



Minutes of the meeting of August 10, 2016

Present: William Raymond, *Trustee*; Robert Stephenson, *Trustee*; Nancy Belletete, *Alternate Trustee*; Doug Tengdin and Bryan Sanford, *Charter Trust*
Location: Charter Trust Company, 90 North Main Street, Concord, NH

This meeting was the quarterly meeting with Charter Trust to discuss issues of the economy, the Town's investment policy and to consider sales and purchases of holdings.

Mr Raymond moved and Ms Belletete seconded that the Minutes of the meeting of July 27, 2016, be approved as distributed. The motion carried.

There was a discussion on Jaffrey's policy of requiring all sales and purchases of holdings to be presented and approved at a quarterly meeting of the Trustees and Charter Trust. Other municipalities who are with Charter Trust leave it to Charter Trust to make these decisions, notifying the municipalities after the fact. No decisions were made relative to this other than to say that it will be discussed again at a future quarterly meeting at which all Trustees are present.

The question was asked as to how common it is for municipalities to include in their Investment Policy a prohibition on the holding of certain investments, for instance, tobacco, guns, oil, etc. Apparently many municipalities talk about this but few if any have adopted such prohibitions. If they were to do so it would be included in the adopted Investment Policy.

The Trustees approved and signed a variety of documents that are included as attachments:

- Investment Objective - Other funds
- Investment Objective - Common funds
- Investment Objective - Capital Reserve funds
- Investment Policy - August 2016
- Resolution & Certification

A motion was made by Mr Raymond and seconded by Ms Belletete to approve the Investment Program (Pending Purchases and Sales). The motion carried.

The meeting adjourned at 2pm.

Respectfully Submitted,
Robert Stephenson,
Secretary *pro tem*



CHARTER TRUST COMPANY INVESTMENT OBJECTIVE

Account Number 5850910910

Account Name Town of Jaffrey Trust Funds (Common Fund)

Wealth Advisor Kim LaCoste Investment Officer Doug Tengdin

Investment Authority With Principal's Approval

Investment Objective(s) Growth Preferred

Cash Requirements By Trustee Request

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

Unsecured E-mail's of review packets are acceptable to Trustee's as information is public record.

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) KL & NTB

I understand that if Charter Trust must obtain approval from me or another person(s) prior to implementing investment transactions, the passage of time needed to obtain approval from me or the other person(s) may negatively impact performance of my investment portfolio. (initials) KL & NTB

[Signature]
Client / Trustee / Co-Trustee

10 Aug 2016
Date

[Signature]
Client / Trustee / Co-Trustee

8/10/2016
Date

[Signature]
Client / Trustee / Co-Trustee

8/10/2016
Date

Wealth Advisor

Date

Investment Officer

Date



CHARTER TRUST COMPANY
INVESTMENT OBJECTIVE

Account Number 5850911310

Account Name Town of Jaffrey Other Funds

Wealth Advisor Kim LaCoste Investment Officer Doug Tengdin

Investment Authority With Principal's Approval

Investment Objective(s) Stable Value with Income

Cash Requirements By Trustee Request

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) [Signature] & [Signature]

I understand that if Charter Trust must obtain approval from me or another person(s) prior to implementing investment transactions, the passage of time needed to obtain approval from me or the other person(s) may negatively impact performance of my investment portfolio. (initials) [Signature] & [Signature]

[Signature]
Client / Trustee / Co-Trustee

10 Aug 2016
Date

[Signature]
Client / Trustee / Co-Trustee

8/10/2016
Date

Nancy N. Belletete
Client / Trustee / Co-Trustee

8/10/2016
Date

Wealth Advisor

Date

Investment Officer

Date



CHARTER TRUST COMPANY
INVESTMENT OBJECTIVE

Account Number 8000006157

Account Name Town of Jaffrey Capital Reserve Funds

Wealth Advisor Kim LaCoste Investment Officer Doug Tengdin

Investment Authority With Principal's Approval

Investment Objective(s) Stable Value with Income

Cash Requirements By Trustee Request

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) WBL & NNB

I understand that if Charter Trust must obtain approval from me or another person(s) prior to implementing investment transactions, the passage of time needed to obtain approval from me or the other person(s) may negatively impact performance of my investment portfolio. (initials) WBL & NNB

