

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

MINUTES – Mazza Room, Town Hall

8:30 A.M. Monday, March 10, 2008

Present:

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

Attendees: Peter Mynarski, Comptroller and ex-officio member of the Ad-Hoc
OPEB Committee, Kathleen Murphy, Treasurer, John Crary, Town
Administrator, Maureen Kast, Director of Human Resources,
Al Cava, Director of Labor Relations

The meeting was called to order at 8:35 A.M.

1. Review minutes of Ad-Hoc Other Post Employment Benefits (OPEB) Committee and OPEB Trust Board meeting of 2/01/08

On a motion by Mr. Simon, seconded by Mr. Norton, the Ad-Hoc OPEB Committee and OPEB Trust Board members voted 4-0 and 3-0, respectively, to approve the minutes of the February 1, 2008 meeting.

2. Treasurer's report re Trust's investment portfolio

The Committee reviewed with The Town's Treasurer the report that had been submitted as well as targets for the various asset classes. Several format changes will be incorporated in future reports, including fiscal year-to-date performance figures.

An extended conversation ensued concerning the mechanics of the General Fund in paying the monthly bills for the OPEB Trust Fund. At the conclusion, Mr. Stone requested Mr. Mynarski and Ms. Murphy to develop an analytical report reflecting the receipt of funds, including those from USI, and payments of retiree healthcare obligations. The report will be distributed to the Committee electronically as soon as it is available.

3. Discuss concept of engagement of financial advisor by the OPEB Trust

Mr. Norton made a motion to defer this item and Mr. Simon seconded. The motion carried on a vote of 4-0. Mr. Stone suggested that the item remain on the agenda as a recurring monthly item.

4. Discuss process for selection of OPEB Trust Board Members

Mr. Stone stated that one person had expressed a strong interest in serving on the OPEB Trust Board. A second, who had been referred by SNAC, was considering becoming a candidate, depending on the position of his employer concerning a potential conflict of interest. Mr. Simon stated that he also was aware of several potential candidates who would be qualified to serve on the OPEB Trust Board.

There was an extended conversation among the Board and Committee members about the makeup of the Board. It was agreed that the OPEB Ad-Hoc Committee be the interviewing party and that upon reaching a conclusion, it would forward its recommendations to the full BET. The criteria for qualification would include being a Greenwich resident, having a minimum of 10 years' relevant investment experience and be prepared to participate in meetings at least four times per year.

The Committee decided to schedule initial interviews of approximately 30 minutes each on the evening of either April 1st or 3rd.

5. Report from Comptroller re collection of data for OPEB Actuarial Report and development of process for calculation of "Special Rx Credits"

Mr. Mynarski and Ms. Kast made a short presentation to the Committee members about the status of the special Rx credits or discounts currently being applied. Ms. Kast stated that it included 186 retirees and was costing about \$200,000 per year. Ms. Kast also stated that the process was documented and that the person previously responsible for its administration, Ms. Sherry Krieger, would ensure a smooth transition to her replacement.

Mr. Mynarski told the Committee members that the Request for Proposal (RFP) for Actuary Services for the Retirement Board is being prepared for distribution. After discussion, Mr. Stone requested that Mr. Mynarski arrange that the RFP be prepared in such a manner as to have two responses; one for the Town's Retirement Board and one for the OPEB Trust Board and have the RFP sent to the Committee members for their review.

The Committee also suggested to Ms. Kast that the Human Resources Department take a more active role in the Actuaries' activities as they apply to the OPEB Trust Fund and the formulation of the report. Ms. Kast was in agreement.

6. Discussion re development of OPEB Standard Plan Document

Mr. Simon made a recommendation to hire Gail Sassos to assist the OPEB Trust in the formulation of a Standard Plan Document. Mr. Simon stated that Ms. Sassos helped the Retirement Board in the development of their Plan Document. He also stated she had a legal background and was a very qualified individual who had previously worked in the Town of Greenwich's Law Department.


Mr. Norton made a motion to hire Gail Sassos to assist the OPEB Ad Hoc Committee in the development of a Standard Plan Document with an initial expenditure ceiling of \$10,000. Mr. Finger seconded the motion and the vote carried 4-0.

The Committee recommended, and Ms. Kast agreed, that she play a role in retaining Ms. Sassos and work closely with her in the development of the document.

Ms. Kast pointed out that some plan documentation already existed, and she was encouraged to have Ms. Sassos make whatever use possible of that material.

The next meeting was scheduled for Monday April 7, 2008 at 8:30 A.M.

On a motion by Mr. Norton and seconded by Mr. Simon, the meeting adjourned at 10:44 A.M.



Robert S. Stone, OPEB Ad Hoc & OPEB Board, Chairman



Peter Mynarski, Recording Secretary