



City of Keene, Trustee of Trust Funds Investment Policy as of October 20, 2021

Trustees of Trust Funds shall review and confirm the objectives and constraints of the investment policy at least annually, keeping in mind the safety, liquidity and yield of the trust funds, and shall file a copy of the same with the attorney general in accordance with RSA 31:25.

Investment Objectives:

The specific investment objectives for the Trust Fund's assets are:

- The Trust Fund has a primary objective of maximizing income and preserving the principal by exceeding the CPI by 1%. The goal of the Fund's equity component is to exceed the S&P 500 total return over a full market cycle.
- Asset mix for the Trust Fund is targeted to achieve the above objectives. Equities can range from 35%-75% while bonds can range from 25%-65% and cash 0%-10%.
- The Trust Fund has a long term investment horizon.

Constraints:

- Investments shall comply with the Prudent Investor Rule. (RSA 31:25-d)
- The Investment Advisor shall maintain sole investment authority of the portfolio subject to quarterly review by the Trustee of Trust Funds. Upon review the Trustees have the authority to request changes within the portfolio. Emphasis on the selection of equities should be on stocks of high-grade companies having inflation hedge characteristics – i.e. companies whose growth in earnings and/or dividends should keep pace with or exceed the rate of inflation. Emphasis should be placed on seasoned companies with proven track records, favorable prospects and sound financial positions.
- The portfolio shall be diversified by asset allocation, market capitalization rate, style, sector and geography.
- Investments in international securities up to 30% of the stock position and as much as 10% of the bond position shall be permitted.
- Investments in cash and cash equivalents shall be limited to insured or collateralized bank deposits, US Treasury Bills, repurchase agreements, or money market funds whose investments are limited to short term direct obligations of the US Treasury, US Government Agencies or domestic corporations. In no event shall cash deposits be held in any institution located outside the United States.
- Fixed income securities shall have a weighted average maturity of not more than ten (10) years, and a single issue maturity of thirty (30) years.
- The overall fixed income portfolio shall maintain a minimum credit quality rating of A. Lower quality bonds (below BBB rated) shall be limited to 10% of the fixed income portfolio.
- No single equity shall comprise more than 5% of the total value of the total portfolio.
- The portfolio shall be diversified by sector with no equity investment in any one industrial group exceeding more than twice the industry weighting based upon the S&P 500 industry categories.



- Fees for Investment Advisory services shall be charged 100% to Income.
- The fund shall comply with all laws, rules and regulations of the State of New Hampshire.

Performance Measurement:

- Equities will be measured against a global equity benchmark that is comprised with 80% Nasdaq US Broad Dividend Achievers Index and 20% S&P Global Ex-US Dividend Growers Index.
- Fixed income will be measured against the Bloomberg Barclays Intermediate Government/Credit Index.

Reviews:

- The Trustees of Trust Funds will meet monthly to review the accounts and act on requested disbursements.
- Every five years the Trustees will evaluate the performance of the investment advisor and may request RFP's from approved State of NH financial institutions. If mutually agreed, the investment advisor contract may be renewed for two (2), one-year periods for a possible total of seven years.

Reviewed: 9/7/2014, 10/21/2015, 11/16/2016, 10/17/18, 10/16/19

Revised: 11/8/2000, 1/14/2003, 07/08/2003, 10/16/2008, 2/17/2010 2/12/2012, 7/1/2013, 10/18/17, 10/21/20, 10/20/21