[Signature]
Client / Trustee / Co-Trustee

10 Aug 2016
Date

[Signature]
Client / Trustee / Co-Trustee

8/10/2016
Date

Nancy N Belletete
Client / Trustee / Co-Trustee

8/10/2016
Date

Wealth Advisor

Date

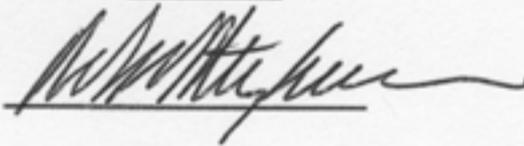
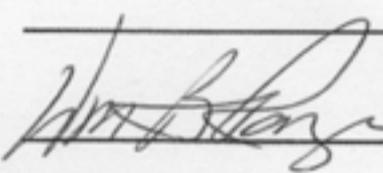
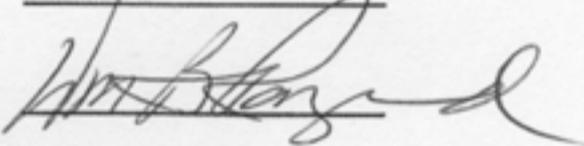
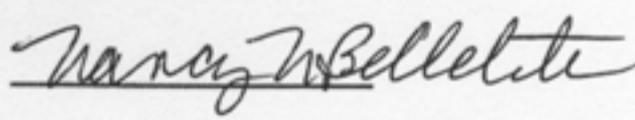
Investment Officer

Date

Town of Jaffrey
Jaffrey, New Hampshire
RESOLUTION & CERTIFICATION

I, _____, the Town Clerk of Jaffrey, do hereby certify that:

The following Trustees of Trust Funds for the Town of Jaffrey, individually or collectively, whose names, titles and signatures are shown below, duly elected or appointed by a majority of the residents of the Town of Jaffrey, in their respective positions and capacities, are authorized to accept deposits, initiate and/or approve withdrawals, transfer securities to and from, approve changes in asset positions, and/or sign documents for the Town of Jaffrey Trust Funds:

<u>Name</u>	<u>Title & Term</u>	<u>Signature</u>
Robert Stephenson	Chairman, Trustee	
Gary Arceci	Trustee, Secretary	
William Raymond	Trustee	
Frank Mieso	Alt. Trustee	
Nancy Belletete	Alt. Trustee	

Signed this _____ day of _____, 2016

Town Clerk, Town of Jaffrey Trust Funds

**Trustees of Trust Funds
Town of Jaffrey, New Hampshire
Investment Policy Statement
Dated August 2016**

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. Trust Funds for the Town of Jaffrey
- B. Town of Jaffrey Capital Reserve Funds
- C. 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 and international common and preferred stocks, equity mutual funds, equity exchange traded funds, U.S. Treasury and U.S. Agency bonds and notes, corporate bonds and notes, fixed income mutual funds, 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 share of various asset categories
- Monitor investment manager performance
- Establish appropriate goals

B. The investment manager will recommend the purchase and sale of securities subject to the Prudent Investor Rule and shall invest in accordance with the applicable federal and state regulations. The investment manager will carry out recommended transactions with a simple majority of the Trustees. The investment manager shall use his or her best judgment in the selection of brokers/dealers and in the commissions paid. In the case of immediate need

for an investment decision, the investment manager may rely upon the decision of two Trustees.

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. Individual bonds will be restricted to investments rated investment grade by one nationally recognized statistical ratings organization at the time of purchase. At least 80% of the bond portfolio must be "A" rated or better at the time of purchase. Any non-rated bond must carry a statement of equivalent rating.
3. Up to 5% of the bond portfolio may be held in mutual funds which hold non-investment grade bonds.
4. Bond maturities shall be generally laddered with a maximum maturity or average life of 12 years or less, and an average life for the entire bond portfolio of six years or less.

