

**Town of Jaffrey
Trustees of Trust Funds
10 Goodnow Street
Jaffrey, NH 03452**

Minutes to the Meeting of April 28, 2011

Present: Gary P. Arceci, Trustee
Frank Mieso, Trustee
Rob Stephenson, Trustee
Jack Griffiths, Charter Trust
Faye Sargent, Charter Trust

Mr. Griffiths opened the meeting by taking care of some housekeeping items related to the management of the trust funds. The Trustees were presented with a revised investment policy to sign. This policy was basically the same as the previous year with the exception that Charter Trust was now given discretion to select, invest in and roll-over Certificates of Deposit. A copy of the policy can be found below.

The trustees also signed a Non-Corporate Resolution and Statements of Investment Objective for the various accounts. The investment objectives are:

Account Name	Investment Objective
Jaffrey Other Trust Funds	Stable Value w/ Income
Jaffrey Capital Reserve and/or Expendable Funds	Stable Value w/ Income
Town of Jaffrey Common Fund	Growth Preferred

Mr. Griffiths then provided with a review of various economic and business indicators and discussed their performance in relation to the Town of Jaffrey portfolio. Mr. Griffiths and Ms. Sargent also answered questions from the Trustees related to the performance of the stock and bond markets and the various town trusts.

Mr. Griffiths then presented an investment program for the trustees to consider. The investment program was discussed and approved without change.

The next meeting is tentatively scheduled for 4:00pm on July 21, 2011 at the Peterborough office of Charter Trust.

Respectfully Submitted,

Gary P. Arceci,
Secretary

INVESTED INCOME PORTFOLIO

CHARTER TRUST COMPANY

Investment Program

10910910 - Town Of Jeffrey Inv. Adv.

Manager ID: JACKG

Manager Investment Goal: 22

Taxable: YES Discretionary: YES

Userdef 1: 3

4/14/2011

Order ID	Units	Symbol	Description	Units Remaining	Price	Approx. Proceeds Including AI	Approx. Income	Approx. Yield	Approx. Cost Basis	Approx. Short Term Gain/Loss	Approx. Long Term Gain/Loss	Approx. Total Gain	Status
23553	125	shy	ISHARES BARCLAYS 1-3 YR	0.00	\$83.8800	\$10,485.00	\$102.75	0.98	\$10,448.75	\$0.00	\$36.25	\$36.25	Unapp.
23554	197,730	vebx	TREAS BD FD	0.00	\$45.0900	\$8,915.85	\$231.94	2.60	\$7,533.60	\$765.25	\$616.80	\$1,382.05	Unapp.
23552	165,000	v8jk	VANGUARD EQUITY INCOME FD ADM # 565	1,387.81	\$10.7300	\$1,770.45	\$61.22	3.46	\$1,705.33	\$0.00	\$65.12	\$65.12	Unapp.
23555	185,000	v8xx	VANGUARD QNMA FD ADM #536	157.16	\$31.9700	\$5,914.45	\$104.16	1.76	\$4,958.00	\$956.45	\$0.00	\$956.45	Unapp.
			VANGUARD TL STK MKT IDX SIGNAL #1341										

Total Pending Sales(System Currency): \$27,085.55 \$500.06

Net Change(System Currency): \$27,085.55 \$-500.06

Fiscal Year-To-Date Gain/Loss	System Currency:	Short Term	Long Term	Total
Program Gain/Loss Proposal:		\$1,721.69	\$718.17	\$2,439.86
Current Fiscal YTD Gain/Loss:		\$0.00	\$0.00	\$0.00
Net YTD Gain/Loss:		\$1,721.69	\$718.17	\$2,439.86

DATE: 4-28-11

APPROVED: 

PRINCIPAL PORTFOLIO

CHARTER TRUST COMPANY
Investment Program
0910910 - Town Of Jaffrey Inv. Adv.
Manager ID: JACCKG

Manager Investment Goal: 22

Taxable: YES Discretionary: YES Tactical Weighting: 22 - Growth Preferred
4/14/2011

