

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
MARCH 29, 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 Marcia A. Pelletier
Also in attendance: Executive Director Paul Findlen

The meeting was called to order at approximately 12:01 p.m.

Meeting Minutes

The minutes of the previous Board meeting, held on February 22, 2017, were reviewed and, on a motion made by Mr. Pangallo and seconded by Ms. Hayes, the Board voted 5-0 to approve the February meeting minutes as submitted.

Monthly Warrants

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

Applications to Purchase Service

The Board reviewed applications to purchase service submitted on behalf of Richard L. Avigian, Cynthia R. Mears, and Michael K. Wong, all of whom applied to purchase service pursuant to M.G.L. c. 32 § 4(2)(c). On a motion made by Mr. Pangallo and seconded by Mr. Lutts, the Board voted 5-0 to approve all applications to purchase service.

Benefit Calculations

There were no benefit calculations that required the Board’s attention.

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 February. On a motion made by Ms. Hayes and seconded by Ms. Pelletier, 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 February, as well as a trial balance for the month of February for the Board’s review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of February and the monthly report on the traffic experienced by the Board’s website. The Board reviewed a monthly statement of the SCRB’s investment in the PRIT Core Fund, prepared by the MA PRIM Board. The PRIT Core Fund grew by approximately 1.53% in the month of February. Mr. Findlen noted

the fund's total growth of 3.27% for 2017. The Board also reviewed the PRIM Board's Summary of Plan Performance for the month of February. The Board also reviewed a request filed by Richard W. Stafford, a retired member of the MTRS and former member of the SCRB, who submitted a letter petitioning the Board to review a breakdown of service provided by the SCRB to the MTRS in 2004. Mr. Stafford believed that his Salem School Committee Service had been erroneously omitted from the service breakdown provided to the MTRS, impeding his ability to "buyback" the aforementioned service as part of a "refund buyback", pursuant to M.G.L. c. 32 § 3(8)(b). Mr. Stafford cited M.G.L. c. 32 § 4(1)(o), which stated (as written prior to being amended by Chapter 21 of the Acts of 2009) that any "member who served as a... school committee member as the result of election by direct vote of the people, in which position he received no compensation, may establish credit for such service by depositing in the annuity savings fund of the system of which he is a member a sum equal to the amount which would have been paid into such fund during such period if such position had been compensated at the rate of twenty-five hundred dollars per year, plus regular interest to the date of payment". Mr. Findlen asked Mr. Stafford if he had made such a payment to the annuity savings fund, maintained by the SCRB, prior to leaving the system and he stated that he had not. On a motion made by Mr. Lutts and seconded by Ms. Hayes, the Board voted 5-0 to refer Mr. Stafford's request, along with the pertinent facts, to Board counsel, Thomas Gibson. On a motion made by Mr. Lutts and seconded by Ms. Pelletier, the Board voted 5-0 to acknowledge the Executive Director's Report.

IV. PERAC Memos

The Board reviewed recent PERAC memos and discussed any relevance they may have to the SCRB. The Board also held a discussion on PERAC memo #29 from 2016, and the prescribed protocol for addressing members who have purchased service pursuant to M.G.L. c. 32 § 4(2)(b)

V. 2016 Annual Statement

Mr. Findlen presented the Board with the 2016 Annual Statement of the Financial Condition of the Salem Contributory Retirement Board. Mr. Findlen briefly outlined the methodology used to perform the annual statement balance tests, and gave the Board an overview of the accounting procedures used to account for the activity that takes place within each fund from year to year. Mr. Findlen gave a brief explanation of the six funds that represent the total assets of the SCRB. Mr. Findlen also noted the relationship between the Expense Fund Disbursements account and the SCRB's operating budget. Mr. Findlen also presented the Board with the 2016 investment schedules and noted their relationships to several line items on the Annual Statement. On a motion made by Ms. Hayes and seconded by Mr. Lutts, the Board voted 5-0 to accept the 2016 Annual Statement of the Financial Condition of the Salem Contributory Retirement Board.

VI. Executive Session

A motion was made by Ms. Hayes and seconded by Mr. Lutts 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
	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 12:44 p.m. the Board reconvened in Open Session and the Chair announced the Board's actions during Executive Session on the following items:

Executive Session Minutes

The executive session minutes from the Board's February 22, 2017, meeting were approved. On a motion to approve the minutes 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 Stanton	Yes

VII. Old Business

Ms. Pelletier inquired as to the status of a policy regarding election mailing materials and requests made by candidates to the Board. Mr. Findlen reported that he has been in conversation with Board attorney Tom Gibson about drafting an official Board policy on election mailing materials.

VIII. New Business

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

On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted 5-0 to adjourn the meeting at 12:51 p.m.

Next meeting of the Board scheduled for Wednesday, April 26, 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 March 29, 2017

- Agenda for March 29, 2017 SCRB Board meeting
- Open Session minutes of February 22, 2017 SCRB Board meeting
- March Warrants
- March Benefit Calculations Report
- New Member Enrollment Report
- February Treasurer's Report
- February Cash Receipts
- February Trial Balance
- February monthly expenditure report
- Monthly Website Traffic Report
- PRIT Fund Statement
- PRIM Board Update
- PERAC memos
- 2016 Annual Statement
- Letter from Richard Stafford