

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
DECEMBER 28, 2018
12:00 P.M.

I. Regular Matters of Business

In attendance at this regular meeting of the Salem Retirement Board (“the Board”) were Dominick Pangallo (Chair), Laurie Giardella, Sarah M. Hayes, Robert T. Lutts, and Marcia A. Pelletier, who was present via remote participation

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, Dominick Pangallo, announced that Marcia Pelletier would be participating in the meeting remotely, as permitted under section (5), due to an illness which made Ms. Pelletier’s attendance unreasonably difficult. Mr. Pangallo 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. Ms. Pelletier announced that there were no other people present in the room with her.

Meeting Minutes

The minutes of the previous Board meeting, held on November 28, 2018, were reviewed and, on a motion made by Mr. Lutts and seconded by Ms. Pelletier, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the November meeting minutes as submitted.

Monthly Warrants

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

Benefit Calculations

All benefit calculations for the months of December were reviewed and, on a motion made by Ms. Hayes and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the December benefit calculations as submitted.

Applications to Purchase Service

There were no new applications to purchase service credit that required the Board’s attention.

Recent Enrollments

All recent new enrollments were reviewed. On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, 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 on behalf of the Board. The Board reviewed the reconciliation report for the month of November. On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, 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 November, as well as a trial balance for the month of November, for the Board's review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of November, a monthly report on the traffic experienced by the Board's website, and a monthly report of the Employee Self-Service portal usage. 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 .66% in the month of November, resulting in net positive growth of .75% for the calendar year. The Board also reviewed the PRIM Board Quarterly Update for the third quarter of 2018. The update detailed the growth experienced by the fund in the first three quarters of the calendar year, and noted the volatility that has weakened investment markets in the fourth quarter. PRIM noted that they are not "completely immune to a global equities downturn", but reiterated their belief that the "Fund is appropriately positioned for weakness in world equity markets". Mr. Findlen proposed a budget for the year 2019. The Board reviewed the budget proposal submitted by Mr. Findlen, who took questions on specific line items as well as the methodology used to compose the budget. On a motion made by Mr. Lutts and seconded by Ms. Giardella, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the proposed CY2019 budget. On a motion made by Ms. