

**Special Meeting  
Minutes  
Board of Selectmen**

**October 21, 2008**

Meeting was called to order at 8:00 a.m. by Barbara Henry, First Selectman.  
Present: R. Lowe Selectmen; Not Present: R. Dirienzo

**1. Approve a Resolution regarding the Town of Roxbury Award Plan for members of the Roxbury Volunteer Fire Department and the Roxbury Ambulance Association**

B. Henry explained that the BOS needs to adopt a Resolution whereby the First Selectman, acting as Administrator of the above referenced Award Plan, along with the BOS, appoint an additional Plan Administrator who has the authority to invest, reinvest, control and disburse the assets of the Plan consistent with the Plan and maintain the accounts in the names of the Participants. The Town submitted bid proposals for administration of the Town's pension plan and from those bids awarded the administration to Ericson Financial Services, Inc. being the best qualified bidder. B. Henry proposed that the Award Plan administration also be awarded to Ericson Financial Services, Inc. She relayed that the Town's Attorney has reviewed everything and is on board with the awarding of the additional administration.

Motion by R. Lowe to appoint Ericsson Financial Services, Inc. as additional Administrator of the Town of Roxbury Award Plan for members of the Roxbury Volunteer Fire Department and the Roxbury Ambulance Association according to the following Resolution. Second by B. Henry. Motion carried.

**RESOLUTION OF THE BOARD OF SELECTMEN OF THE TOWN OF ROXBURY REGARDING  
THE TOWN OF ROXBURY AWARD PLAN FOR MEMBERS OF THE ROXBURY VOLUNTEER  
FIRE DEPARTMENT AND THE ROXBURY AMBULANCE ASSOCIATION**

Whereas the Town of Roxbury, acting by Town Meeting, adopted the Town of Roxbury Award Plan for Members of the Roxbury Volunteer Fire Department and the Roxbury Ambulance Association ("Plan") effective as of the 1st day of April, 2000 and amended May, 2001 as authorized by the Volunteer Fire and Ambulance Personnel Tax Abatement and Award Plan Ordinance ("Ordinance");

Whereas the Plan is a length of service award plan under IRC §457 and the assets are held in trust for the exclusive purpose of providing benefits to participants and their beneficiaries or for the purpose of defraying the reasonable expenses of the operation and administration of the program;

Whereas the Plan provides that the "Plan Administrator" is the First Selectman, or person, persons, or business organization designated by the Board of Selectmen of the Town under the terms hereof to administer the Plan;

Whereas the Plan provides that the Plan Administrator may delegate all or part of his duties to others with approval of the Board of Selectmen. The Plan Administrator shall not be liable for any acts or omissions of the persons to whom such duties have been delegated;

Where as the Plan provides that of more than one person is serving as the Plan Administrator hereunder, such persons may allocate among themselves by written agreement those responsibilities under this Plan, and if responsibilities have been allocated among the persons serving as the Plan Administrator only that person to whom a specific responsibility has been allocated shall be liable for his acts or omissions in carrying out such responsibility;

Whereas the Plan provides that the First Selectman of the Town is the Plan Administrator subject to the appointment by the Board of Selectman of a successor Plan Administrator, after due consideration of recommendations by the Board of Directors, executive board or similar body of the RVFD and RAA;

Whereas the Town of Roxbury submitted bid proposals for administration of the Town's employee pension plan and from those bids awarded same to Ericson Financial Services, Inc. as the best qualified bidder;

Whereas the reasonable expenses of the Plan Administration, including fees paid to the Plan Administrator (other than the First Selectman), investment managers, agents, or counsel hired by the Plan Administrator to assist him shall be allocated among the accounts as set forth above;

Whereas the Plan Administrator, in exercising its or her discretion, shall do so in a uniform and nondiscriminatory manner, treating all Participants in similar circumstances alike;

Whereas Ericson Financial Services, Inc. of Washington, Connecticut has also agreed to serve as an additional Administrator of the Plan with the authority to invest, reinvest, control and disburse the assets of the Plan consistent with the Plan and the authority to maintain or cause to be maintained accounts in the name of Participants, to set up or cause to be set up investment vehicle(s) for the accounts and to communicate or cause to be communicated to the Participants the investment options available to Participants, to make annual reports of such accounts, and such other responsibilities and obligations delegated to a Plan Administrator under the Plan;

Whereas the appointment of Ericson Financial Services, Inc. as an Administrator as described in this Resolution has been submitted to the appropriate representatives of the boards of the Roxbury Volunteer Fire Department and the Roxbury Ambulance Association for due consideration and recommendations;

NOW THEREFORE, the Board of Selectman and First Selectman, as Administrator of the Plan hereby appoint Ericsson Financial Services, Inc. as an additional Administrator of the Plan and approve the transfer of the assets of the Plan to Ericson Financial Services, Inc. to be invested, reinvested, controlled and disbursed consistent with the Plan, this Resolution and the Administrator's duties under the Plan;

FURTHER the First Selectman shall be authorized to enter into such agreements with Ericson Financial Services, Inc. as are necessary to implement such transfer of assets, this Resolution and the Ericson Financial Services, Inc.'s undertaking of the duties of an additional Administrator under the Plan.

**2. Approve the procedure and costs for Transfer Station stickers for the year 2009**

B. Henry explained that the one "free" permit sticker for volunteers didn't work for all situations and she would like to see one change made: That volunteers on Town boards and commissions, including emergency services volunteers, get their first permit sticker free. The second permit sticker will cost \$25 and any additional will be \$10.

If the resident is not a volunteer then the first permit sticker will cost \$25 and each additional will be \$10, just as it was for 2008. Permit stickers are also to be purchased either at the Transfer Station from Mike Rice, Town Police Officer, or from the Tax Collector's office after proof of registration and taxes paid.

Motion by R. Lowe to approve the change in costs for Transfer Station permit stickers for volunteers to the first permit sticker free, the second will cost \$25 and any additional will be \$10. For non-volunteers, the costs will remain as in the year 2008. Second by B. Henry. Motion carried.

Motion by R. Lowe to adjourn at 8:15 a.m., second by B. Henry. Motion carried.

Respectfully submitted,

Barbara Henry  
Acting Clerk

10/21/2008

*These minutes are not considered official until approved at the next Regular Meeting of the Roxbury Board of Selectmen.*