Pending Purchases

Order ID	Units	Symbol	Description	Units Resolving	Price	Approx. Cost Including AI	Approx. Income	Approx. Yield	Status
23340	50,000	lyrooy	CORP BOND 1 YR MTY	50,000.00	\$108.000000	\$5,131.89	\$2,509.00	5.00	Unapp.
23550	100	apd	AIR PRODUCTS & CHEMICALS INC	800.00	\$90.0800	\$9,008.00	\$322.00	2.58	Unapp.
23569	100	bhp	BHP BILLITON LTD	750.00	\$100.2500	\$10,025.00	\$182.00	1.82	Unapp.
23545	200	csco	CISCO SYS INC	3,500.00	\$17.2500	\$3,450.00	\$48.00	1.39	Unapp.
23551	100	df	DU PONT E I DE NEMOURS & CO	1,300.00	\$53.8200	\$5,382.00	\$164.00	3.05	Unapp.
23546	100	intc	INTEL CORP	3,100.00	\$19.7800	\$1,978.00	\$72.50	3.67	Unapp.
23548	100	orcl	ORACLE CORPORATION	1,900.00	\$33.7000	\$3,370.00	\$24.00	0.71	Unapp.
23542	500,000	vipax	VANGUARD INF. PROT. SEC. FD #119	5,997.35	\$13.3100	\$4,655.00	\$166.00	2.49	Unapp.

Total Pending Purchases(System Currency): \$91,006.89 \$3,388.50

Pending Sales

Order ID	Units	Symbol	Description	Units Resolving	Price	Approx. Proceeds Including AI	Approx. Income	Approx. Yield	Approx. Cost Basis	Approx. Short Term Gain/Loss	Approx. Long Term Gain/Loss	Approx. Total Gain	Status
23543	100	mc	MCDONALDS CORP	800.00	\$7.6890	\$7,689.00	\$244.00	3.17	\$5,980.60	\$0.00	\$1,708.40	\$1,708.40	Unapp.
23547	1,000	msft	MICROSOFT CORP	0.00	\$25.6300	\$25.6300	\$640.00	2.50	\$22,511.84	\$0.00	\$3,118.16	\$3,118.16	Unapp.
23544	100	tg	TARGET CORP	800.00	\$50.0900	\$5,009.00	\$100.00	2.00	\$4,053.00	\$0.00	\$-1,044.00	\$-1,044.00	Unapp.
23541	4,500,000	vijx	VANGUARD GINMA FD ADM #536	31,766.90	\$10.7300	\$48,285.00	\$1,669.50	3.46	\$47,420.12	\$0.00	\$864.88	\$864.88	Unapp.

Total Pending Sales(System Currency): \$86,613.00 \$2,653.50

Net Change(System Currency): \$-4,393.89 \$735.00

Fiscal Year-To-Date Gain/Loss Summary (System Currency):
 Program Gain/Loss Proposal: \$0.00 Long Term \$4,647.44
 Current Fiscal YTD Gain/Loss: \$3,253.00 Short Term \$-58,648.45 \$-55,395.45
 Net YTD Gain/Loss: \$3,253.00 \$-54,001.01 \$-50,748.01

APPROVED:  DATE: 4-28-11

CHARTER TRUST COMPANY
INVESTMENT OBJECTIVE

Account Name Town of Jaffrey Common Fund

Account Number 5850910910

Wealth Advisor Faye Sargent

Investment Officer Jack Griffiths

Investment Objective(s) Growth Preferred

Cash Requirements As requested

Special Circumstances (Concerns, constraints, portfolio concentrations, limited partnerships, closely held businesses, capital gains, multiple portfolio objectives, etc.):

Allocation 65% equity, 30% fixed income, 5% cash

I understand that if my account holds mutual funds or master limited partnerships, Charter Trust may need to disclose my tax ID number, name, and address to the issuer or its agents, and I authorize Charter Trust to do so. (initials) CS

[Signature]
Client / Trustee / Co-Trustee

4/28/11
Date

[Signature]
Wealth Advisor

4/28/11
Date

[Signature]
Investment Officer

4/28/11
Date

CHARTER TRUST COMPANY
INVESTMENT OBJECTIVE

Account Name Jaffrey Capital Reserve and/or Expendable Funds

Account Number Various

Wealth Advisor Faye Sargent

Investment Officer Jack Griffiths

Investment Objective(s) Stable Value with Income

Cash Requirements As requested

Special Circumstances (Concerns, constraints, portfolio concentrations, limited partnerships, closely held businesses, capital gains, multiple portfolio objectives, etc.):

I understand that if my account holds mutual funds or master limited partnerships, Charter Trust may need to disclose my tax ID number, name, and address to the issuer or its agents, and I authorize Charter Trust to do so. (initials) GA


Client / Trustee / Co-Trustee GA Date 4/28/11


Wealth Advisor Faye Sargent Date 4/28/11


Investment Officer Jack Griffiths Date 4/28/11

CHARTER TRUST COMPANY
INVESTMENT OBJECTIVE

Account Name Jaffrey Other Trust Funds

Account Number 5850911310

Wealth Advisor Faye Sargent

Investment Officer Jack Griffiths

Investment Objective(s) Stable Value with Income

Cash Requirements As requested

Special Circumstances (Concerns, constraints, portfolio concentrations, limited partnerships, closely held businesses, capital gains, multiple portfolio objectives, etc.):

