

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

Meeting Minutes July 18, 2019

Present: Nancy Belletete, Trustee  
Gary Arceci, Trustee  
Robert Stephenson, Alternate Trustee  
Bruce Edwards, Alternate Trustee  
Bryan Sanford - Charter Trust  
Marcie MacKenzie -Charter Trust

Not present: William Raymond, Trustee

Location: Charter Trust Offices, Concord, NH

The meeting was called to order at 4:00pm.

- Mr. Sanford provided an overview of recent economic events and indicators.
- Mr. Sanford reviewed the various investment transactions made by Charter Trust on behalf of the Trustees as previously authorized.
- The Trustees reaffirmed the Town's Investment Policy Statement dated August, 2016 and restated May, 2018.
- The next regularly scheduled meeting with Charter Trust is scheduled for October 10, 2019 at the Peterborough office of Charter Trust.

Respectfully submitted,

Gary P. Arceci

A handwritten signature in dark ink, appearing to read 'G P Arceci', is written over the printed name.

# Town of Jaffrey, NH

## Trustees of Trust Funds

### Investment Policy Statement

Dated August 2016

Restated May 2018

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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 has sole discretion to manage the funds. The investment manager will follow the Prudent Investor Rule and shall invest in accordance with the 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. 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 & Other Trust 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.



6. Restrictions:

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

Warrants, commodities, options and future contracts  
Margin purchase 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 & Restated:

  
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Trustee: 7/18/19  
Date

  
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Trustee: 7/18/19  
Date

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Trustee: Date

  
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Alternate Trustee: 7-18-2019  
Date

Act.   
7-18-2019