

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
OCTOBER 28, 2020
12:00 P.M.

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, and Marcia A. Pelletier. Also in attendance were Board Attorneys Thomas F. Gibson, Esq., and Gerald McDonough, Esq., Accidental Disability Applicant, Frank Couture, Mr. Couture’s representative, Attorney Daniel Napolitano, 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 # ‘868 5188 1745’ 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 # ‘868 5188 1745’ 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.”

V. Executive Session (taken out of order)

A motion was made by Ms. Pelletier and seconded by Ms. Hayes to enter into Executive Session under Purpose 7 of the Open Meeting Law and in compliance with 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 an unwarranted invasion of personal privacy. On roll call, the vote was as follows:

VOTED:	Sarah M. Hayes	Yes
	Marcia Pelletier	Yes
	Chair Dominick Pangallo	Yes

At approximately 12:05 p.m. the Board went into Executive Session. The Chair stated that the Board would return to Open Session.

At approximately 12:23 p.m. the Board reconvened in Open Session and the Chair announced the Board’s actions during Executive Session on the following items:

ACCIDENTAL DISABILITY RETIREMENT

1. Frank E. Couture

The Board reviewed an application for accidental disability retirement benefits, submitted on behalf of Frank E. Couture, former Equipment Operator for the South Essex Sewerage District, together with a treating physician's statement, a statement submitted by Mr. Couture's employer, a medical panel report and narrative, medical records. On a motion to postpone a vote on the application submitted on behalf of Frank E. Couture, former Equipment Operator for the South Essex Sewerage District, until a pre-employment physical can be reviewed by Board Attorney Tom Gibson, made by Ms. Hayes and seconded by Ms. Pelletier, the roll call vote was as follows:

VOTED:	Sarah M. Hayes	Yes
	Marcia Pelletier	Yes
	Chair Dominick Pangallo	Yes

VOTED: The application submitted on behalf of Frank E. Couture for accidental disability retirement benefits will be voted on by the Board at the November Regular Meeting of the Board

I. Regular Matters of Business (resumed)

Meeting Minutes

The minutes of the previous Board meeting, held on September 30, 2020, were reviewed and, on a motion made by Ms. Pelletier and seconded by Ms. Hayes, the Board voted by roll call: Ms. Hayes, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the September meeting minutes as submitted.

Ms. Giardella joined the meeting at approximately 12:24 p.m.

Monthly Warrants

The warrants for the month of October were reviewed and there was a discussion regarding the cost to retain the services of Pension Benefit Information's obituary notification service, and Board Attorney Thomas Gibson explained the value of the service provided by PBI and the safeguard they provide against losses due to unreported obituaries. On a motion made by Ms. Hayes and seconded by Ms. Pelletier, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the October warrants as submitted.

Applications to Purchase Service

The Board reviewed an application to purchase service submitted on behalf of Laurie Giardella, who applied to purchase service pursuant to M.G.L. c. 32 § 3(5). On a motion made by Ms. Pelletier and seconded by Ms. Hayes, the Board voted by roll call: Ms. Giardella, present (to avoid any conflict of interest), Ms. Hayes, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve all applications to purchase service.

Recent Enrollments

All recent new enrollments were reviewed. 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. Pangallo, yes, Ms. Pelletier, yes, to acknowledge the new enrollments as submitted.

Benefit Calculation Results

All benefit calculation results for the month of October were reviewed and, 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. Pangallo, yes, Ms. Pelletier, yes, to approve the October benefit calculation results for Cheryl A. Casey; David Kezar; Elissa Mandell; and Mark L. Whitmore, as submitted.

II. Treasurer's Report

The Board reviewed the reconciliation report for the month of September, prepared by Board Treasurer, Kathleen McMahon. 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. Pangallo, yes, Ms. Pelletier, yes, to accept the Treasurer's Report as submitted.

III. Executive Director's Report

Mr. Findlen presented the Board with a report on all cash receipts for the month of September, a report of all adjusting journal entries for the third quarter of 2020, as well as a trial balance for the month of September, for the Board's review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of September, 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 September 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 0.65% in the month of August, raising the fund's return to a positive 2.56% for the calendar year. The Board also reviewed the details a recent distribution received from the Board's investment with Ascent Venture Partners, who continue to liquidate the SCRB's investment in their fund. Mr. Findlen updated the Board on the work being done on the SCRB office to repair damage sustained from a water tank leak on October 2nd. Mr. Findlen noted that a general contractor had been scheduled to address the damage at the earliest possible date, and that work would commence in the following week. Mr. Findlen explained that the work had been delayed due to positive COVID-19 tests that directly impacted the contractor's ability to begin the repairs. Mr. Findlen also noted that an adjustment would need to be made to the SCRB's CY2020 budget to account for the unexpected expense and that he had been working with the office's insurer to apply as much coverage as possible to the repairs. 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. Pangallo, yes, Ms. Pelletier, yes, to acknowledge the Executive Director's Report.

IV. PERAC Memos & News

The Board reviewed memo #29 and memo #31, and discussed relevant PERAC news.

VI. 2020 Board Election Update

Election Officer, Paul Findlen, announced the Election by Declaration of Marcia Pelletier to serve as the Second Elected Member of the Board for a three-year term set to commence on December 3rd, 2020, and expire on December 3rd, 2023.

VII. Old Business

Board Attorney Tom Gibson updated the Board on legal matters pertaining to the Board, as well as recent PERAC determinations and advisories that are relevant to the SCRB. Attorney Gibson noted the continuing efforts to recoup overpayments made to the Estate of Larry Kuhn. Attorney Gibson updated the Board on his continued pursuit of payments from Andrea Lentz, the daughter of Mr. Kuhn, and attorney, Jay Paul Satin, Esq., who represents Ms. Lentz, as the personal representative of the Estate of Larry Gene Kuhn. Attorney Gibson told the Board that he remained confident that the overpayments would eventually be recouped. Attorney Gibson also discussed the large number of ADR benefit recipients throughout the state who had been identified by PERAC as being in non-compliance with the requirements set forth in G.L. c. 32, s. 91A. Mr. Findlen informed the Board that he had been in touch with all of the SCRB benefit recipients who had been flagged by PERAC, and that they had all reported that they had either already submitted the required information and would follow up with PERAC to resubmit, or had not received any correspondence from PERAC, regarding their 91A status. Mr. Findlen reported that he would continue communication with the individuals in question until they were in compliance or required a Board hearing.

VIII. New Business

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

The Board confirmed the scheduling of the next regular meeting, which will be held on Wednesday, November 25, 2020, at 12:00 p.m.

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. Pangallo, yes, Ms. Pelletier, yes, to adjourn the meeting at 1:25 p.m.

Dominick Pangallo, Chair

Laurie Giardella

Sarah M. Hayes

Marcia A. Pelletier

Documents used in SCRB Board meeting of October 28, 2020

- Agenda for October 28, 2020 SCRB Board meeting
- Open Session minutes of September 30, 2020 SCRB Board meeting
- October Cash Disbursements Warrant
- New Member Enrollment Report
- Benefit Calculations Results report
- September Treasurer's Report
- September Cash Receipts
- September Trial Balance
- September monthly expenditure report
- PRIT Fund September Statement
- PRIM Performance Update
- Monthly ESS Usage Report
- September 2019 Monthly ESS Usage Report
- Monthly Website Traffic Report
- September 2019 Monthly Website Traffic Report
- Gibraltar Management Announcement
- PERAC Memo #29/2020
- PERAC Memo #31/2020