

2017 FEB 27 PH 2:00

Belmont Contributory Retirement Board
Meeting Held on Monday, January 30, 2017 at 8:15 am
Belmont Town Hall, 455 Concord Avenue, Conference Room 2 (Ground Floor)
Meeting Minutes

Board Members Present

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

Board Staff

Angela Olszewski, executive director; Robert Soohoo, retirement assistant

Guests

Scott Driscoll, NEPC; James Quirk, Jr., attorney to the board; David Kale, Belmont town administrator

Call to Order

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

Presentation by NEPC

Scott Driscoll presented for NEPC:

Performance/Market Review

- Provided printed material with an update as of 12/31/2016
- Long-term performance is in line with the actuarial rate
- Mr. Sloman asked to continue discussion about moving out of hedge funds into equity index funds at the next meeting
- Strong performance in December
- Mr. Gibson will draft a letter to the Board of Selectmen with a copy to Belmont Citizen Herald regarding the fund's performance

Custody search update

- Five responses so far, due date today
- Next step: NEPC will put together review of proposals
- Plan to produce report for February meeting

It was noted that one hour should be allocated to NEPC at the next meeting.

Review and Acceptance of Minutes

Mr. Wellman made a motion, seconded by Mr. Vona to approve the regular session minutes of the December 28, 2016 meeting. Mr. Gibson, Mr. Wellman, Mr. Vona, and Ms. Subramanian voted in the affirmative. Mr. Sloman voted "present" as he was not in attendance at the meeting. The motion passed.

Mr. Sloman left the meeting.

The board reviewed the executive session minutes of the November 28, 2016 and December 28, 2016 meetings. Mr. Wellman made a motion, seconded by Mr. Vona, to approve both documents. The motion passed unanimously.

Retirement System Valuation/Funding Schedule

- Ms. Subramanian sent copies of the PERAC letter to the town, Belmont Housing Authority, and the Light Department.
- It was noted that the units have the option to pay the entire annual appropriation in one payment instead of splitting the payment into two, which would decrease interest cost in the funding schedule.

Presentation by James Quirk, Board Attorney

Attorney Quirk reviewed the PERAC memos that have been issued so far in 2017:

- He discussed the Grimes case, which relates to buybacks for on-call time for police and fire.
- Memos were issued for the new federal and state limits on regular compensation and retirement benefits.
- The rate for COLA effective 7/1/2017 has been set; The board decided that this item will be on the agenda for the March 23rd meeting. Notice of the intent to discuss this will be sent to the Town Clerk for distribution to the town meeting members.
- The SJC case regarding continued membership in the retirement system after a member's hours have dropped below the threshold for membership has been decided in favor of the member. Retirement boards may not remove members from the system unless they separate from employment and return to a position that does not meet the threshold.

Statuses/Extensions of Contracts

The board discussed the extension for the portfolio monitoring agreement with Scott & Scott, which had been reviewed previously by Attorney Quirk. Mr. Wellman made a motion, seconded by Mr. Vona, to approve the extension to January 30, 2019. The motion was approved unanimously.

Enrollment Form Policy

The staff did not have time in January to draft the policy. Discussion was tabled.

Correction of Benefits

- Staff presented a buyback issue where a member had been charged at the incorrect interest rate. Correspondence in the file will be sent to Attorney Quirk for review. The matter was tabled.
- Staff found that the members of the Belmont Housing Authority have been contributing the incorrect amount for their two percent deductions. This is now corrected, but staff will need to review prior payrolls to determine how long the issue has persisted.

Office Space Update

Town Administrator David Kale informed the board that he may have found suitable municipal office space for the Retirement Board staff. A plan should be available in about two weeks.

Mr. Kale also announced that he will be leaving Belmont for a position in another municipality. Board members congratulated and expressed appreciation for his cooperation and communication between the board and town on issues such as the actuarial valuation.

Report of the Executive Director

Ms. Olszewski reviewed the status of current projects in the retirement office, including the new expense account, 1099Rs, regular compensation review, and parallel pension payroll.

