

1. BET Investment Advisory Comm. Meeting Documents

Documents:

[APPROVED\\_BET\\_IAC\\_MTG\\_MINUTES\\_10-24-11.PDF](#)  
[BET\\_IAC\\_MTG\\_AGENDA\\_10-24-11.PDF](#)

TOWN OF GREENWICH  
BOARD OF ESTIMATE AND TAXATION  
Investment Advisory Committee

MINUTES – Mazza Room  
12:30 P.M.

Monday – October 24, 2011

Present:

Committee Members: Arthur D. Norton, Chairman, Joseph Pellegrino,  
William Finger

Other Attendants: Peter Mynarski, Comptroller, Kathleen Murphy,  
Treasurer, Robert Stricker, Chairman, OPEB Trust Board,  
Sean Goldrick, BET candidate, Mary Lee Kiernan, BET  
Member

The meeting was called to order at 12:20 A.M.

**1. Approval of July 18, 2011 Investment Advisory Committee minutes**

The approval of the minutes was deferred.

**2. Review actions OPEB Trust Board Meeting**

The following actions were taken at the OPEB Trust Board Meeting immediately preceding the Investment Advisory Committee Meeting:

Mr. Philip Skidmore made a motion, seconded by Mr. William Ferdinand, to increase the asset allocation in Met West High Yield (MWHYX) to 6% with the funding coming equally from the Vanguard Total Bond Index (VBTIX) and iShares 1 – 3 Year Credit (CSJ). The vote passed 3 to 0.

Mr. Skidmore made a motion, seconded by Mr. Ferdinand, to invest in the iShares S&P U.S. Preferred Stock Index Fund (PFF) with an allocation of 5%. The motion included the funding to come equally from the Vanguard Total Bond Index and iShares 1 – 3 Year Credit. The vote passed 3 to 0.

Mr. Ferdinand made a motion, seconded by Mr. Skidmore, to do the quarterly fund rebalancing based on the portfolio values as of Friday, October 24, 2011, or the most recent values available during the week ending October 28<sup>th</sup>. The rebalancing would be done a little earlier than the October month end to coincide with the above decision to add a new position in PFF and source the funds accordingly, to avoid potentially redoing the target adjusting trades discussed above in November 2011.

Mr. Finger made a motion, seconded by Mr. Pellegrino, to affirm the actions of the OPEB Trust Board, detailed above, at their October 24, 2011 meeting which immediately preceded this meeting. The vote passed 3 to 0. Mr. Randall Huffman was absent.

### **3. Financial Advisor Request for Proposals Discussion**

Mr. Mynarski distributed the scoring sheets for the Request for Proposal for Financial Advisory Services for the Town of Greenwich. Mr. Mynarski indicated that all five respondents were interviewed. Mr. Mynarski stated that the recommendation of the interviewing panel was unanimous in their selection of the incumbent, Independent Bond and Investment Consultants (IBIC).

Mr. Finger made a motion to continue the engagement with IBIC, seconded by Mr. Pellegrino. The vote passed 3 to 0.

### **4. Review of Tax Collector Receipts Report**

Mr. Mynarski distributed the previously established "Tax Collection Review Analysis" for illustrative purposes. Mr. Mynarski also distributed the monthly "Tax Collections report". Mr. Norton had requested that the report be reformatted to reflect receivable balances. There was an extended debate about the frequency of the report. It was decided that Mr. Mynarski would work with the Finance and Tax Collector's Departments to produce a receivable report, as of December 31, 2011.

### **5. Report from Treasurer**

- **Cash Flow Analysis**

Ms. Murphy distributed the "Cash Forecast Report" for the period ending September 30, 2011 to the Committee members. Mr. Pellegrino asked a series of questions about the various categories for receipts and disbursements. Mr. Mynarski and Ms. Murphy answered the questions and it was suggested to build a legend into the report making it easier to read for first-time readers. Ms. Murphy concurred with the suggestion.

Mr. Pellegrino questioned the cash balances at the financial institutions listed on the cash forecast. Ms. Murphy then distributed the "Resolution Concerning Cash Management" detailing the approved cash management practices for such items as allowable bank balances. An extended discussion ensued over where to invest available cash balances and how much to deposit. Ms. Murphy and Mr. Mynarski recommended reinvesting monies in the State of Connecticut Short Term Investment Fund (STIF). It was collectively decided to defer any new decisions on the cash management policies contingent upon Ms. Murphy supplying more information on STIF investments.

- **Quarterly Public Depository Statements**

Ms. Murphy distributed Second Quarter Bank Public Deposits and Securities Statements and the documents were reviewed and discussed shortly. The Committee members were satisfied with the current ratios and balances held with the listed depositories.

## **6. Municipal Bonds Interest Exclusion Deductibility**

Mr. Mynarski distributed a sample copy of language that the current bond counsel for the Town of Greenwich, Robinson and Cole, utilizes for its current clients regarding impending legislation that would affect the taxability of bond interest. Mr. Norton commented it is a good idea to disclose this information when going to market for new capital project financings.

## **7. Discussion of Topics for Future Investment Committee Meetings**

The following meeting dates were previously scheduled by the OPEB Trust Board for calendar 2012:


- January 18, 2012 – 8:30 A.M.
- April 11, 2012 – 8:30 A.M.
- July 11, 2012 – 8:30 A.M.
- October 11, 2012 – 8:30 A.M.

Since the BET Investment Advisory members assisted in scheduling these meetings with the OPEB Trust Board members, the schedule was unanimously adopted.

## **8. Adjournment**

On a motion by Mr. Finger, seconded by Mr. Pellegrino, the meeting adjourned at 1:50 A.M. on a vote of 3 to 0.

  
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Arthur D. Norton, Investment Committee Chairman

  
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Peter Mynarski, Recording Secretary



**TOWN OF GREENWICH**

**BOARD OF ESTIMATE & TAXATION  
INVESTMENT ADVISORY COMMITTEE MEETING**

**Monday, October 24, 2011  
12:30 Noon**

**MAZZA ROOM  
First Floor, Town Hall**

**AGENDA**

1. Approval of July 18, 2011 Investment Advisory Committee minutes.
2. Review Actions of the OPEB Trust Board.
3. Financial Advisor Request for Proposals Discussion.
4. Review of Tax Collector Receipts Report.
5. Report from Treasurer:
  - Cash Flow Analysis.
  - Quarterly Public Depository Statements
6. Municipal Bonds Interest Exclusion Deductibility.
7. Discussion of Topics for Future Investment Committee Meetings.
8. Adjournment.