____

The following numbers of trustees/municipal officials/others will attend the seminar to be held on (please fill in the number of people attending on the appropriate line):

_____ Thursday, May 26, 2016, Shelburne, NH (*Cemetery Trustees Session*)

_____ Thursday, May 26, 2016, Shelburne, NH (*Library Trustees Session*)

_____ Thursday, May 26, 2016, Shelburne, NH (*All Trustees of Trust Funds Session*)

_____ Tuesday, June 7, 2016, Concord, NH (*Cemetery Trustees Session*)

_____ Monday, June 13, 2016, Concord, NH (*Trustees of Trust Funds Session for new trustees or those wishing a refresher course*)

_____ Wednesday, June 15, 2016, Concord, NH (*Library Trustees Session*)

_____ Wednesday, June 15, 2016, Concord, NH (*Trustees of Trust Funds Session for advanced trustees*)

You will receive one copy of our Handbook and Handouts per registered attendee. If you want to pick up extra copies of these publications, please indicate the number of extras you want and we will have them for you when you arrive. Otherwise, extra copies will not be available at the seminars, but will be mailed to you afterwards on a CD.

Please provide extra copies of _____ Handbook, _____ Handouts, _____ CD with both the Handbook and Handouts

Budget For 7 Trustee Seminars	
May 26, 2016 Town and Country Event-3 Sessions	\$400
June 7, 13, and 15, 2016 Holiday Inn Events- 4 Sessions	\$3,500
Informational handouts and CDs	\$100
Budget Total For Seven Seminars	<u>\$4,000</u>