

**ESSEX RETIREMENT BOARD  
REGULAR MEETING  
February 23, 2011**

**Present:**

Ellen Whaley, Norman Needleman, Jim Francis, Carl Ellison, Paul Fazzino, Bruce Barth, and Kelly Sterner

**Call to Order**

Ellen Whaley called the meeting to order at 5:05 p.m. on Wednesday, February 23, 2011.

**Review and Approval of the Meeting Minutes**

The agenda was reviewed. Concern was mentioned about the Meeting Minutes transcription process, which highlighted a large number of inaudibly recorded words. People were asked to say their name before speaking to avoid future problems

Minutes were approved.

**Introduction of Kelly Sterner**

Kelly Sterner, Deputy Treasurer for the Town of Essex, was introduced. It was suggested by Ellen Whaley that Kelly Sterner serve as a single point of contact for retirement plan inquiries, so as to eliminate confusion. Carl Ellison related how someone had called him with questions who stated that she had not gotten anywhere with the Town Hall. Jim Francis wanted everyone in the Town Hall to know that questions should be directed to Kelly Sterner. He suggested that a memo be sent to Town Hall employees, the Retirement Board members and the Fire Department. He also thought it a good idea to have Kelly Sterner provide a short summary of the questions she receives at future Board meetings to identify potential problems. This would also help the Board keep abreast of people's concerns. A database of answers could then be collected that would make future questions easier to deal with.

Kelly Sterner inquired if sufficient retirement information was available on the Essex Web Site. Selectman Norm Needleman thought that making information available electronically was a good idea. He would also like to see a policy manual written up in the next few months.

**Review of 2011 Regular Meeting Calendar**

Ellen Whaley brought regular meeting dates for 2011 into discussion. It was agreed in the last Minutes to meet on the 2<sup>nd</sup> Tuesday of the month at 5 p.m. for the entire year. This included the following dates: March 8, April 12, May 10, June 14, July 12, August 9, September 13, and October 11. The November meeting was moved to the 15<sup>th</sup> to avoid

conflict with Election Day. The last meeting of the year would be December 13. A motion was raised to approve the dates and submit them to the Town Clerk. Motion approved.

### **Discussion on Audit Recommendations and Next Steps**

Kelly Sterner reported that she went through each of the audit findings. Security has been enhanced. She and Maria Lucarelli, the First Selectman's Assistant, are the only ones who have the lock combination to access files. She then discussed the status of other findings that are either resolved or in the process of being resolved. A number of them remain open and require resolution. Once resolved, the resolution will be communicated to the actuary.

Discussion followed.

### **Review of Actuarial Report and Funding Contributions with Jeff Poland**

Actuary Jeff Poland was called upon to present his findings.

### **Final Review of Town Plan Changes and Vote to move forward to Board of Selectmen with Bruce Barth**

This topic was postponed until the proposed changes to the Retirement Plan are prepared by the attorneys for the next Board of Selectmen meeting.

### **Executive Session**

No written summary of the Executive Session

### **Adjournment**

Meeting was adjourned by Ellen Whaley.