

**Town of Ayer**

**OPEB Trust Fund Board of Trustees**

**Meeting Minutes For**  
**Tuesday, February 23, 2016, 4:00 PM**

**Trustees in Attendance:** Jannice L. Livingston, Selectman, Trustee, Chair  
M. Stephanie Gintner, Town Treasurer, Trustee  
Susan E. Copeland, Town Clerk/Tax Collector, Trustee  
Lisa A. Gabree, Finance Manager, Trustee  
Kevin A. Johnston, Benefits & Payroll Manager, Trustee  
  
Robert A. Pontbriand, Town Administrator, Trustee, *Ex-Officio*

**Call To Order:**

The meeting of the Town of Ayer OPEB Trust Fund Board of Trustees was called to order at 4:06pm in the First Floor Meeting Room of the Ayer Town Hall by J. Livingston, Chair.

**Approval of the May 19, 2015 Meeting Minutes:**

**MOTION:** A motion was made by K. Johnston and seconded by S. Copeland to approve the May 19, 2015 Meeting Minutes. **Motion Passed 5-0.**

Posting of SRBT Fund Statements on the Town of Ayer OPEB Trust Fund Board of Trustees Webpage:

**MOTION:** A motion was made by K. Johnston and seconded by S. Gintner to post the Town of Ayer SRBT Fund monthly statements from July 2015 to the present on the Town of Ayer OPEB Trust Fund Board of Trustees webpage and to continue to post the monthly statements on the webpage. **Motion Passed 5-0.**

**Review of the Town of Ayer's PRIM Fund Balance and Statements:**

The Board of Trustees reviewed the Town of Ayer SRBT Fund Balance of \$1,093,255.75 as of December 31, 2015 as well as the SRBT Fund Statements from July 2015 thru December 2015.

L. Gabree stated that the market has had recent declining months so there has been some loss in market value. However the Town is invested in the PRIM for the long term.

K. Johnston stated that the Middlesex Retirement Board has been invested for approximately ten years and has outperformed all other financial vehicles. He stated that he is comfortable with the Town's OPEB funds as invested in the PRIM. He suggested that if the Board should have someone from PRIM come out to speak with us at a future meeting.

**Discussion on FY 2017 OPEB Contribution Recommendation:**

R. Pontbriand stated that with the OPEB Board of Trustees now established it would be in order for the Board to make any official recommendations to the Board of Selectmen and Finance Committee regarding the Town's future OPEB contributions.

L. Gabree stated that the estimated OPEB liability for the Town of Ayer at this time is approximately \$12,462,269.00. If the Town were to prefund this liability it would require the Town to fund \$300,000 a year for the next thirty years. The Town in recent years has had an unofficial policy of putting the Town's Meals Tax as collected each year into OPEB. For FY 2016 and for FY 2017 this amount is approximately \$120,000. It would make sense for the Town to adopt a policy that commits to a minimum of \$120,000 a year with the goal of \$300,000 a year.

K. Johnston stated that \$300,000 a year for thirty years represents the advantage(s) of compounding of the PRIT can do for the Town. This is a liability and a commitment that is not going to go away. By prefunding at the recommended amount of \$300,000 this keeps the Town on par with our peers and will be part of our bond rating.

**MOTION:** A motion was made by S. Copeland and seconded by J. Livingston that the OPEB Board of Trustees recommend that the Board of Selectmen adopt an OPEB contribution policy for FY 2017 and FY 2018 that consists of the Town's OPEB contribution for FY 2017 and FY 2018 to each consist of a minimum contribution of \$300,000 each year with \$120,000 from the collected meals tax and the balance of \$180,000 from free cash.

**Motion Passed 5-0.**

With no further business, the Board scheduled the next quarterly meeting for Tuesday, June 7, 2016 at 4pm at Town Hall.

**MOTION:** A motion was made by S. Copeland and seconded by K. Johnston to adjourn the meeting. **Motion passed 5-0.**

Meeting adjourned at 4:45pm

Minutes Recorded and Submitted by: R. Pontbriand, Trustee, *Ex-Officio*

Minutes Approved by the OPEB Board of Trustees on June 7, 2016

Signed:   
Robert A. Pontbriand, Trustee, *Ex-Officio*