

Minutes of the Special Joint Board of Finance Meeting and Retirement Commission Meeting – September 9, 2013
- 7 p.m. - Town Hall Conference Room

Members of the Board of Finance present: Justin Donnelly, Joseph Sangiovanni, Ryan Anderson, Chris Childs, alts. Tracy Eccles, Eric Harrington
Absent: Brian Kost, Scott Lingenfelter
Also present: First Selectman Ed McAnaney, Selectman Brian Fitzgerald, Director of Finance Deborah Cerrato, Treasurer Christine Davidson, Secretary Bobbie C. Kling

Members of the Retirement Commission present: Eric Remington, Matt Falkowski, Christine Davidson, Ed McAnaney, Kathleen Rietberg, Chris Childs, Human Resources Director Joyce Feeny Absent: R. Burrell, D. Sheridan

Chairman Justin Donnelly called the Joint Meeting of the Board of Finance and the Retirement to order. By voted motion, Ms. Eccles and Mr. Harrington were accorded voting rights for the absent Mr. Lingenfelter and Mr. Kost.

Mr. Childs gave a brief history of why the Town went out with a Request for Proposal for the pension funds. The RFP also included an option for fiscal management for the Other Post Employment Benefits (OPEB) trust. The Town retained Linda Savitsky to be our consultant for a RFP process for an Investment Manager. She reviewed the screening process and procedures; and she is here tonight to ask Wells Fargo to come forward with their presentation before both the Board of Finance and the Retirement Commission.

Ms. Savitsky then introduced Mr. Gerald B. Goldberg, Senior Institutional Consultant, and Mr. Michael J. Lepore, Senior Institutional Consultant, of Wells Fargo Advisers, LLC. Mr. Lepore noted that Claire F. McDonald, Senior Institutional Consultant, who is absent, will be working with Mr. Goldberg and Mr. Lepore. Copies of the Wells Fargo presentation were distributed to both boards. Mr. Lepore and Mr. Goldberg gave a thorough and detailed presentation highlighting their qualifications and past history of their experience. Board members asked questions and Mr. Lepore and Mr. Goldberg responded.

Mr. Donnelly thanked Mr. Lepore and Mr. Goldberg for their attendance and their presentation. The members of the Retirement Commission left the joint meeting to attend their regular Retirement Commission meeting.

Executive Session: Mr. Sangiovanni moved to enter Executive Session for a discussion and consideration of an investment advisor for Retirement and OPEB. Ms. Eccles seconded. The meeting was voted into Executive Session at 7:50 p.m. The meeting entered Open Session at 7:55 p.m. No formal action was taken. The meeting was adjourned.

Regular Meeting

The Chairman called the Regular Meeting to order. By voted action, Ms. Eccles and Mr. Harrington were accorded voting rights for the absent Mr. Kost and Mr. Lingenfelter.

Citizen Comment: None

Minutes: Mr. Anderson moved to approve the minutes of the regular meeting of June 10, and to approve the minutes of the Special Meeting, August 5; Mr. Sangiovanni seconded. The minutes were approved.

Budget Transfers:

Fire Department – Chairman of the Fire Commission, Mr. Phil Barrett and Fire Chief Chuck Flynn were present. The Chief reviewed his memo to the Board of Finance and stated their request for a transfer of funds for \$12,312.17 to cover a year end shortfall in the operating budget for the fiscal year 2012-13 due to an overage due to several circumstances in payroll. The Board of Selectmen has approved the request. It was noted by the BoF that in the future, that such requests be made in a more timely manner. Ms. Tracy moved to approve a transfer of \$12,312.17 from Contingency 0195011-50920 to Fire Department –Payroll 0151011-50160; Ms. Sangiovanni seconded. The motion was approved.

Information Technology Department – IT Director Mr. Dan Beaudoin is requesting transfer of funds from various accounts into a Capital Non Recurring Fund – Projects Split Data Center (as previously approved by ACCE). Mr. Sangiovanni moved to approve the following transfers:

From: Capital Non Recurring Fund – Projects –
IT Starter Storage Area Network 1088102-5912 \$32,500.00
Exchange Server 2010 1088102-59166 26,050.00

E-Mail Exchange Server 2010	1088102-59015	419.67	
View Status of Network IT	1088102-59017	988.68	
Server Replacement	1088102-59106	322.68	Total \$60,281.03

To: Capital Non Recurring Fund – Projects Split Data Center 1088102-59176 \$60,281.03

Treasurer’s Report – Christine Davidson noted that the investment income is on budget.

OPEB – Investment Manager

Ms. Eccles moved that the Board of Finance retain Wells Fargo Institutional Consulting Advisors to manage and act as consultants to the Suffield OPEB Trust, conditional upon the Retirement Commission also retaining said firm to manage and act as consultants to the Suffield Pension Fund. Mr. Anderson seconded. The motion was approved by unanimous vote.

Director of Finance – Deborah Cerrato

Preliminary Fund Balance Estimate – This is just a preliminary report. It does not include the additional revenues from the State. When all the revenues are included, the fund balance will be approximately 14%. Ms. Cerrato noted that the books are not closed. It was noted that the money from CL&P to repair road damage would go in to the General Fund. The question was raised why not the money go into the Town’s Road Fund. The Board can do that by a voted action.

Finance Department Staff - Ms. Cerrato noted that that Chris Mills retired in August from the Treasurer’s Office and her position is still vacant. Blum Shapiro has been retained to consult, and has begun preliminary talks with the school and town staff. The Chairman asked Ms. Cerrato, are you behind? We are behind in making deposits and recording them in the system, said Ms. Cerrato. The Department is still down a person.

Mr. Childs returned to the Board of Finance meeting and reported actions of the Retirement Commission. The Retirement Commission voted to engage Wells Fargo as proposed, authorized the First Selectman to enter a contract, subject to the appropriate due diligence and legal review. Mr. Donnelly informed Mr. Childs that the BoF had voted to retain Wells Fargo to manage and act as consultants to the OPEB Trust. The Board will investigate the option of hiring a consultant to manage the NREC Fund in the future.

First Selectman’s Report – Mr. McAnaney reported that the Town has received payments and have deposited them; one was for soil received into the Landfill, secondly, payments against damage by CL& P. The combined amount was approximately \$550,000. The Board of Selectmen have just approved another agreement which has not started yet, for construction debris, (permitted), which will bring in additional revenue, an estimated \$5500 per week. The soil and debris is certified as “clean”. The contract is for three years with F&G LLC.

We are addressing the feasibility of the combination of two finance departments of the Town and the Board of Education. A report is expected at the end of October.

The meeting is adjourned at approximately 8:50 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary

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