

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

Minutes to the Meeting of August 16, 2012

Present: Gary P. Arceci, Trustee
Frank Mieso, Trustee
Rob Stephenson, Trustee
Jack Griffiths, Charter Trust (Portfolio Review only)
Kim Franklin, Charter Trust

Location: Charter Trust (Peterborough)

The meeting began with Mr. Mieso moving the minutes of the April 19th meeting be approved as written. Mr. Stephenson seconded the motion. The minutes were approved as written.

Mr. Griffiths then presented a review of news and activity in the financial markets since the past meeting. Mr. Griffiths noted that the markets had been volatile throughout the year. The presentation contained various charts and graphs of various economic indicators such as the Unemployment Rate (including Long-Term Unemployment), Gross Domestic Product (GDP), Real Personal Income and Retail Sales.

Mr. Griffiths then presented the investment program for the Trustees to consider. The investment program was discussed and unanimously approved without change. Specifics of the program are attached.

Following the approval of the investment program the Trustees reviewed some operational questions with Ms. Franklin.

Mr. Mieso asked Ms. Franklin if Charter Trust had received back from Plymouth State University the \$500 check that had been issued twice. Ms. Franklin stated that the check had been received and re-deposited.

Mr. Mieso then made the trustees aware that as a result of the scholarship check being issued twice to Plymouth State University, the Morgan Fund was unable to provide two scholarships of equal amounts as it had in the past. As a result, the amount of the John Morgan scholarship was \$1,300 while the amount of the Hugh and Agnes Morgan scholarship was \$750. Now that Plymouth State University had returned the overpayment, Mr. Mieso thought it would be proper to increase the amount of the Hugh and Agnes Morgan scholarship to \$1,300. Mr. Mieso moved the award of the Hugh and Agnes Morgan scholarship be increased to \$1,300. The motion was seconded by Mr. Stephenson and was unanimously approved.

Mr. Stephenson then brought up the subject of the cemetery lot previously owned by Mr. & Mrs. Marvin. He noted that Charter Trusts' cemetery spreadsheet report still listed the Marvins on the report although they had previously sold the cemetery lot back to the Town. Mr. Arceci stated that he thought the issue had been discussed at a prior meeting. The Trustees

reviewed the minutes to the 10-21-11 meeting. While the topic had been discussed, no formal action was taken.

Mr. Arceci suggested that since the funds in the Marvin's name only represent the earnings on the funds paid by the Marvins, the name on the spreadsheet should be renamed "Surplus on Redeemed Lots". Mr. Arceci moved the change seconded by Mr. Mieso. The motion was approved unanimously. Mr. Stephenson stated that he would formally notify Charter Trust of the change.

Ms. Franklin then presented the Trustees with a new Schedule of Fees to approve. The Fee Schedule is the same as in the past. This negotiated rate is significantly less than their regular rate. The new fee schedule is also included below.

The next meeting is scheduled for 4:00pm on October 18, 2012 at the Peterborough office of Charter Trust.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'GPA', with a horizontal line extending to the right.

Gary P. Arceci,
Secretary

CHARTER TRUST COMPANY
Investment Program
0910910 - Town Of Jaffrey Inv. Adv.
ManagerID: JACKG

Investment Goal: 00022 growth preferr Manager Investment Goal: 22
Taxable: YES Discretionary: YES Tactical Weighting: 22 - Growth Preferred
8/9/2012

Pending Purchases

Order ID	Units	Symbol	Description	Units Resulting	Price	Approx. Cost Including AI	Approx. Income	Approx. Yield	Status
53498	50,000	3yrcorp	CORP BOND 3 YR MTY	50,000.00	\$100.000000	\$50,687.50	\$2,500.00	5.00	Unapp.
53502	200	cop	CONOCOPHILLIPS	1,200.00	\$57.1700	\$11,434.00	\$528.00	4.62	Unapp.
53506	200	jpm	JPMORGAN CHASE & CO	1,900.00	\$37.1600	\$7,432.00	\$240.00	3.23	Unapp.
53499	2,000.000	vfidx	VANGUARD 1 - T INVEST GRADE ADM #571	10,748.55	\$10.3300	\$20,660.00	\$820.00	3.97	Unapp.
53505	500	xlc	SPDR - ENERGY SECTOR	500.00	\$71.7500	\$35,875.00	\$569.00	1.59	Unapp.

