

SALEM RETIREMENT BOARD  
OPEN SESSION MEETING MINUTES  
JULY 29, 2020  
12:00 P.M.

**I. Regular Matters of Business**

In attendance at this regular meeting of the Salem Retirement Board (“the Board”), via zoom webinar, were Dominick Pangallo (Chair), Laurie Giardella, Sarah M. Hayes, Robert T. Lutts, and Marcia A. Pelletier

Also in attendance were Board Treasurer Kathleen McMahon and Executive Director Paul Findlen

Remote Participation Announcement

Mr. Pangallo announced that, “pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Salem Contributory Retirement Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. Persons who would like to listen or view this meeting while in progress may do so by visiting <https://zoom.us/join>, entering meeting ID # ‘851 0598 2871’ as directed on the webpage, and clicking ‘Join’. Follow the on-screen instructions to join the meeting. You can also dial a toll-free phone number at 877-853-5257 to join the meeting. When prompted, enter meeting ID # ‘851 0598 2871’ and then follow the instructions to join the meeting. All votes taken by this body shall be by roll call vote. To offer public comment, participants may click the ‘Raise Hand’ button or, if on the phone, may press \*9 to raise their hand to speak.”

Meeting Minutes

The minutes of the previous Board meeting, held on June 24, 2020, were reviewed and, on a motion made by Mr. Lutts and seconded by Ms. Giardella, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to approve the July meeting minutes as submitted.

Monthly Warrants

The warrants for the month of July were reviewed and, on a motion made by Mr. Lutts and seconded by Ms. Giardella, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to approve the July warrants as submitted.

Applications to Purchase Service

There were no applications to purchase service that required the Board’s attention.

Recent Enrollments

All recent new enrollments were reviewed. On a motion made by Ms. Giardella and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to acknowledge the new enrollments as submitted.

### Benefit Calculation Results

All benefit calculation results for the month of July were reviewed by the Board. Ms. Giardella asked why the retirement dates for ADR benefit recipients, Michael Stuart and Eric Wilkins, were so far in the past. Mr. Findlen explained that the retirement dates for ADR benefit recipients are established by M.G.L. c. 32 § 7, which states that the retirement date is “to become effective on the date the injury was sustained or the hazard or account of which he is being retired was undergone, or on the date six months prior to the filing of the written application for such retirement with the board and his respective employer, or on the date for which he last received regular compensation for his employment in the public service, whichever date last occurs”. Ms. Giardella then asked if any other boards had found a way to amend the statute so that the date would not create such a large retroactive period. On a motion made by Ms. Hayes and seconded by Mr. Lutts, the Board voted by roll call: Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to approve the July benefit calculation results for Michael J. Stuart; Michael Andreas; Luzia Evans; Elizabeth Sadoski; Bosco Kwok; Florene Mazola; John Monahan Jr.; Diane Boyajian; and Eric Wilkins, as submitted.

### **II. Treasurer’s Report**

Board Treasurer, Kathleen McMahon, presented a comprehensive report on the monthly reconciliation performed on behalf of the Board. The Board reviewed the reconciliation report for the month of June. On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to accept the Treasurer’s Report as submitted.

Ms. Pelletier joined the meeting at approximately 12:20 p.m.

### **III. Executive Director’s Report**

Mr. Findlen presented the Board with a report on all cash receipts for the month of June, a report of all adjusting journal entries for the second quarter of 2020, as well as a trial balance for the month of June, for the Board’s review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of June, a monthly report on the traffic experienced by the Board’s website, and a monthly report of the Employee Self-Service portal usage, as well as the June 2019 reports on the traffic experienced by the Board’s website and the Employee Self-Service portal usage, for comparative purposes. The Board reviewed monthly statements of the SCRB’s investment in the PRIT Core Fund, prepared by the MA PRIM Board. The PRIT Core Fund grew by approximately 0.33% in the month of May, reducing the overall loss experienced by the fund to (-3.43%) for the calendar year. Mr. Findlen presented the Board with a signed copy of Chapter 117 of the Acts of 2020, a special act authorizing the SCRB to provide enhanced benefits to disabled police officer, Brian Benson, which will be funded by the City of Salem. Ms. Pelletier expressed her displeasure with the passage of the act, explaining that it could potentially make similar acts more prevalent throughout the state and create funding shortfalls. Ms. Pelletier suggested that disability benefits could be modified so that they may better provide for a younger, disabled retiree, without necessitating the passage of a special act. The Board discussed coordinating with Board Attorney Tom Gibson to compose a letter to the Legislature, expressing the Board’s concerns with special acts of this nature. On a motion made by Ms. Pelletier and seconded by Ms. Hayes, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to coordinate with Attorney Gibson on the

composition of a letter to the Legislature. On a motion made by Ms. Pelletier and seconded by Ms. Hayes, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to acknowledge the Executive Director's Report.

