

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

Minutes to the Meeting of April 19, 2012

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

Location: Charter Trust (Peterborough)

The meeting began with Mr. Stephenson and Mr. Mieso discussing the issue of the NH Attorney General's office not receiving the Town of Jaffrey's MS-9 Report of Trust and Capital Reserve Funds and MS-10 Report of Common Trust Fund Investment forms for the fiscal year ending 12/3/11.

Mr. Griffiths then presented a review of news and activity in the financial markets since the last meeting on January 19. Among the topics discussed by Mr. Griffiths was the unemployment rate, monthly job creation, savings rate and energy prices.

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.

Mr. Griffiths then presented the following documents for the Trustees to approve.

- Investment Policy Statement
- Investment Objective – Common Fund
- Investment Objective – Other Trust Funds
- Investment Objective – Capital Reserve and/or Expendable Funds
- Non-Corporate Resolution

The next meeting is scheduled for 4:00pm on August 2, 2012 at the Peterborough office of Charter Trust.

Respectfully Submitted,



Gary P. Arceci,
Secretary

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

Manager Investment Goal: 22

Taxable: YES Discretionary: YES Tactical Weighting: 22 - Growth Preferred

4/6/2012

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
45064	250	hon	HONEYWELL INTERNATIONAL INC	850.00	\$59.4900	\$14,872.50	\$372.50	2.50	\$8,337.50	\$0.00	\$6,535.00	\$6,535.00	Unapp.
45044	375	kft	KRAFT FOODS INC	1,325.00	\$38.0400	\$14,265.00	\$435.00	3.05	\$11,879.92	\$0.00	\$2,385.08	\$2,385.08	Unapp.
45043	175	kmb	KIMBERLY CLARK CORP	675.00	\$74.3700	\$13,014.75	\$518.00	3.98	\$4,064.27	\$0.00	\$8,950.48	\$8,950.48	Unapp.
45057	100	lly	LILLY ELI & CO	1,500.00	\$40.4800	\$4,048.00	\$196.00	4.84	\$3,520.81	\$0.00	\$527.19	\$527.19	Unapp.
45058	150	mck	MCKESSON CORPORATION	700.00	\$87.8300	\$13,174.50	\$120.00	0.91	\$11,082.95	\$0.00	\$2,091.55	\$2,091.55	Unapp.
45075	350	nee	NEXTERA ENERGY INC	800.00	\$62.8800	\$22,008.00	\$840.00	3.82	\$23,873.50	\$0.00	\$-1,865.50	\$-1,865.50	Unapp.
45065	150	nsc	NORFOLK SOUTHERN CORP	750.00	\$67.8300	\$10,174.50	\$282.00	2.77	\$6,997.50	\$0.00	\$3,177.00	\$3,177.00	Unapp.
45045	190	pep	PEPSICO INC	760.00	\$66.1500	\$12,568.50	\$391.40	3.11	\$6,725.43	\$0.00	\$5,843.07	\$5,843.07	Unapp.
45059	350	pfe	PFIZER INC	2,750.00	\$22.3400	\$7,819.00	\$308.00	3.94	\$6,099.80	\$0.00	\$1,719.20	\$1,719.20	Unapp.
45046	200	pg	PROCTER & GAMBLE CO	750.00	\$67.3100	\$13,462.00	\$420.00	3.12	\$11,812.00	\$0.00	\$1,650.00	\$1,650.00	Unapp.
45076	325	so	SOUTHERN COMPANY	1,125.00	\$44.9700	\$14,615.25	\$614.25	4.20	\$11,225.77	\$0.00	\$3,389.48	\$3,389.48	Unapp.
45072	575	t	AT & T INC	1,625.00	\$30.9400	\$17,790.50	\$1,012.00	5.69	\$22,635.51	\$0.00	\$-4,845.01	\$-4,845.01	Unapp.
45055	1,450	teva	TEVA PHARMACEUTICAL INDS LTD ADR	0.00	\$45.0600	\$65,337.00	\$1,109.25	1.70	\$68,439.36	\$2,407.54	\$-5,509.90	\$-3,102.36	Unapp.
45073	450	vz	VERIZON COMMUNICATIONS	1,350.00	\$37.6600	\$16,947.00	\$900.00	5.31	\$14,915.43	\$0.00	\$2,031.56	\$2,031.56	Unapp.
45047	275	wmt	WAL-MART STORES INC	825.00	\$60.6700	\$16,684.25	\$437.25	2.62	\$14,718.00	\$0.00	\$1,966.25	\$1,966.25	Unapp.
45050	150	xom	EXXON MOBIL CORP	1,000.00	\$84.8200	\$12,723.00	\$282.00	2.22	\$6,256.97	\$0.00	\$6,466.03	\$6,466.03	Unapp.

