

ESSEX RETIREMENT BOARD WORK GROUP
Wednesday, August 27, 2014
Essex Town Hall, Meeting Room B
5:00 p.m.

Present

Work Group

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

Others

Betsy McLaughlin, Retirement Board Clerk

Ellen Whaley-Wexler called the meeting to order at 5:10 p.m.

Review and approval of prior minutes was deleted from the agenda since the minutes from the last Work Group meeting on August 4, 2014 were approved at the August 12, 2014 Retirement Commission regular meeting.

Members were provided with the Directed Benefit Custody Agreement from SCHWAB, the two actuarial engagement letters dated August 22, 2014 from Hooker & Holcombe for the OPEB and pension plans, and the Certificate of Liability Insurance.

The engagement letters have been reviewed by Attorney Barth, and they have been reviewed against the Hooker & Holcombe proposal to be sure that everything in the proposal and discussed with Hooker & Holcombe is included in the contracts. The language and changes in the engagement letters recommended by Attorney Barth and other changes suggested by the Board were discussed.

Ellen Whaley-Wexler recommended that Kelly Sterner continue to be the contact person with Hooker & Holcombe. Ellen will work with Kelly to summarize the changes the Work Group has agreed to.

A motion was made by Stacia Libby to accept and approve the changes to the contracts to go back to Hooker & Holcombe. Ellen Whaley-Wexler seconded the motion, it was unanimously approved. Motion carried.

A motion was made by Ethan Goller to seat authority to Kelly Sterner and Ellen Whaley-Wexler to finalize and execute the contracts on behalf of the Board. Stacia Libby seconded the motion, it was unanimously approved. Motion carried.

The Certificate of Liability Insurance was reviewed and the limits were discussed. Ellen Whaley-Wexler will discuss this with Town representatives to determine if the umbrella policy provides a layer over the vendor's E& O coverage.

The issue of fiduciary liability coverage for Board members will be discussed at the next Retirement Commission regular meeting.

Ellen Whaley-Wexler pointed out the items in the SCHWAB contract to be discussed at the next meeting and asked everyone to familiarize themselves with the contract language before that meeting. The language needs to be clear that this is a non-ERISA plan, and the issue of discretion in making changes still needs to be resolved.

The goal is to not meet again until the next Retirement Commission regular meeting on September 9, 2014 unless someone finds an issue that should be discussed before then, in which case a special meeting will be convened.

A motion was made by Ethan Goller to adjourn the meeting at 5:51 p.m. Kelly Sterner seconded the motion, it was unanimously approved. Motion carried.

Respectfully submitted,

Betsy McLaughlin
Retirement Board Clerk