#### **IV. PERAC Memos & News**

The Board reviewed the Investment Report for 2019

Ms. Pelletier excused herself from the meeting at approximately 12:32 p.m.

#### **V. Fifth Member Appointment**

Mr. Findlen presented the Board with resumes submitted on behalf of Joseph Connarton, Adam Travinski, Scott Provencal, and Kent Moffat. On a motion made by Ms. Hayes and seconded by Ms. Giardella, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to invite all four of the applicants to interview at the August Regular Meeting of the Board, which will commence at 11:00 a.m. in order to allow time for an interview process.

#### **VI. 2020 Board Election Timeline Proposal**

Mr. Findlen presented an overview of the proposed timeline for the 2020 election of the second elected member of the Board. On a motion made by Mr. Lutts and seconded by Ms. Hayes, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to appoint Paul Findlen as election officer. On a motion made by Mr. Pangallo and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to adopt the 2020 Board Election Timeline for the election of the Second Elected Member of the Board.

#### **VII. Investment Policy Statement**

Mr. Findlen presented the SCRB's Investment Policy Statement (IPS) to the Board for an annual review. Mr. Findlen noted that there had not been any changes made to the IPS since the last review conducted by the Board. The Board will continue to review the IPS on an annual basis, or more frequently, if the need arises.

#### **VIII. Monthly Board Meeting Schedule**

The Board discussed the possibility of changing the regular meeting schedule, so as to better facilitate the SCRB office's workflow. Mr. Findlen noted that, based on the information listed in the MA Retirees "blue book", many boards have moved away from holding meetings exclusively during the last week of the month, as had been common practice in years past. Ms. Giardella suggested the possibility of moving the monthly meeting to the week prior to the monthly payroll. Mr. Findlen suggested that Attorney Gibson may be a valuable resource in considering a schedule change, based on his relationship to retirement boards throughout the state. On a motion made by Ms. Giardella and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, to table the discussion of changing the monthly Board meeting schedule until the August Regular Meeting of the Board.

#### **IX. Old Business**

There were no old business matters that required the Board's attention.

## **X. New Business**

Mr. Findlen informed the Board of his plans to be on vacation the week of 8/17 - 8/21, as he had already discussed with Chair Pangallo. Ms. Giardella asked Mr. Findlen if the office had been opened to the public yet. Mr. Findlen replied that the office has been fully staffed for several months and that, based on the most reliable data available regarding the novel COVID-19 virus and the manner in which it is spread, the office is allowing members to be seen on an appointment only basis, and individuals are required to wear masks upon entering the building, and remain socially distanced. Mr. Findlen noted that the majority of retirement offices throughout the state are taking similar precautions, while many private businesses are observing stricter guidelines. Mr. Findlen welcomed the possibility of modifying the office's current policy, so long as the modifications can be justified based on peer reviewed scientific research. The Board confirmed the scheduling of the next regular meeting, which will be held on Wednesday, August 26, 2020, at 11:00 a.m.

Board Chair Dominick Pangallo asked the Board to observe a moment of silence in memory of Salem Police Officer Dana Mazola.

On a motion made by Mr. Lutts and seconded by Ms. Hayes, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to adjourn the meeting at 1:18 p.m.

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Dominick Pangallo, Chair

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Laurie Giardella

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Sarah M. Hayes

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Marcia A. Pelletier

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Robert T. Lutts

Documents used in SCRB Board meeting of July 29, 2020

- Agenda for July 29, 2020 SCRB Board meeting
- Open Session minutes of June 24, 2020 SCRB Board meeting
- July Cash Disbursements Warrant
- New Member Enrollment Report
- Benefit Calculations Results report
- June Treasurer's Report
- June Cash Receipts
- June Trial Balance
- June monthly expenditure report
- PRIT Fund June Statement
- PRIM Performance Update
- Monthly ESS Usage Report
- June 2019 Monthly ESS Usage Report
- Monthly Website Traffic Report
- June 2019 Monthly Website Traffic Report
- PERAC 2019 Investment Report
- Resumes for the Fifth Member of the Board position
- SCRB Investment Policy Statement (IPS)