

**ESSEX RETIREMENT BOARD
Special Meeting
June 30, 2014
Meeting Room A**

Present

Retirement Board Members: Carl Ellison, Ethan Goller, Stacia Libby, Fred Vollono, Ellen Whaley-Wexler.

Others Present

Peter Decker, Guest & Work Group Member
Betsy McLaughlin, Retirement Board Clerk
Kelly Sterner, Finance Director

Ellen Whaley-Wexler called the meeting to order at 5:08 p.m.

Review/Approval of Prior Minutes

A motion was made by Ethan Goller to approve the May 13, 2014 meeting minutes. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

Review/Approval of Bills

No bills were presented for payment.

Retirement Requests

A request was received from Peter Webster to initiate his normal retirement benefits. A motion was made by Ellen Whaley-Wexler to approve Peter Webster's request for retirement benefits dated 5/20/14. Ethan Goller seconded the motion, it was unanimously approved. Motion carried.

A letter dated 5/15/2014 to First Selectman Norm Needleman from Steven Olsen, Fire Chief, regarding retirement benefits for two members of Essex Fire Engine Co #1 was read into the record. There was not enough information in the letter for the Board to act on. We need to know what they want and why they want it, and the retirees themselves will need to write us a letter.

A motion was made by Ellen Whaley-Wexler that the Board authorize Ellen and Kelly Sterner to respond on behalf of the Board to request clarification in response to the 5/15/14 letter. Stacia Libby seconded the motion, it was unanimously approved. Motion carried. The letter will go out before July 4, 2014.

RFP Working Group Update

Ellen provided an update on the progress of the RFP Work Group, including proposals received, the process used in evaluating the proposals, discussion of the vendors and the timeline.

Members were given the Bid Received Control Log dated June 18, 2014, and a conflict of interest check was made as follows:

Carl Ellison: No Conflict;
Fred Vollono: No Conflict.

The calendar was reviewed and the hope is to schedule interviews for the week of July 7, 2014. The Work Group will have a better idea after the interviews as to whether October 1 is a realistic transition date.

Kelly Sterner reminded everyone to submit questions for the actual services interviews. Carl Ellison and Fred Vollono were invited to review the proposals and to stay for the Work Group meeting immediately following this meeting.

Future meeting dates were discussed. A motion was made by Stacia Libby to cancel the July 8 Regular Retirement Board meeting. Ethan Goller seconded the motion, it was unanimously approved. Motion carried.

A motion was made by Fred Vollono to delegate authority to the Work Group to make the final vendor recommendations and present to the Board of Selectmen without a regular Board or Special meeting. Carl Ellison seconded the motion, it was unanimously approved. Motion carried.

The August 12, 2014 regular Retirement Board meeting will be held as scheduled and Bank of America will attend that meeting. It was noted that the Town has not taken out fiduciary liability coverage for the Retirement Board. This will be on the agenda for the next meeting.

A motion was made by Ethan Goller to adjourn the meeting at 6:00 p.m. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,

Betsy McLaughlin
Retirement Board Clerk