C. Capital Reserve Funds:

These monies will generally be invested solely in bonds, money market or cash equivalent investments to ensure that the funds are readily available. Other investments are permitted by special request from the Trustees. Therefore, the investment objective for the capital reserve funds will be Stable Value with Income.

D. Town of Jaffrey Other Funds

This portfolio is a cash equivalent fund. Currently, the Trustees have allocated approximately 50% of this fund towards Certificates of Deposit to enhance income versus the Money Market Fund. These Certificates of Deposits are to be laddered with a maximum maturity of one year and limited to maximum FDIC insurance at

CHARTER TRUST COMPANY
 Investment Program
 0910910 - Town Of Jaffrey Inv. Adv.
 8/9/2016

Pending Purchases

Order ID	Units	Symbol	Description	Resulting	Price	Approx. Cost Including AI	Approx. Income	Approx. Yield	Approx. Cost Basis	Status
148157	70,000	10yrcorp	CORP BOND 10 YR MTY	70,000.00	\$100.000000	\$70,943.06	\$3,500.00	5.00	\$5,081.25	Unapp.
148158	70,000	8yrcorp	CORP BOND 8 YR MTY	70,000.00	\$100.000000	\$70,943.06	\$3,500.00	5.00	\$25,026.02	Unapp.
148159	70,000	9yrcorp	CORP BOND 9 YR MTY	70,000.00	\$100.000000	\$70,943.06	\$3,500.00	5.00		Unapp.
148161	810	ajg	GALLAGHER ARTHUR J & CO	810.00	\$49.4100	\$40,022.10	\$1,231.20	3.08		Unapp.
148166	1,290	cscs	CISCO SYSTEMS INC	1,290.00	\$31.0100	\$40,002.90	\$1,341.60	3.35		Unapp.
148164	527	esrx	EXPRESS SCRIPTS HLDG	527.00	\$75.9100	\$40,004.57	\$0.00	0.00		Unapp.
148167	316	ffiv	F5 NETWORKS INCORPORATED	316.00	\$126.6600	\$40,024.56	\$0.00	0.00		Unapp.
148165	367	ups	UNITED PARCEL SERVICE	367.00	\$108.9600	\$39,988.32	\$1,145.04	2.86		Unapp.
148169	746	vz	VERIZON COMMUNICATIONS	746.00	\$53.5900	\$39,978.14	\$1,685.96	4.22		Unapp.

Total Pending Purchases(System Currency): \$452,849.76 \$15,903.80

Pending Sales

Order ID	Units	Symbol	Description	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
148168	178	jnj	JOHNSON & JOHNSON	647.00	\$123.6500	\$22,009.70	\$569.60	2.59	\$5,081.25	\$0.00	\$16,928.45	\$16,928.45	Unapp.
148162	409	pnc	PNC FINANCIAL SERVICES GROUP	462.00	\$86.4900	\$35,374.41	\$899.80	2.54	\$25,026.02	\$0.00	\$10,348.39	\$10,348.39	Unapp.
148160	1,603	wwav	WHITEWAVE FOODS COMPANY CLASS A	0.00	\$55.5600	\$89,062.68	\$0.00	0.00	\$51,924.74	\$0.00	\$37,137.94	\$37,137.94	Unapp.
148163	4,259	xf	SPDR - FINANCIAL SECTOR	4,158.00	\$24.0500	\$102,428.95	\$2,159.31	2.11	\$80,474.00	\$0.00	\$21,954.95	\$21,954.95	Unapp.

Total Pending Sales(System Currency): \$248,875.74 \$3,628.71

Net Change(System Currency): \$-203,974.02 \$12,275.09

Fiscal Year-To-Date Gain/Loss Summary (System Currency):

Short Term	Long Term	Total
\$0.00	\$86,369.73	\$86,369.73
\$0.00	\$191,969.41	\$191,969.41
\$0.00	\$278,339.14	\$278,339.14

Program Gain/Loss Proposal:
 Current Fiscal YTD Gain/Loss:
 Net YTD Gain/Loss:

APPROVED:

[Handwritten Signature]
 Nancy N Belletete

DATE: 8/10/2016