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**ATTORNEY GENERAL**  
**DEPARTMENT OF JUSTICE**

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33 CAPITOL STREET  
CONCORD, NEW HAMPSHIRE 03301-6397

JOSEPH A. FOSTER  
ATTORNEY GENERAL



ANN M. RICE  
DEPUTY ATTORNEY GENERAL

April 24, 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 four Municipal Trustee Seminars to be held at the Holiday Inn, 172 North Main Street, Concord NH 03301 in the amount not to exceed \$3,500 effective upon Governor and Executive Council approval through June 22, 2015. 100% Other Funds.

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	\$3,500

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 \$3,500 include a handicapped accessible room, refreshments, and training materials for all four seminars.

This annual training is scheduled as follows:

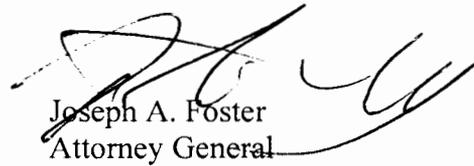
June 4, 2015, 8:00 a.m. – 2:30 p.m. One (1) meeting, approximately 120 attendees.

June 16, 2015, 8:00 a.m. – 4:30 p.m. One (1) meeting, approximately 100 attendees.

June 22, 2015, 8:00 a.m. – 4:30 p.m. Two (2) meetings, approximately 120 attendees.

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

Respectfully submitted,

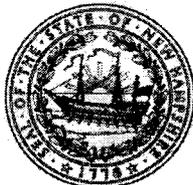


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**TRUSTEES OF TRUST FUNDS**

**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 THIRTIETH 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](mailto: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!!**

**Tuesday, May 19, 2015  
CEMETERY TRUSTEES SESSION  
8:00 a.m. - 10:15 a.m.  
Town and Country Motor Inn  
Shelburne, New Hampshire**

**Tuesday, May 19, 2015  
LIBRARY TRUSTEES SESSION  
10:30 a.m. - 12:00 p.m.  
Town and Country Motor Inn  
Shelburne, New Hampshire**

**Tuesday, May 19, 2015  
ALL TRUSTEES OF TRUST FUNDS SESSION  
1:30 - 4:00 p.m.  
Town and Country Motor Inn  
Shelburne, New Hampshire**

**Thursday, June 4, 2015  
CEMETERY TRUSTEES SESSION  
Concord - 8:30 a.m. - 2:30 p.m.  
(Lunch break 12:00-1:00)  
Holiday Inn  
172 North Main Street  
Concord, New Hampshire 03301**

**NOTE: As requested - more time for Cemetery Trustees!!**

**Tuesday, June 16, 2015  
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**

Monday, June 22, 2015  
**LIBRARY TRUSTEES SESSION**  
Concord – 8:30 a.m. – 11:30 a.m.  
Holiday Inn  
172 North Main Street  
Concord, New Hampshire 03301

Monday, June 22, 2015  
**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

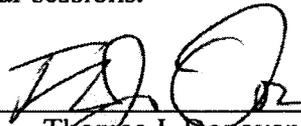
Please plan to arrive a little early to sign-in and receive your handouts. Sign-in is especially important for Library Trustees, who receive continuing education credits for attendance. Charitable Trusts Unit staff will be available approximately 30 minutes prior to the start of each seminar.

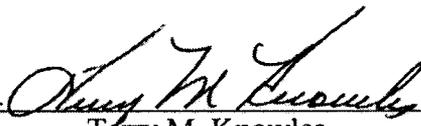
Please complete the RSVP form and return it to this office so that we may have a sufficient number of handouts available at each location. *This is especially important as we need an accurate count for the hotels.* You may also register via the Internet at the e-mail address listed on the RSVP form. 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

Detailed Costs For Trustee Training

<b>Estimated Training Costs</b>	
<b>Department of Justice Charitable Trust Bureau</b>	
Holiday Inn facility charge For 06/04/2015 8:00 a.m.-2:30 p.m.	\$ 400
Holiday Inn facility charge For 06/16/2015 8:00 a.m.-4:30 p.m.	\$ 400
Holiday Inn facility charge For 06/22/2015 8:00 a.m.-4:30 p.m.	\$ 400
Estimated refreshments charges.	\$ 2,200
Training materials, law manuals and miscellaneous costs.	\$ 100
<b>Total Estimated Costs</b>	<b>\$ 3,500</b>