

TOWN OF WISCASSET  
Investments and Services ad-hoc Committee  
September 21, 2009

1. Call to order at 6:34 PM.

Committee members in attendance: Frank Barnako (via speakerphone), Pamela Dunning, Jim George, Larry Lomison, Ed Polewarczyk and Greg Shea.

2. Ed Polewarczyk moved to approve the minutes as written. Motion seconded by Larry Lomison. Motion passed 6-0.

3. Committee members proceeded to edit the Request for Proposal that was used by Town of Wiscasset in the year 2000 to solicit work for investment management services. There were numerous changes made to the document to bring it up to date so it can be mailed out to the list of proposers who will be selected from those who respond by the September 29, 2009 questionnaire deadline.

It was determined that Greg Shea and Jim George would meet at the town office, after the September 29, 2009 deadline, to open the questionnaires. Ed Polewarczyk may be available to assist them. The documents will be scanned in PDF forms and emailed to all committee members. When the committee members have had time to read through the documents, the committee will meet to discuss who should receive RFP packets.

There was some discussion about the opening of the RFP packets. It is Selectmen policy that proposals be opened at an open board meeting. The committee agreed that the Selectmen would open the packets at a regular Selectmen meeting in order to publicly list those who responded. The committee would then take possession of the packets, make PDF documents of them, and email them to all committee members for consideration. These documents should be held as confidential until such time as the committee has digested their content and made their recommendations to the Board of Selectmen.

4. The date for the next meeting was not set. The next meeting date will be determined via email and communicated to the town office for posting.

5. Pamela Dunning moved to adjourn. Motion was seconded by Larry Lomison. Meeting adjourned at 8:20 PM.

Respectfully submitted by Pamela Dunning, Clerk