

**ESSEX RETIREMENT BOARD WORK GROUP**  
**Wednesday, June 18, 2014**  
**Essex Town Hall, Meeting Room A**  
**5:00 p.m.**

**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 5:11 p.m.

A motion was made by Stacia Libby to approve the April 8, 2014 Work Group meeting minutes. Ethan Goller seconded the motion, it was unanimously approved. Motion carried.

Members were given a Bids Received Control Log listing all bids received as of 9:00 a.m. June 18, 2014. Members were also given a box containing all of the proposals for their review. The proposals will be available on a thumb drive at Town Hall on Thursday, June 19, 2014. Late or incomplete submissions will be discussed.

A conflict of interest check was made of all Work Group members as follows:

|                      |              |
|----------------------|--------------|
| Stacia Libby:        | No Conflict; |
| Ethan Goller:        | No Conflict; |
| Ellen Whaley-Wexler: | No Conflict; |
| Peter Decker:        | No Conflict; |
| Kelly Sterner:       | No Conflict. |

An FOI request was made from Peoples United Bank for copies of the other proposals, so the proposals will have to be reviewed or an inquiry made to each of the vendors to see if any confidential information has been identified.

Ellen Whaley-Wexler provided everyone with a folder containing a series of checklists and tools to be used for the purpose of evaluating the bidders.

The calendar was reviewed and the next work group meeting dates were set for Tuesday, June 24, 2014 and Thursday, June 26, 2014 both at 5:00 p.m. with the goal of identifying finalists for the interviews. It was also decided to proceed with the June 30, 2014 Regular Retirement Board meeting since there are items that need consideration. A Working Group session will follow that meeting. The week of July 7, 2014 was discussed as a tentative target for scheduling the interviews.

The evaluation approach was discussed, including minimum requirements, technical requirements, fees and scoring.

The interview approach was also discussed, including structure, questions and scoring. Reference checks will be made after the interviews.

A motion was made by Ethan Goller to adjourn the meeting at 6:35 p.m. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

**Respectfully submitted,**

**Betsy McLaughlin**  
**Retirement Board Clerk**