

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
AD-HOC OPEB COMMITTEE MEETING

MINUTES – Mazza Room, 1<sup>st</sup> Floor, Town Hall

8:30 A.M. Monday, September 8, 2008

Present:

Committee: Robert S. Stone, Chairman, Arthur D. Norton, William R. Finger,  
Laurence B. Simon

Attendees: Philip Skidmore, Member OPEB Trust Board  
Kathleen Murphy, Treasurer/OPEB Trustee  
Peter Mynarski, Comptroller

The meeting was called to order at 8:30 A.M.

**1. Review minutes of Committee's meetings of July 14, 2008 and July 23, 2008**

On a motion by Mr. Finger, seconded by Mr. Norton, the Ad-Hoc OPEB Committee voted 4 to 0 to approve the minutes of the July 14, 2008 meeting.

On a motion by Mr. Finger, seconded by Mr. Norton, the Ad-Hoc OPEB Committee voted 4 to 0 to approve the minutes of the July 23, 2008 meeting, as amended.

**2. Presentation of report by Treasurer re Trust's Investment Portfolio**

The Committee members reviewed the report. Ms. Murphy reported that the OPEB assets are basically balanced to the targeted assets allocations approved by the Committee and any further rebalancing would be on a quarterly basis starting with the quarter ending September 30, 2008.

Ms. Murphy asked the Committee members for direction on usage of the monthly USI wire transfer. The Committee members confirmed that such receipts should be moved into the OPEB Trust Fund for investment until the due-to amount reaches \$1.4 million. Currently, \$132 thousand is available to invest. Mr. Simon suggested investing it in the Vanguard International Equity account consistent with the asset allocation target and the Committee members agreed.

Mr. Simon asked Ms. Murphy who was reconciling the OPEB account. Mr. Mynarski stated it was a collaborative effort between Finance and Human Resources personnel. Ms.

Murphy stated we are waiting for final supporting documentation from USI, as of June 30, 2008, and then the account would be balanced. Mr. Simon asked if the external auditors, Blum and Shapiro, were auditing the reconciliation of this account. Mr. Mynarski offered that the auditors test a number of material financial transactions, but don't verify the full reconciliation of the account. After further discussion, Mr. Stone suggested that this topic, reconciliation between USI and the Town of Greenwich, be put on the agenda of the next OPEB meeting.

Mr. Finger moved acceptance of the monthly Treasurer's report for August 2008 and Mr. Norton seconded. The report was approved on a vote of 4 to 0.

**3. Report re method to be employed for money transfers concerning OPEB Trust between vendors, including USI, and Town.**

Ms. Murphy reported that all parties are in agreement and that USI had sent its first money wire transfer to the Town of Greenwich during the week ending September 5, 2008.

**4. Status re development of OPEB Standard Plan Document**

Mr. Mynarski gave an oral report on the status of the OPEB Standard Plan Document. Ms. Alison Graham, Human Resources Benefits Manager, previously sent a document detailing the status of the Standard Plan document and Mr. Mynarski reported on its contents.

Mr. Norton asked when the document would be available for review. Mr. Simon offered that it is planned to be finished in two or three months.

**5. Discussion Concerning OPEB-related Actuarial services, including recording results of "due diligence" steps taken concerning the engagement of Hooker and Holcomb**

Mr. Stone reviewed for the Committee, and the record, the activities leading up to the engagement of Hooker and Holcomb. He referred to the contingency originally placed on the engagement, a positive reference check of the firm to be completed by Mr. Mynarski. Mr. Mynarski had previously emailed a summary report, which was favorable. For the record, Mr. Stone moved to confirm, without reservations, the action taken conditionally by the Committee, at its July 23, 2008 meeting, under authority granted by the Board of Estimate and Taxation at its July 21, 2008 meeting to engage Hooker and Holcomb to provide actuary services for the OPEB Trust Fund. Mr. Norton seconded the motion and it passed 4 to 0.

**6. Discussion re application of GASB 45, with particular attention to any possible requirement to calculate OPEB contribution for year ending 6/30/08**

Mr. Mynarski gave an explanation on the usage of the EFI, previous OPEB actuary, to complete its work on the OPEB Trust Fund for the year ending June 30, 2008. Mr. Mynarski explained that the work was previously done for the year ending June 30, 2006 when the Town reported the fund as a trust fund. With the change to a Special Revenue Fund for the year ending June 30, 2007, the OPEB calculation was not required for the Comprehensive Annual Financial Report (CAFR). Since the OPEB Trust was legally created, effective on January 1, 2008, the fund was treated as a Trust Fund and this actuary report was required to be in compliance with GASB 45 as of June 30, 2008.

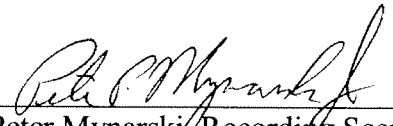
Mr. Mynarski handed out samples of the June 30, 2006 CAFR detailing the results of the work done when the fund was treated as a trust fund.

Following a discussion concerning the actuary's presentation, the Committee concluded that a joint meeting of several committees would be best.

Prior to its adjournment, Mr. Stone reported that because there is currently only one pending item to be covered by the OPEB Ad Hoc Committee, and that it is not expected to be sufficiently advanced for discussion by October, a meeting for next month will not be scheduled.

Mr. Norton made a motion to adjourn the meeting and Mr. Simon seconded the motion. The meeting, on a vote of 4 to 0, adjourned at 9:21 A.M.

  
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Robert S. Stone, OPEB Ad Hoc Committee Chairman

  
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Peter Mynarski, Recording Secretary