

THOMAS JORDAN TRUST POLICIES AND STANDARDS

The following policies and standards for the administration, distribution and investment of the Thomas Jordan Trust are adopted effective September 12, 1994, subject to amendment from time to time by the Town Council.

1. Residency

In order to be eligible for benefits under the Thomas Jordan Trust, a person must be a resident of the Town of Cape Elizabeth. A "resident" of the Town of Cape Elizabeth is a person who has established a domicile in Cape Elizabeth and has no other residence.

2. Standard for Eligibility

The maximum household income of any household benefited from the Trust initially shall be no higher than 150% of the most recent U.S. Department of Health and Human Services poverty income guideline. Priority shall be given to those at the lowest percentage of the poverty level. The above percentage and the resulting number of beneficiaries eligible for benefits under the Trust shall be reviewed from time to time by the Town Council.

1. Types of Programs

- a. It is intended that the benefits of the Trust be made available to qualified residents of Cape Elizabeth. Benefits under this program may not duplicate or displace benefits available as a matter of right under federal, state or local law.
- b. Benefits may be given to supplement otherwise available benefits where it can be shown that the otherwise available benefit only partly meets a demonstrated need.
- c. Priority shall be given to grants that would enable recipients to help lift themselves out of poverty so that in the long-term they would be ineligible for assistance. For illustration only, and not by way of limitation, grants might buy tools for a trade, day care for someone receiving job training or formal education, tuition for course work, a used vehicle to commute to work, etc.
- d. Grants may be given for the relief of emergencies not covered by other programs.
- e. Grants shall not be utilized to assist with property taxes.

- f. There may also be a need to provide some grants to those who have long-term needs. This was likely recognized by Thomas Jordan in his time and there are still residents today who, even with their best efforts, earn only very limited income.

4. Trust Administration

- a. The Town Council shall establish a three-member committee consisting of Town Council members serving staggered three-year terms. This standing committee shall be designated the **Thomas Jordan Trust Subcommittee**.
- b. The Town Manager shall have the authority to authorize individual grants of up to \$500.00 per household per year.
- c. The Thomas Jordan Trust Subcommittee shall meet quarterly to review all disbursements and investments and meet as needed to review requests over \$500.00. Quarterly summary reports of disbursements and investments shall be provided to the Town Council.

5. Confidentiality

Out of respect for the privacy of individuals applying for benefits, individual case file information and any meetings concerning individual cases shall be confidential. A summary of general information concerning investments and dispositions of cases without individually identifiable case data shall be reported to the Council periodically, but not less often than quarterly.

6. Investment of Trust Principal

The Town Council shall retain an investment firm to advise the Subcommittee and the Town Council as to investment of the principal and undistributed income of the Trust. The Town Council shall review specific investment guidelines for the fund after discussions or recommendations from the selected investment manager and recommendations from the Subcommittee.

It is recognized that of paramount importance for the Trust to continue indefinitely, is that it be as financially effective for those yet unborn as it is for current beneficiaries, and that one generation not benefit at the expense of another. To this end, the portfolio of investments should seek to maximize income consistent with both safety of principal and long-term capital growth.

**Thomas Jordan Trustees
Meeting Minutes
November 12, 2002
William H. Jordan Conference Room**

The meeting was called to order by Trustee President Jack Roberts at 8:12 p.m. Present were President Roberts, Vice President Henry Berry III, and Trustees Carolyn Fritz, MaryAnn Lynch, John McGinty and Anne Swift-Kayatta. Also present was Treasurer Michael McGovern. Trustee Penelope Carson was absent.

Trustee Lynch reported on a recent meeting of the Investment Advisory Committee consisting of Robertson Breed, John P. M. Higgins and Evan Livada. Also attending the meeting were Mary Ann Lynch, Anne Swift Kayatta and Michael McGovern. Henry Berry had also been invited to the committee meeting but was detained at a meeting of the Town Council Appointments Committee. The advisory committee had reviewed the status of the investments of the trust in light of market conditions .

The advisory committee recommended that the Thomas Jordan Trust should have a spending policy and an asset allocation policy. Mr. Higgins had provided an excellent example of such a policy.

The advisory committee recommended that the Trust rebalance its assets so that 40% is in mutual funds and 60% in cash and cash equivalents. They also recommended that the treasurer review alternative investments that would result in no fees from the Trust.

The Thomas Jordan Trustees voted 6-0 to formally appoint Mr. Breed, Mr. Higgins and Mr. Livada to a new Investment Advisory Committee to serve at the pleasure of the trustees. The advisory committee is to meet periodically to advise the treasurer and trustees on prudent investments. Trustees Lynch, Berry and Swift-Kayatta will serve as the Investment Committee and will meet with the Investment Advisory Committee along with the treasurer. Trustee Lynch agreed to serve as the chair of the Investment Committee and it was so voted. Trustee Lynch announced that the next meeting of the Investment Advisory Committee will be on December 4, 2002 at noon at the offices of F.L. Putnam at Two City Center in Portland, Maine. Trustees planning to attend should notify the treasurer so that proper refreshments will be available.

The Trustees voted 6-0 to adopt as an interim measure the 40/60 asset allocation recommended by the advisory committee with the treasurer to place the added funds in the mutual funds currently owned by the trust through RBC Dain Rauscher.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,


Michael K. McGovern

Thomas Jordan Trust Treasurer

**Thomas Jordan Trust
Minutes
Grants Subcommittee
May 15, 2006**



1. The meeting was convened by Chairman Carol Fritz at 10:20 p.m. Present were committee members David Backer and Cynthia Dill. Michael McGovern was also present.
2. It was moved by David Backer and seconded by Cynthia Dill and unanimously voted to approve the minutes of the April 10, 2006 meeting.
3. It was moved by David Backer and seconded by Cynthia Dill and unanimously voted to propose to the full board the following spending policy:

It is the objective of the Thomas Jordan Trust to maintain and grow the real value of its portfolio while funding to the greatest extent possible the needs of the poor of the town of Cape Elizabeth.

In fulfillment of its objective, the Thomas Jordan Trust shall limit annual spending to not more than 4% of the net fair market value of the Trust's assets, averaged over the preceding 3 calendar years, based on valuations as of December 31 of each year.

This spending policy may be revised from time to time consistent with an overall policy and objective of long term preservation and growth of principal to ensure the viability of the Trust for future generations of citizens of Cape Elizabeth.

Cynthia Dill left the meeting at this point.

4. It was moved by David Backer and seconded by Carol Fritz and voted 2-0 to authorize a payment of \$325 per month for five months to Client 2006-05-~~15~~ as long as the applicant remains a resident of Cape Elizabeth and the income level remains substantially unchanged.
5. It was moved by David Backer and seconded by Carol Fritz and voted 2-0 to adjourn at 10:45 p.m.

Respectfully submitted,

Michael K. McGovern