Total Pending Purchases(System Currency): **\$126,088.50** **\$4,657.00**

Pending Sales

Order ID	Units	Symbol	Description	Units Resulting	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
53507	100	abt	ABBOTT LABS	900.00	\$65.9000	\$6,590.00	\$204.00	3.10	\$4,948.95	\$0.00	\$1,641.05	\$1,641.05	Unapp.
53501	25	cvx	CHEVRON CORPORATION	725.00	\$112.1400	\$2,803.50	\$90.00	3.21	\$960.51	\$0.00	\$1,842.99	\$1,842.99	Unapp.
53508	50	jnj	JOHNSON & JOHNSON	900.00	\$68.3500	\$3,417.50	\$122.00	3.57	\$2,525.90	\$0.00	\$891.60	\$891.60	Unapp.
53509	50	pfe	PFIZER INC	2,700.00	\$23.8300	\$1,191.50	\$44.00	3.69	\$871.40	\$0.00	\$320.10	\$320.10	Unapp.
53504	500	psx	PHILLIPS 66	0.00	\$40.1500	\$20,075.00	\$400.00	1.99	\$11,703.31	\$144.81	\$8,226.88	\$8,371.69	Unapp.
53500	145	tgt	TARGET CORP	1,200.00	\$62.9400	\$9,126.30	\$208.80	2.29	\$8,352.00	\$0.00	\$774.30	\$774.30	Unapp.
53503	50	xom	EXXON MOBIL CORP	950.00	\$88.2800	\$4,414.00	\$114.00	2.58	\$295.97	\$0.00	\$4,118.03	\$4,118.03	Unapp.

Total Pending Sales(System Currency): **\$47,617.80** **\$1,182.80**

Net Change(System Currency): **\$-78,470.70** **\$3,474.20**

Fiscal Year-To-Date Gain/Loss Summary (System Currency):	Short Term	Long Term	Total
Program Gain/Loss Proposal:	\$144.81	\$17,814.94	\$17,959.75
Current Fiscal YTD Gain/Loss:	\$3,130.88	\$118,888.67	\$122,019.55
Net YTD Gain/Loss:	\$3,275.69	\$136,703.61	\$139,979.30

APPROVED:

[Handwritten Signature]

DATE: 8-16-12

CHARTER TRUST COMPANY
 Investment Program
 i0910910 - Town Of Jaffrey Inv. Adv.
 ManagerID: JACKG

Investment Goal: 00022 growth preferr Manager Investment Goal: 22

Taxable: YES Discretionary: YES

Userdef 1: 3

8/9/2012

Pending Purchases

Order ID	Units	Symbol	Description	Units Resulting	Price	Approx. Cost Including AI	Approx. Income	Approx. Yield	Status
53510	100.000	vbtstx	VANGUARD TL BD MKT IDX SIGNAL #1351	1,110.05	\$11.1600	\$1,116.00	\$32.40	2.90	Unapp.
53511	60.000	vtssx	VANGUARD TL STK MKT IDX SIGNAL #1341	317.91	\$33.6500	\$2,019.00	\$37.26	1.85	Unapp.

Total Pending Purchases(System Currency): \$3,135.00 \$69.66

Net Change(System Currency): \$-3,135.00 \$69.66

Fiscal Year-To-Date Gain/Loss Summary (System Currency):	Short Term	Long Term	Total
Program Gain/Loss Proposal:	\$0.00	\$0.00	\$0.00
Current Fiscal YTD Gain/Loss:	\$0.00	\$0.00	\$0.00
Net YTD Gain/Loss:	\$0.00	\$0.00	\$0.00

APPROVED:



DATE:

8-16-12

Town of Jaffrey Accounts:
• List all account numbers

5850910910, 5850910210, 5850911310
5850935210, 800000 3993,
800000 5318



Trust and Investment Management for Municipal Accounts Schedule of Fees

Annual Market Value Fee:

- ~~2.00% on the first \$500,000 of market value~~
- ~~1.65% on the next \$500,000 of market value~~
- ~~1.45% on the next \$2,000,000 of market value~~
- ~~1.35% on the remaining balance~~

70% or 70 basis points

Kym E Frankl
CTC

John 8-16-12
Jaffrey

Tommy
Matthew

Base Fee & Minimum Fee: Waived for Town Funds
Regulatory Compliance Fee: Waived for Town Funds

Standard Services include:

- Investment management of portfolio
- Custody and safekeeping of account assets
- Monthly statements of activity
- Collection and payment of income
- 24 payments or remittances per year
- Periodic meetings with clients and/or advisors

Additional Services and Fees:

- Annual Municipal Reporting (MS-9 & MS-10) \$1,000
- Periodic statements of allocations to all Trustees
- Preparation of Cemetery sub-accountings \$ 500
- Periodic, scheduled meetings with Trustees and/or Selectmen
- Regulatory and reporting updates
- Extraordinary services will be assessed when rendered

Kym E Frankl *John*
CTC Jaffrey 8-16
Tommy
Matthew

General Information:

- Extraordinary services will be assessed when rendered

Termination/Distribution Fee:

1% Termination and/or distribution of principal trusts which terminate/distribute at the direction of the Trustees.

*We are pleased to offer additional, individualized services upon request.
Fees will vary based upon the type and complexity of the service.
NOTE: Fee schedule subject to change.*