

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
NOVEMBER 25, 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), Sarah M. Hayes, and Marcia A. Pelletier. Also in attendance were Accidental Disability Applicant, Frank Couture, Mr. Couture’s representative, Attorney Daniel Napolitano, Karen Herrick, representing Mr. Couture’s former employer the South Essex Sewerage District, 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 # ‘853 8304 6550’ 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.”

I. Executive Session

A motion was made by Ms. Hayes and seconded by Ms. Pelletier 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 12:08 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, and a recommendation made by Board Attorney Thomas Gibson. On a motion to approve the application submitted on behalf of Frank E. Couture, 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 was approved and will be forwarded to PERAC for their approval

Ms. Giardella joined the meeting at approximately 12:08 p.m.

II. Regular Matters of Business

Meeting Minutes

The minutes of the previous Board meeting, held on October 28, 2020, 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 meeting minutes as submitted.

Monthly Warrants

The warrants for the month of November were reviewed. 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 November 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. 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 November 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 November benefit calculation results for John S. Robinson; Marian Garabedian; and Harry M. Rocheville, as submitted.

III. Treasurer's Report

The Board reviewed the reconciliation report for the month of October, 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.

IV. Executive Director's Report

Mr. Findlen presented the Board with a report on all cash receipts for the month of October, as well as a trial balance for the month of October, for the Board's review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of October, 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 October 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 experienced a loss of approximately 0.89% in the month of October, reducing the fund's return to 1.65% for the calendar year. The Board also reviewed the details of the estimated insurance reimbursement for the damages to the office resulting from the October 2nd water tank leak in a third-floor unit, above the SCRB office. Mr. Findlen also provided the Board with an invoice for the office repairs, prepared by Scout & Associates Contracting. 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.

V. PERAC Memos

The Board reviewed memo #32 and memo #33, and discussed relevant PERAC news.

VI. Old Business

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

VII. 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 Monday, December 21, 2020, at 12:00 p.m.

On a motion made by Ms. Giardella and seconded by Ms. Pelletier, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to adjourn the meeting at 12:57 p.m.

Dominick Pangallo, Chair

Laurie Giardella

Sarah M. Hayes

Marcia A. Pelletier

Documents used in SCRB Board meeting of November 25, 2020

- Agenda for November 25, 2020 SCRB Board meeting
- Attorney Recommendation (Couture ADR)
- Open Session minutes of October 28, 2020 SCRB Board meeting
- October Cash Disbursements Warrant
- New Member Enrollment Report
- Benefit Calculations Results report
- October Treasurer's Report
- October Cash Receipts
- October Trial Balance
- October monthly expenditure report
- PRIT Fund October Statement
- PRIM Performance Update
- Monthly ESS Usage Report
- October 2019 Monthly ESS Usage Report
- Monthly Website Traffic Report
- October 2019 Monthly Website Traffic Report
- PERAC Memo #32/2020
- PERAC Memo #33/2020