Total Pending Sales(System Currency): \$511,074.45 \$15,434.60

Net Change(System Currency): \$-18,846.85 **\$-5,305.20**

\$2,407.54 \$79,420.37 \$81,827.91

Fiscal Year-To-Date Gain/Loss Summary (System Currency):	Short Term	Long Term	Total
Program Gain/Loss Proposal:	\$2,407.54	\$79,420.37	\$81,827.91
Current Fiscal YTD Gain/Loss:	\$678.80	\$39,403.17	\$40,081.97
Net YTD Gain/Loss:	\$3,086.34	\$118,823.54	\$121,909.88

APPROVED: _____

[Handwritten signatures]

DATE: 4-19-12
4/19/12
19 April 2012

CHARTER TRUST COMPANY
Investment Program
i0910910 - Town Of Jaffrey Inv. Adv.
ManagerID: JACKG
Manager Investment Goal: 22

Userdef 1: 3
 4/6/2012



Pending Purchases

Order ID	Units	Symbol	Description	Units Resulting	Price	Approx. Cost Including AI	Approx. Income	Approx. Yield	Status
45078	200.000	vfsux	VANGUARD S - T INVEST GRADE ADM #539	2,509.63	\$10.7400	\$2,148.00	\$59.00	2.75	Unapp.
45077	200.000	vipsx	VANGUARD INF. PROT. SEC. FD #119	1,157.74	\$14.1900	\$2,838.00	\$104.60	3.69	Unapp.
45079	10.000	vtssx	VANGUARD TL STK MKT IDX SIGNAL #1341	257.77	\$33.7200	\$337.20	\$5.91	1.75	Unapp.

Total Pending Purchases(System Currency): \$5,323.20 \$169.51
 Net Change(System Currency): \$-5,323.20 \$169.51

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: _____

4-19-12
 4/19/12
 19 Apr 2012

Trustees of Trust Funds
Town of Jaffrey, New Hampshire
Investment Policy Statement
Dated: April 2012

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:

The Trustees shall select asset classifications, now 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. 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. 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.

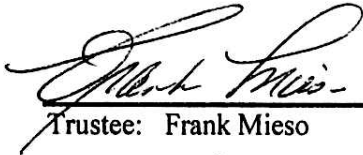
6. Restrictions:

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

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

7. Reporting:

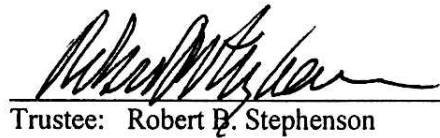
The investment manager shall render quarterly reports to the Trustees of the various funds, showing appropriate agreed upon information for each investment. The manager shall also generate periodic reports for the Trustees to review and sign, including the MS-9 and MS-10 reports.


Trustee: Frank Mieso

4-19-12


Trustee: Gary Arceci

4-19-12


Trustee: Robert B. Stephenson

4-19-12


Charter Trust Company

4-19-12
Date



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 upon request

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) PM (B) RMA

[Signature]
Client / Trustee / Co-Trustee

4-19-12
Date

Wealth Advisor
[Signature]
Investment Officer

Date
4-19-12
Date



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 upon 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) SM (S) MM

Robert M. Sargent
Client / Trustee / Co-Trustee

4-19-12
Date

Jack Griffiths
Investment Officer

4-19-12
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 upon 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) ESM RW

Gregory P. Min...
John R. ...
Client / Trustee / Co-Trustee

4-19-12
Date

Wealth Advisor

Date

Jack Griffiths
Investment Officer




4-19-12
Date

**Town of Jaffrey
Jaffrey, New Hampshire
NON-CORPORATE RESOLUTION**


I, Gary Arceci, do hereby certify that:

I am the duly appointed Secretary of the Town of Jaffrey, NH Trust Funds.

The following persons, individually or collectively, whose names, titles and signature are shown below, duly elected or appointed by a majority of the Trustees or 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</u>	<u>Signature</u>
Frank Mieso	Chairman, Trustee	
Gary Arceci	Trustee	
Robert Stephenson	Trustee	

Signed this 19th day of April, 2012



Secretary, Town of Jaffrey Trust Funds