I understand that if my account holds mutual funds or master limited partnerships, Charter Trust may need to disclose my tax ID number, name, and address to the issuer or its agents, and I authorize Charter Trust to do so. (initials) JS

[Signature]
Client / Trustee / Co-Trustee

4/28/11
Date

[Signature]
Wealth Advisor

4/28/11
Date

[Signature]
Investment Officer

4/28/11
Date

**Trustees of Trust Funds
Town of Jaffrey, New Hampshire
Investment Policy Statement
Dated: April 2011**

1. Investment Purpose:

The Trustees of Trust Funds shall administer the funds placed under their supervision as authorized by RSA 31:19. Currently these funds consist of the following types:

- A. Town of Jaffrey Trust Funds
- B. Town of Jaffrey Capital Reserve Funds
- C. Town of Jaffrey Other Trust Funds

2. Investment Objective:

The monies shall be invested for the current and future benefit of the beneficiaries named in the governing instruments.

3. Investment Authority:

The Trustees of Trust Funds are charged with the fiduciary responsibility for managing funds placed under their control.

4. Investment Responsibilities:

Asset classifications are currently limited to domestic common and preferred stocks, domestic and international equity mutual funds, domestic and international equity exchange traded funds, U.S. Treasury and U.S. Agency bonds and notes, U.S. corporate bonds and notes, U.S. municipal bonds and notes, domestic and international fixed income mutual funds, domestic and international fixed income exchange traded funds, money market mutual funds and cash equivalents. The Trustees shall select an investment manager who will maximize the long-term total return of the portfolio consistent with the level of risk defined herein and the current needs of the beneficiaries.

A. In accordance with the previous statement, the Trustees shall periodically:

- Review the various asset categories
- Set guidelines for the percentage of various asset categories
- Monitor investment manager performance
- Establish appropriate goals

B. Subject to the approval of the Trustees, the investment manager will recommend the purchase and sale of securities in accordance with the

Prudent Investor Rule and shall invest in accordance with all applicable federal and state regulations. The investment manager shall use his or her best judgment in the selection of brokers/dealers and in the commissions paid.

5. Guidelines:

A. Equities:

- 1. The percentage of the portfolio held in common and convertible stock shall not exceed 70 % nor fall below 30 % of the total market value of the portfolio at the time of review.**
- 2. For the purpose of diversification, no single equity holding should exceed 10% of the account's total equity market value.**
- 3. The total holdings (equity and fixed income) in any single company should not exceed 10% of the entire portfolio.**
- 4. The equity portfolio shall be diversified across industry groups as defined by Standard and Poors and as is considered prudent by the Trustees.**

B. Fixed Income and Cash Equivalents:

- 1. The percentage of the portfolio held in fixed income investments and cash equivalents shall not exceed 70% nor fall below 30% of the total market value of the portfolio at the time of review.**
- 2. Bonds will be restricted to investments rated "A" or better by a nationally recognized rating agency at the time of purchase. An un-rated bond must carry a statement of equivalent rating.**
- 3. Bond maturities shall be generally laddered with an average maturity of five to seven years.**

C. Capital Reserve Funds:

These monies will generally be invested solely in bonds, money market or cash equivalent investments to ensure the funds are readily available. Other investments are permitted by special request from the Trustees.

D. Town of Jaffrey Other Funds:

This portfolio is a cash equivalent fund. Currently, the Trustees have allocated approximately 50% of this fund toward Certificates of Deposit to enhance income versus the Money Market Fund. These Certificates of Deposit are to be laddered with a maximum maturity of one year and limited to maximum FDIC insurance at any single institution. The investment manager has full discretion to select, invest in, and roll-over these Certificates of Deposit in accordance with Trustee guidelines.

6. Restrictions:

Unless otherwise approved by the Trustees, the following investments are not permitted:

Warrants, commodities, options and future contracts
Margin purchases or short sales
Private placements or limited partnerships

7. Reporting:

The investment manager shall render quarterly reports to the Trustees of the various funds, showing appropriate agreed upon information for each investment. The manager shall also generate periodic reports for the Trustees to review and sign, including the MS-9 and MS-10 reports.

Approved:



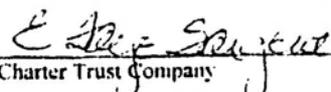
Trustee: Frank Mieso Date 4-28-11



Trustee: Gary Arceci Date 4-28-11



Trustee: Robert Stephenson Date 4/28/2011



Charter Trust Company Date 4-28-2011