

SALEM RETIREMENT BOARD  
OPEN SESSION MEETING MINUTES  
SEPTEMBER 28, 2016  
12:00 P.M.

**I. Regular Matters of Business**

In attendance at this regular meeting of the Salem Retirement Board (“the Board”) were Sarah A. Stanton (Chair), Sarah M. Hayes, Robert T. Lutts, Dominick Pangallo, and Marcia A. Pelletier  
Also in attendance: Executive Director Paul Findlen

The meeting was called to order at approximately 12:00 p.m.

Meeting Minutes

The minutes of the previous Board meeting, held on August 24, 2016, were reviewed and, on a motion made by Mr. Lutts and seconded by Ms. Hayes, the Board voted 4-0-1 (Ms. Pelletier abstaining due to the meeting occurring prior to her election) to approve the August meeting minutes as submitted.

Warrants

The warrants for the month of September were reviewed and, on a motion made by Ms. Hayes and seconded by Mr. Lutts, the Board voted 5-0 to approve the September warrants as submitted.

Applications to Purchase Service

The Board reviewed an application to purchase service submitted on behalf of Robert F. Carter, who applied to purchase service pursuant to M.G.L. c. 32 § 4(2)(c). On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted 5-0 to approve the application to purchase service.

Benefit Calculations

All benefit calculations for the month of September were reviewed. The Board voted 5-0 to acknowledge the September benefit calculations as submitted.

Recent Enrollments

All recent new enrollments were reviewed. The Board voted 5-0 to acknowledge the new enrollments as submitted.

**II. Treasurer’s Report**

The Board reviewed a comprehensive report on the monthly reconciliation performed by the Board Treasurer on behalf of the Board. The Board reviewed the reconciliation report for the month of August. Mr. Findlen noted that the monthly reconciliation included the \$10.2 million purchase into the PRIT Core Fund, which was wired in August to PRIM from the Board’s cash account with Salem Five. On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted 5-0 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 August, as well as a trial balance for the month of August for the Board’s review. Mr. Findlen also

presented the Board with a monthly expenditure report for the month of August. Mr. Findlen reported on the growth experienced by the PRIT Fund in the month of August. The PRIT Core Fund grew by .4% in the month of August, raising the calendar year-to-date return to 7.1%. Mr. Findlen noted that, while market asset valuations sometimes differ from actuarial asset valuations, the year-to-date return suggests that the Board's investment portfolio may be close to meeting the actuarial assumed rate of return. Mr. Findlen also presented a report on the traffic experienced by the Board's new website. Mr. Findlen noted that the website traffic reports will become a regular part of the Executive Director's Report. On a motion made by Ms. Hayes and seconded by Mr. Lutts, the Board voted 5-0 to acknowledge the Executive Director's Report.

#### **IV. PERAC Memos**

The Board reviewed and discussed PERAC memos #22 and #23.

#### **V. Funding Schedules**

The Board reviewed fourteen funding schedules prepared by Kathy Riley, Senior Vice President and Actuary for Segal. On a motion made by Mr. Lutts and seconded by Mr. Pangallo, the Board voted 5-0 to adopt "Funding Schedule 3(a)", which assumes an actuarial rate of return of 7.5%, and schedules the plan to reach full funding by June 30, 2031.

#### **VI. Board Member Updates**

The Board welcomed its newest member, Marcia Pelletier, who began her term on September 1, 2016, following her election to the Board. Ms. Pelletier will serve out the remainder of the second elected member's current term, which is set to expire on December 3, 2017.

#### **VII. Old Business**

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

#### **VIII. New Business**

The Board scheduled the October Regular Meeting of the Board for Wednesday, October 26, 2016, at 12:00 p.m. The Board discussed travel plans to the Fall MACRS Conference.

On a motion made by Mr. Lutts and seconded by Ms. Hayes, the Board voted 5-0 to adjourn the meeting at 12:32 p.m.

Next meeting of the Board scheduled for Wednesday, October 26, 2016, at 12:00 p.m.

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Sarah A. Stanton, Chair

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Sarah M. Hayes

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Robert T. Lutts

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Marcia A. Pelletier

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Dominick Pangallo

Documents used in SCRB Board meeting of September 28, 2016

- Agenda for September 28, 2016 SCRB Board meeting
- Open Session minutes of August 24, 2016 SCRB Board meeting
- September Cash Disbursements Warrant
- September Benefit Calculations, Transfers, and Refunds Report
- New Member Enrollment Report
- August Treasurer's Report
- August Cash Receipts
- August Trial Balance
- August monthly expenditure report
- Funding Schedules
- PRIT Fund reports
- PERAC memos