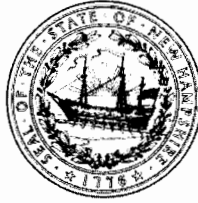


ATTORNEY GENERAL
DEPARTMENT OF JUSTICE

33 CAPITOL STREET
CONCORD, NEW HAMPSHIRE 03301-6397

GORDON J. MACDONALD
ATTORNEY GENERAL



ANN M. RICE
DEPUTY ATTORNEY GENERAL

S.G.M.
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May 10, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

Your Excellency and Members of the Council:

REQUESTED ACTION

Authorize the Department of Justice to conduct three Municipal Trustee Seminars at a cost not to exceed \$3,500 at the Holiday Inn, 172 North Main Street, Concord NH 03301 effective upon Governor and Executive Council approval through June 30, 2017. 100% Agency Income.

Funding is available in 02-20-20-201010-2621-067-500559, Department of Justice, Charitable Trust as follows:

<u>Class</u>	<u>Description</u>	<u>Amount</u>
067-500559	Training Facility Rentals	\$3,500

EXPLANATION

The Department of Justice, Charitable Trust Unit 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 \$3,500 include handicapped accessible facilities, refreshments, and training materials for all three seminars. This annual training is scheduled as follows:

Holiday Inn, Concord NH


Approximately 150 Trustees of Trust Funds: June 12, 2017, 8:30 a.m. to 4:00 p.m.

Approximately 100 Cemetery Trustees: June 19, 2016 8:30 a.m. to 1:00 p.m.

Approximately 100 Library Trustees: June 21, 2016 8:30 a.m. to 11:30 a.m.

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

Respectfully submitted,



Gordon J. MacDonald
Attorney General

#1708947

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-SECOND 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 beverages 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 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 receive one copy of the Handbook and handouts.

PLEASE READ SCHEDULE CAREFULLY. WE HAVE MADE SOME CHANGES THIS YEAR:

- Please note we are ***NOT*** offering an Advanced Trustees of Trust Fund seminar this year
- We will not be at the Town and Country this year, but at the Attitash Grand Summit Hotel and Conference Center in Bartlett

Monday, June 12, 2017
ALL TRUSTEES OF TRUST FUNDS SESSION
8:30 a.m. – 4:00 p.m.
(Lunch break 11:30-1:00)
Holiday Inn
172 North Main Street
Concord, New Hampshire 03301

Monday, June 19, 2017
CEMETERY TRUSTEES SESSION
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

Wednesday, June 21, 2017
LIBRARY TRUSTEES SESSION
Concord – 8:30 a.m. – 11:30 a.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 important not only for the hotel, but 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 within 1 week prior to the date of the seminar. This is necessary to prevent over-attendance in the hotels without adequate notification.

BECAUSE WE ARE NOT OFFERING THE ADVANCED TRUSTEES SESSION THIS YEAR, WE EXPECT THE JUNE 12TH SESSION WILL BE FULL. WE ASK THAT IF FINANCIAL INSTITUTIONS ARE SENDING REPRESENTATIVES, DO NOT SEND MORE THAN TWO, SO WE HAVE ENOUGH ROOM FOR THE TRUSTEES OF TRUST FUNDS WISHING TO ATTEND THE TRAINING.

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/charitable-trusts.htm> or you may telephone our office for further information.

DIRECTIONS:

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 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

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):

_____ Monday, June 12, 2017, Concord, NH (*All Trustees of Trust Funds Session*)

_____ Monday, June 19, 2017, Concord, NH (*Cemetery Trustees Session*)

_____ Wednesday, June 21, 2017, Concord, NH (*Library Trustees Session*)

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, which contains pdfs of the PowerPoint presentations, Handbook and Handouts