

**ESSEX RETIREMENT BOARD WORKING GROUP  
SPECIAL MEETING  
Thursday, March 20, 2014  
Essex Town Hall, Meeting Room A**

**Present**

**Working Group**

Peter Decker, Ethan Goller, Stacia Libby, Kelly Sterner, Ellen Whaley-Wexler.

**Others**

Betsy McLaughlin, Retirement Board Clerk.

Ellen Whaley-Wexler called the meeting to order at 5:08 p.m. to discuss the RFI/RFP process for Bank of America replacement.

The proposed timeline/key dates were reviewed and discussed with the goal of awarding a contract by July 16 and achieving an October 1, 2014 transition effective date. Ellen will update the timeline based on the agreed upon timeline dates discussed.

Everyone was asked to review the vendor bid list and send Ellen any vendors they would like added.

The draft RFI was reviewed and discussed. Ellen will update the RFI based on the changes discussed and send everyone the updated version. . The bid list and the RFI will be posted on the Town website.

Everyone was asked to review the RFP samples provided, choose sections for the area they are each responsible for that would be appropriate for inclusion in the Town's RFP, and bring them to the next meeting. As discussed at the last meeting, Ethan Goller will work on the investment piece, Stacia Libby the actuarial and Ellen the structure. Peter Decker will help with the investment piece.

The evaluation criteria for the selection process will be reviewed at the next meeting. Ellen suggested that everyone read the information provided about what to look for in selecting a financial advisor to help everyone understand the process and make a decision.

The next meeting will be held on Tuesday, March 25, at 5:00 p.m.

**The meeting adjourned at 6:15 p.m.**

**Respectfully submitted,**

**Betsy McLaughlin  
Retirement Board Clerk**