



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Title of submission:**

Advisor for Implementation of Defined Contribution Plans and Oversight of Defined Contribution Plan and 457 Plan Funds

2. **Date of submission:**

April 3, 2013

3. **Date of Board Meeting:**

April 8, 2013

4. **Individual or Entity making the submission:**

Thomas F. Cooke – Director of Administrative Services

5. **Action requested of the Board of Selectmen** (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):

The Individual or Entity making the submission requests that the Board of Selectmen:

Authorize the First Selectman to enter into a contract, subject to approval by Town Counsel, with Fiduciary Investment Advisors, LLC for their assistance with the design and implementation of defined contribution plans for the Town of Simsbury and the Board of Education and for ongoing services as an investment advisor overseeing defined contribution plan and 457 plan investments

6. **Individual(s) responsible for submission** (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):

Thomas F. Cooke – Director of Administrative Services – (860) 658-3230
Burke LaClair – Business Manager, Board of Education - (860) 651-3361

7. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

At its Regular Meeting on December 10, 2012 the Board of Selectmen approved issuance of a request for proposal for selection of a financial advisor to assist the Town of Simsbury and the Board of Education with the design and implementation of a defined contribution plan, as well as advice on and oversight of appropriate funds for inclusion in defined contribution and 457 plan options.

A request for proposal was issued and twelve responses were received. The low bidder was Fiduciary Investment Advisors, LLC ("FIA") which already serves as fiduciary advisor to the Town of Simsbury and the Board of Education with respect to the existing pension and OPEB funds.

At a Pension Sub-Committee meeting on March 27, 2013 the Pension Sub-Committee approved the recommendation of Town Staff that FIA be retained and recommended that the Board of Selectmen take the action requested herein.

The initial cost (for the design and implementation of the defined contribution plans) of \$7,500 will be shared equally with the Board of Education. Ongoing oversight of the defined contribution plan and 457 plan funds will cost \$12,500 on an annual basis (subject to an annual 3% inflationary increase). These costs will not be incurred until after the defined contribution plans have been implemented in FY2014. Allocation of the cost between the Town of Simsbury and the Board of Education will be determined at that time.

8. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Excerpt from Fiduciary Investment Advisors, LLC proposal