

**Belmont Contributory Retirement Board**  
**Meeting Held on Monday, October 17, 2016 at 8:15 am**  
**Belmont Town Hall, 455 Concord Avenue, Conference Room 2 (Ground Floor)**  
**Meeting Minutes**

2017 FEB -6 PM 12:22

Board Members Present

Thomas Gibson, chair; Walter Wellman, vice-chair; Ross Vona; James Sloman; Chitra Subramanian

Board Staff

Angela Olszewski, director; Robert Soohoo, retirement assistant

Guests

Scott Driscoll and Nedelina (Nina) Petkova, NEPC; James Quirk, Jr., attorney to the board; Elizabeth (Sue) Pew, town meeting member; Bridget Orr, Segal; David Kale, Belmont town administrator; Susan Weiner, retiree; Jeff Keay, HarbourVest; Cristen Conkling and Marc Davidson, AEW

Call to Order

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

Presentation by HarbourVest

- Organizational overview
- Dover Street 7 and 8: discussed contributions and receipts from funds and rate of return; unlikely to call all capital on 7
- Reviewed performance, cash flows, and company diversification
- Provided more detail on 7
- Reviewed 8, which is newer

Presentation by AEW

- Reviewed performance and strategy for core fund:
  - Income based strategy
  - Modest leverage, low cost of capital
  - Stay with coastal base, outperform and stable
  - Outperforming index in occupancy
  - On pace to exceed leasing goals
  - Reviewed recent transactions and strategic plan
- Partners 6: limited life fund
  - Fund is in liquidation; by end of 2017, most of it will be liquidated
  - Reviewed performance
  - Highlighted status of various properties
  - Discussed litigation

Presentation by NEPC

- Provided preliminary performance report because meeting is early
- Provided market index performance update
- Trend has been that asset classes that underperformed in 2015 are performing well in 2016
- Upcoming earnings reports looking lower compared to 2015
- Ten-year treasury yield starting to increase; looking for rate hike in mid-December
- Reviewed performance of the portfolio; preliminary because doesn't include PRIT funds
- Active management has consistently added value

- There was a discussion regarding the fee schedule and manager contract extensions
- Consider going out for RFP for custodial services

#### Future Meeting Dates

The board selected Monday November 28, 2016 as its next meeting date

#### Review and Acceptance of Minutes

Mr. Vona made a motion, seconded by Mr. Wellman, to approve the minutes of the September 27, 2016 board meeting. The motion passed unanimously.

#### Office Space Update

Currently no space available

#### Retirement System Valuation

- Reviewed the report presented at last meeting
- Reviewed the two additional schedules that were requested at the last meeting
- Mr. Kale asked questions about the schedules
- The town would like to see a schedule with full funding date extended to 2032
- Mr. Wellman presented chart that he prepared with comparison of all schedules
- Town issues include high school project debt and bond rating
- Mr. Gibson suggested that the board the board hold a special meeting to receive input from the Board of Selectmen, Warrant Committee, and town treasurer; Nov 7 was picked as the date for the meeting
- There was a discussion regarding additional schedules and fiduciary responsibility: requested a new schedule 1a with an assumed rate of return of 7.25% and a schedule with extension to 2032

#### Correction of Benefits

- Susan Weiner, retiree, had been notified that she had been overpaid due to an error in the calculation of her benefit. She told the board that she had no knowledge that she was being overpaid and requested a waiver of the overpayment. Mr. Wellman made a motion, seconded by Mr. Vona to waive the overpayment. The board discussed the situation and determined that Ms. Weiner did not have knowledge of the error and that the error had persisted for more than one year. The criteria for waiver being met, the board voted unanimously to waive the overpayment. Mr. Gibson then explained to Ms. Weiner the rules regarding post-retirement employment in the public sector and the provisions of section 105.
- Mr. Wellman inquired about the status of payment of interest to Ms. Weatherbee. The amount will be calculated. Taxability and funding must be determined.
- Attorney Quirk noted that the Lyons case was approved; he submitted new records for the Reilly case to PERAC; he sent a letter to Whittemore regarding the overpayment of child support

#### Group Classification Review

- Ms. Olszewski will request the latest job descriptions from the Light Department from the new HR director

#### Report of the Executive Director

- Ms. Olszewski reported that Powers and Sullivan, the town's auditor, is expected to perform the retirement audit in November
- Staff has been working on entering data for the pension payroll into the retirement software

#### Extension of Contracts

Mr. Wellman made a motion, seconded by Mr. Vona, to ratify the contract extension for the portfolio monitoring agreement with Labaton. The extension had been approved previously, but had not been filed. The motion passed unanimously.

Hiring of Temporary Staff

The board discussed the need for temporary staff to assist with accounting. Maria Freitas, who performs this function for the Arlington Retirement Board, is willing to take the position. Mr. Wellman made a motion, seconded by Mr. Vona, to extend an offer to Ms. Freitas an hourly rate of \$40 for 120 days

Executive Session

As there was no need, the board did not enter into executive session.

Review and Approval of Pension and Board Member/Staff Payroll Warrants

Mr. Wellman made a motion, seconded by Mr. Subramanian, to approve the payment of the staff payroll warrant in the amount of \$ 13,083.34 and the pension payroll warrant in the amount of \$ 847,617.70. The motion passed unanimously.

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

Mr. Wellman made a motion, seconded by Mr. Vona, to approve the payment of the refunds and invoices warrant in the amount of \$ 8,275.39. The motion passed unanimously.

Review of Correspondence Received

Public records requirements will be changing for 2017. Mr. Quirk will draft a new public records regulation. The board will need to appoint a records access officer.

Requests for Superannuation Retirement

There were no pending superannuation requests.

Enrollment of New Members

There were no new members.

Adjournment

The meeting was adjourned at 11:37 am

Respectfully submitted,

Angela M. Olszewski  
Executive Director

Approved by the Retirement Board:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_