

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
JANUARY 25, 2017
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, participating remotely, Marcia Pelletier. Also in attendance were Board Treasurer Kathleen McMahon and Executive Director Paul Findlen.

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

Remote Participation Announcement

Pursuant to 940 CMR 29.10, Board Chair, Sarah Stanton, announced that Marcia Pelletier would be participating in the meeting remotely, as permitted under section (5), due to a geographic distance which made Ms. Pelletier’s attendance unreasonably difficult. Ms. Stanton reminded the Board, and all those in attendance, that all votes at a meeting in which a member participates remotely shall be held by roll call.

Meeting Minutes

The minutes of the previous Board meeting, held on December 14, 2016, were reviewed and, on a motion made by Mr. Lutts and seconded by Mr. Pangallo, the Board voted by roll call: Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, Ms. Stanton, yes, to approve the December meeting minutes as submitted.

Warrants

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

Applications to Purchase Service

The Board reviewed applications to purchase service submitted on behalf of Kim F. Emerling and Victor Ruiz Jr., both of whom applied to purchase service pursuant to M.G.L. c. 32 § 4(1)(h). On a motion made by Mr. Pangallo and seconded by Ms. Hayes, the Board voted by roll call: Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, Ms. Stanton, yes, to approve all applications to purchase service.

Benefit Calculations

All benefit calculations for the month of January were reviewed and, 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, Ms. Pelletier, yes, Ms. Stanton, yes, to approve the January benefit calculations as submitted.

Recent Enrollments

All recent new enrollments were reviewed. The Board voted by roll call: Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, Ms. Stanton, yes to acknowledge the new enrollments as submitted.

II. Treasurer's Report

Board Treasurer, Kathleen McMahon, presented 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 December. 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, Ms. Pelletier, yes, Ms. Stanton, 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 December, report of all adjusting journal entries for the fourth quarter of 2016, as well as a trial balance for the month of December for the Board's review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of December and the monthly report on the traffic experienced by the Board's website. Mr. Findlen reported that, at calendar year end, \$261,158.74 had been expended on Total Operating Expenses (86.48% of the budgeted Total Operating Expenses for 2016), and \$734,876.99 had been expended on Investment Management Fees (87.9% of the budgeted Investment Management Fees for 2016), representing an expended 87.53% of the budgeted total expenditures for 2016. The Board discussed which line items experienced the most significant savings, as well as opportunities for savings in 2017. The Board reviewed reports on the activity experienced by the PRIT Fund for the months of November and December, as well as PRIM's November Board Update. In January, PRIM announced that forthcoming Board Updates would be provided on a quarterly basis, with emphasis placed on quarterly performance. The PRIT Core Fund posted a return of 8.02% for CY2016, which exceeded the SCRB's expected annual rate of return of 7.5%. 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, Ms. Pelletier, yes, Ms. Stanton, yes, to acknowledge the Executive Director's Report.

IV. PERAC Memos

The Board reviewed and discussed PERAC memos #28, #29, #30, #1, #2, #3, #4, #5, #6, #7, #8, and #9.

Officer Brian Benson, from the Salem Police Department, joined the meeting at 12:39 p.m.

V. Executive Session

A motion was made by Mr. Pangallo and seconded by Mr. Lutts, to enter into Executive Session in order to review applications for benefits related to disability retirement. On roll call, the vote was as follows:

VOTED:	Sarah M. Hayes	Yes
	Robert T. Lutts	Yes
	Dominick Pangallo	Yes
	Marcia Pelletier	Yes
	Chair Sarah Stanton	Yes

At approximately 12:40 p.m. the Board went into Executive Session. The Chair stated that the Board would return to Open Session.

At approximately 12:55 p.m. the Board reconvened in Open Session and the Chair announced the Board's actions during Executive Session on the following items.

INVOLUNTARY ACCIDENTAL DISABILITY RETIREMENT

1. Brian R. Benson

The application for involuntary accidental disability retirement benefits, submitted on behalf of Brian R. Benson, was reviewed, together with a summary prepared by Mr. Findlen. On a motion to request the appointment of a regional medical panel, made by Mr. Pangallo and seconded by Mr. Lutts, the roll call vote was as follows:

VOTED:	Sarah M. Hayes	Yes
	Robert T. Lutts	Yes
	Dominick Pangallo	Yes
	Marcia Pelletier	Yes
	Chair Sarah A. Stanton	Yes

VOTED: The application submitted on behalf of Brian R. Benson for accidental disability retirement benefits was accepted and the Board will petition PERAC to convene a regional medical panel.

Mr. Benson excused Himself from the meeting at 12:56 p.m.

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.

On a motion made by Mr. Lutts and seconded by Mr. Pangallo, the Board voted by roll call: Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, Ms. Stanton, yes, to adjourn the meeting at 1:01 p.m.

Next meeting of the Board scheduled for Wednesday, February 22, 2017, at 12:00 p.m.

Sarah A. Stanton, Chair

Sarah M. Hayes

Robert T. Lutts

Marcia A. Pelletier

Dominick Pangallo

Documents used in SCRB Board meeting of January 25, 2017

- Agenda for January 25, 2017 SCRB Board meeting
- Open Session minutes of December 14, 2016 SCRB Board meeting
- January Benefit Calculations Report
- New Member Enrollment Report
- December Treasurer's Report
- December Cash Receipts
- December Trial Balance
- December monthly expenditure report
- Q4 Adjustments Report
- PRIT Fund Reports
- PERAC memos