

Belmont Contributory Retirement Board  
Thursday, February 25, 2016 at 8:15 am  
Belmont Town Hall, 455 Concord Avenue, Conference Room 2 (Ground Floor)

2016 JUN -3 PM 2:32

### Meeting Minutes

#### Board Members Present

Rosario Sacco, chair; Thomas Gibson, vice-chair; Chitra Subramanian; James Sloman

#### Guests

Jessica Porter, HR director, Town of Belmont; Charles and Mary O'Halloran; Michael Santoro, assistant DPW director, Town of Belmont; Scott Driscoll and Nina Petkova, NEPC

#### Call to Order

Chairman Sacco called the meeting to order at 8:15 am

#### Presentation by NEPC (taken first)

Mr. Driscoll introduced his colleague, Nina Petkova.

He presented quarterly and monthly investment performance, including January 2016:

- Safer assets, e.g., fixed income are the sectors with positive performance.
- Specifically reviewed PIMCO, which has underperformed; suggested possible search for global asset allocation manager, suggested to move forward with search immediately; formal recommendation made.
- Mr. Sloman started a discussion regarding fees and what other approaches could be taken: longer term, could build out emerging program; thinks this area is currently underperforming; less correlation with US equity, higher risk, could be time to be buyer; explore this in lieu of global asset manager.
- Mr. Driscoll was instructed to come back with a comparison of pros and cons between the two; Exposure in emerging 40% currently from PIMCO; can look at emerging equity and debt; increased risk, but can adjust portfolio.
- Negative of continuing with PIMCO: moved into value strategy; boutique managers in this space? Yes and some focusing on small cap, frontier markets.
- Need to review overall asset allocation; action deferred on PIMCO; requested asset allocation presentation for March meeting.
- Presented letter of agreement for signature; legislature changed 23B to allow seven years from five years.
- Mr. Gibson made a motion, seconded by Mr. Sloman, to accept the amendment to the existing NEPC contract with the existing fee for next two years; effective July 1 to June 30, 2018 with thirty day notice provision. The motion passed unanimously.
- The board expects to receive a similar amendment from Segal and Atty. James Quirk.

#### Review and Approval of Contract for Temporary Employee(s)

- Mr. Gibson presented the terms of the temporary contract and the qualifications of Ruth O'Meara for the position.
- Mr. Gibson made a motion, seconded by Mr. Sloman, to approve the contract. The vote passed unanimously.

- Mr. Sloman recommended that the board send correspondence to the town administrator to explain the transition in retirement board staff and steps of corrective action. Mr. Gibson offered to draft the correspondence.

#### Appoint Keeper of Records

Mr. Gibson made a motion, seconded by Mr. Sloman, to appoint Angela Olszewski as keeper of the records. The vote passed unanimously.

#### Enter Executive Session

The board took a roll call vote to enter executive session to discuss applications for disability retirement:

Mr. Gibson: yes

Mr. Sloman: yes

Mr. Sacco: yes

Ms. Subramanian: yes

#### Exit Executive Session

The purpose of executive session being concluded, the board took a roll call vote to exit executive session:

Mr. Gibson: yes

Mr. Sloman: yes

Mr. Sacco: yes

Ms. Subramanian: yes

Mr. Sloman exits the meeting

#### Presentation by Pension Technology Group

- Brian Bowler presented a proposal to convert the retirement system data into the PTG PensionPro software, automate receipt of retirement deductions from the town, and begin running the monthly checks and pension payroll. Topics included: converting members and retirees first, then accounting; running back-dated payrolls to match data already produced by MUNIS.
- Data conversion and other issues were discussed.
- The board acknowledged that it had previously signed an agreement allowing PTG to access data from the current software. The agreement was not acted upon per request of the previous retirement director. The board agreed to re-sign the agreement so that it is current.
- While discussing conversion of the pension payroll, it was noted that Chapter 32 provides the ability for the board to mandate direct deposit for all retirees. Mr. Gibson made a motion, seconded by Ms. Subramanian, to adopt a policy that all retirees use direct deposit. The motion passed unanimously.
- Ms. Olszewski will contact Matt at PTG to start the data conversion process.

#### Review and Acceptance of Minutes

- Mr. Gibson made a motion, seconded by Ms. Subramanian to table the acceptance of minutes for the January 2016 meeting.
- The vote to table passed unanimously.

#### Review and Approval of Pension Payroll Warrant

On a motion made by Mr. Gibson and seconded by Ms. Subramanian, the board reviewed the warrant and approved the following by signature: Retiree payroll: \$841,163.62; Board and staff payroll: \$13,740.10.

#### Review and Approval of Warrant for Refunds, Transfers-out, and Invoices

On a motion made by Mr. Gibson and seconded by Ms. Subramanian, the board reviewed the warrant and approved the following by signature: \$52,618.16.

#### Review of Correspondence Received

The board reviewed the following correspondence:

- Link to recent PERAC memos was sent to board members prior to the meeting
- Letter regarding a 1099R issue
- Notice for the NCPERS conference  
Mr. Gibson made a motion, seconded by Ms. Subramanian, to authorize those board members who wish to attend to be registered for the conference. The vote passed unanimously.
- Notice for the MACRS conference and TEDS seminar to be held from June 4 – 8  
Mr. Gibson made a motion, seconded by Ms. Subramanian, to authorize those board members and staff who wish to attend to be registered for the conference and/or TEDS seminar. The vote passed unanimously.

#### Report of the Executive Director

- It was determined that the board is currently using the town's federal tax ID. Mr. Gibson made a motion, seconded by Ms. Subramanian, for the board to file for its own federal tax ID. The motion passed unanimously.
- The board discussed the upcoming election. Mr. Sacco has decided not to run. Notice of election will be provided to active members and retirees.
- The board decided to vote on the July 1<sup>st</sup> COLA for retirees at its April meeting. Notice will be given to town meeting members once the date for the April meeting is set.
- The board would like to review local options.
- The board directed Ms. Olszewski to look for the budget that was prepared for the calendar year.
- There is an upcoming actuarial update that will use data from December 31, 2015.

#### Requests for Superannuation Retirement

The following members were presented for superannuation:

<u>Name</u>	<u>Ret Date</u>	<u>Cred Service</u>	<u>Age</u>	<u>Dept.</u>
Joseph Urciuolo	3/31/2016	43.75	68	Recreation

Mr. Gibson made a motion, seconded by Ms. Subramanian, to grant superannuation retirement to the member. The vote passed unanimously.

Enrollment of New Members

The following new members were presented for enrollment:

Angela Olszewski

Mr. Gibson made a motion, seconded by Ms. Subramanian, to enroll the new member. The vote passed unanimously.

Adjournment

Mr. Gibson made a motion, seconded by Ms. Subramanian, to adjourn the meeting. The voted passed unanimously. The meeting adjourned at 10:38 am.

Respectfully submitted,

Angela M. Olszewski  
Executive Director

Approved by the Retirement Board:

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Date

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