

**BOARD OF FINANCE INVESTMENT SUB-COMMITTEE
DRAFT MINUTES OF MEETING
August 28, 2013**

Pursuant to the call and written notice the Investment Sub-Committee of the Board of Finance was held on Wednesday, August 28, 2013 at 2:00 p.m. in the 2nd floor conference room, 725 Old Post Road, Fairfield, Connecticut.

MEMBERS PRESENT

Kenneth Brachfeld, Jim Brown

MEMBERS ABSENT

Tom Flynn

ALSO PRESENT

Bob Mayer, Chief Fiscal Officer and Chief of Staff
Caitlin Bosse, Controller

Chairman Brachfeld called the meeting to order at 2:12 p.m.

Mr. Brachfeld asked Mr. Mayer to discuss the current status of cash and investment balances and plans for future investment activity.

Mr. Mayer distributed and discussion was held on the following:

- Cash and Investment balances by bank and brokerage institution
- Detail of Town cash by Fund
- List and descriptions of current investments
- Investment policy development strategy
- State statutes governing municipal finance

Mr. Mayer also discussed:

- Information on size and rating of current banks and brokerages

Mr. Mayer indicated that given the smaller size and rankings of some of the banks and institutions he felt it appropriate to transfer some of the funds and investments.

Janney Capital Markets then made a presentation with a recommended portfolio process for the Town.

Jim Brown left at 3:40 pm

Janney left (3:48 pm) and discussion pursued:

- Consolidate cash and Investments
- Create long-term cash flow projection

- Develop Investment Policy Guidelines
- Ken Brachfeld mentioned other concepts (Index funds, ETF, ETNs)

There was consensus that the portfolio would benefit by:

- Reducing the number of banks
- Reducing the number of brokerage accounts
- Purchasing larger blocks of selected securities
- Janney could be able to help the Town realize its goals to reduce transaction costs and could provide required reports
- Transitioning, strategically, to avoid unnecessary transition and sizing adjustment costs

Meeting adjourned at 3:58 pm