Executive Session

Executive Session under Purpose 7 of the Open Meeting Law: To comply with, or act under the authority of, any general ... law ...", that law being Exemption (c) of the Public Records Law (G.L. c. 4, s. 7(26)(c)) exempting personnel and medical files or information and other materials or data relating to a specifically named individual, the disclosure of which may constitute and unwarranted invasion of personal privacy.

Mr. Wellman made a motion, seconded by Mr. Vona, to enter executive session for the above purpose to discuss applications for accidental disability and to return to regular session at the conclusion of executive session.

The motion was approved unanimously via roll call vote:

Mr. Wellman: yes

Ms. Subramanian: yes

Mr. Vona: yes

Mr. Gibson: yes

A roll call vote was taken at the end of the executive session to exit and return to regular session.

Review and Approval of Expense and Payroll Warrants

It was noted that the invoices had been emailed to board members prior to the meeting for their review. Mr. Wellman made a motion, seconded by Mr. Vona, to approve the warrant for payment of expenses and pension payroll. The motion was approved unanimously.

Review of Trial Balance

The board reviewed the trial balance for the month of February, 2016. It was noted that Ms. Freitas is making significant progress on the investment accounting.

Review of Correspondence Received

There was no correspondence to be reviewed.

Review of PERAC Correspondence

This topic was covered during Attorney Quirk's presentation.

FOIA Requests Received

The Town of Belmont received two FOIA requests from the Plymouth Retirement Board, which were forwarded to the Retirement Board. They concerned payments made by municipalities to two Plymouth retirees, Robert Pomeroy and Michael Daley. Mr. Soohoo, the board's public records access officer, responded that the Belmont Retirement Board did not make payments to either person.

Requests for Superannuation Retirement

There were no requests.

Enrollment of New Members

Mr. Wellman made a motion, seconded by Mr. Vona, to accept and acknowledge eligibility of the following applications for enrollment. The motion was approved unanimously.

<u>Name</u>	<u>Mem Date</u>	<u>Position</u>	<u>Dept.</u>	<u>Group</u>
Maura Piacitelli	12/15/2016	Secretary	BPS	1
Jennifer Mitchell	12/9/2016	Prof Aide	BPS	1
Matthew Haskell	1/9/2017	Admin Assistant	Selectmen	1
		BoS		
Nicholas Navarrett	1/3/2017	FF	Fire	4
Coutney Burnell	10/12/2016	Prof Aide	BPS	1
Brittany Taylor	01/23/2017	FF	Fire	4
Gregory Ouellet	01/23/2017	FF	Fire	4
Jonathan Carabello	01/23/2017	FF	Fire	4
Michael McNamara	01/23/2017	FF	Fire	4
Jennifer Hegerich	08/10/2015	Prof Aide	BPS	1

Future Meeting Dates

The board selected Friday, February 24, 2017 and Thursday, March 23, 2017 at its next meeting dates.

Discussion of topics not reasonably anticipated 48 hours in advance of meeting

- Mr. Gibson suggested that the board file Town Meeting warrant articles for acceptance of some local options. He will prepare a memo. The board may need assistance from Segal to provide cost impact.
- While present at the meeting, Mr. Kale informed the board that the town is considering building the Medicare reimbursement into retiree drug rates; this change would occur in July

- Mr. Gibson has drafted some forms for board office use. These will be distributed to board members via email and discussed at the next meeting.
- Mr. Wellman conducted a salary survey of various retirement boards. He lost some of the data due to a computer problem, so he will report later on his findings.
- Staff sent out affidavits to retirees at the end of 2016. Mr. Soohoo provided the board with an update on the few remaining to be returned.

Adjournment

Mr. Wellman made a motion, seconded by Mr. Vona, to adjourn the meeting. The motion was approved unanimously. The meeting was adjourned at 12:05 pm.

Respectfully submitted,

Angela M. Olszewski
Executive Director

Approved by the Retirement Board:

Date
