

Town of Ledyard, CT Request for Qualifications Investment Advisor for the Town's Retirement and Other  
Post Employment Benefit Plans

**RESPONSES TO QUESTIONS**

**July 15, 2011**

**ADDENDUM #1**

**Q 1.** Is a copy of the most recent actuarial report available?

**A 1.** Attached are specific excerpts.

**Q 2.** May we have a copy of the Summary Plan Description, if not part of actuarial report?

**A 2.** Individual SPDs have been developed for each plan (9) which are too numerous to attach.

**Q 3.** What is the current OPEB liability?

**A 3.** As of 6.30.2010 the net OPEB obligation is **\$638,909**.

**Q 4.** Should the customary question regarding litigation or investigation by regulatory authorities have been included in the RFQ?

**A 4.** Yes. The appropriate language is included herein and must be part of a firm's response.

**Identify and describe any litigation or investigation by a regulatory authority that your organization or officers have been involved in over the last three years that relate to master trust/custody or security lending services.**

TOWN OF LEDYARD, CONNECTICUT  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

**IV. OTHER INFORMATION (CONTINUED)**

**A. Risk Management (Continued)**

An analysis of the activity in the claims liability for the medical insurance fund is as follows:

|                 | CLAIMS<br>PAYABLE<br><u>JULY 1</u> | CURRENT YEAR<br>CLAIMS AND<br>CHANGES IN<br>ESTIMATES | CLAIMS<br>PAID | CLAIMS<br>PAYABLE<br><u>JUNE 30</u> |
|-----------------|------------------------------------|-------------------------------------------------------|----------------|-------------------------------------|
| 2009-2010 ..... | \$ 508,645                         | \$ 4,563,967                                          | \$ 4,700,513   | \$ 372,099                          |
| 2008-2009 ..... | 446,791                            | 5,406,107                                             | 5,344,253      | 508,645                             |

**B. Commitments and Litigation**

Amounts received or receivable from Federal and State grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

The Town is a defendant in various lawsuits and the outcome of these lawsuits is not presently determinable. In the opinion of the Town attorney, the resolution of these matters will not have a material adverse effect on the financial condition of the Town.

**C. Pension Plans**

**1. Plan Description**

Summary

The Town of Ledyard is the administrator of a single-employer defined benefit Public Employee Retirement System (PERS) established by Town Ordinance and administered by the Town to provide pension benefits for its employees. Plan provisions are determined by the various union contracts. The PERS is considered to be part of the Town of Ledyard's financial reporting entity and is included in the Town's financial reports as a pension trust fund. The PERS does not issue a stand alone report.

**2. Summary of Significant Accounting Policies and Plan Asset Matters**

**a. Basis of Accounting**

The Town's pension trust fund financial statements are prepared on the accrual basis of accounting. Revenues (contributions and investment income) are recognized when they are earned and expenses (benefits, administration and refunds) are recognized when they are due and payable in accordance with the terms of the plan.

TOWN OF LEDYARD, CONNECTICUT  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

**IV. OTHER INFORMATION (CONTINUED)**

**C. Pension Plans (Continued)**

**2. Summary of Significant Accounting Policies and Plan Asset Matters (Continued)**

**b. Valuation of Investments**

Investments are valued at fair value. There are no investments of 5% or greater in any one organization.

**3. Classes of Employees Covered**

As of July 1, 2009, the plans' membership consists of:

|                                                                            |            |
|----------------------------------------------------------------------------|------------|
| Retirees and beneficiaries currently receiving benefits.....               | 56         |
| Terminated employees entitled to benefits but not yet receiving them ..... | 24         |
| Active plan members .....                                                  | <u>155</u> |
| TOTALS .....                                                               | <u>235</u> |

**4. Benefit Provisions**

Contributions

The Town's contributions are actuarially determined on an annual basis using the entry age normal cost method. The Town's contributions were 18% of covered payroll. Administration costs are financed from investment earnings.

**5. Actuarial Assumptions**

The information presented as historical trend information was determined as part of the actuarial valuation as of the date indicated in the tabulation. Additional information as of the latest valuation is as follows:

|                                     |                                        |
|-------------------------------------|----------------------------------------|
| VALUATION DATE.....                 | JULY 1, 2009                           |
| ACTUARIAL COST METHOD .....         | ENTRY AGE NORMAL ACTUARIAL COST METHOD |
| ASSET VALUATION METHOD.....         | 5 YEAR SMOOTHING                       |
| ACTUARIAL ASSUMPTIONS:              |                                        |
| Net Investment Rate of Return ..... | 6.25%                                  |
| PROJECTED SALARY INCREASES:         |                                        |
| Merit .....                         | 2.00%                                  |
| Inflation .....                     | 2.00%                                  |
| AMORTIZATION METHOD .....           | LEVEL PERCENT OF PAY                   |
| REMAINING AMORTIZATION PERIOD.....  | 18 YEARS                               |

TOWN OF LEDYARD, CONNECTICUT  
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)

**IV. OTHER INFORMATION (CONTINUED)**

**C. Pension Plans (Continued)**

**6. Funded Status and Funding Progress**

The funded status of the plan as of July 1, 2007 was as follows:

| ACTUARIAL<br>VALUATION<br>DATE | (A)<br>ACTUARIAL<br>VALUE OF<br>ASSETS | (B)<br>ACTUARIALLY<br>ACCRUED<br>LIABILITY<br>(AAL)<br>PROJECTED<br>UNIT CREDIT | (B-A)<br>(OVER)/<br>UNDER<br>FUNDED<br>UAAL | (A/B)<br>FUNDED<br>AAL<br>RATIO | (C)<br>COVERED<br>PAYROLL | [(B-A)/C]<br>UAAL AS<br>A PERCENTAGE<br>OF COVERED<br>PAYROLL |
|--------------------------------|----------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------|---------------------------------|---------------------------|---------------------------------------------------------------|
| July 1, 2009                   | \$11,385,895                           | \$18,361,798                                                                    | \$(6,975,903)                               | 62.0%                           | \$7,308,132               | (95.5%)                                                       |

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. The required schedule of funding progress, immediately following the notes to the financial statements (RSI) presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time, relative to the actuarial accrued liability for benefits.

**7. Annual Pension Cost and Net Pension Obligation (NPO)**

The changes in the net pension obligation as of June 30, 2010, were as follows:

|                                                      |                   |
|------------------------------------------------------|-------------------|
| Annual required contribution .....                   | \$ 960,792        |
| Interest on net pension obligation .....             | 54,279            |
| Adjustment to annual required contribution .....     | ( 59,292)         |
| Annual pension cost .....                            | 955,779           |
| Contribution made .....                              | <u>1,000,000</u>  |
| Change in net pension obligation (asset) .....       | ( 44,221)         |
| Net pension obligation (asset) - July 1, 2009 .....  | <u>868,466</u>    |
| Net pension obligation (asset) - June 30, 2010 ..... | <u>\$ 824,245</u> |

**8. Three Year Trend Information**

| YEAR<br>ENDING | ANNUAL<br>PENSION<br>COST<br>(APC) | PERCENTAGE<br>OF APC<br>CONTRIBUTED | NET<br>PENSION<br>OBLIGATION |
|----------------|------------------------------------|-------------------------------------|------------------------------|
| <u>JUNE 30</u> |                                    |                                     |                              |
| 2010           | \$ 955,779                         | 104.6%                              | \$ 824,245                   |
| 2009           | 1,055,068                          | 111.9%                              | 868,466                      |
| 2008           | 1,111,612                          | 98.9%                               | 1,047,648                    |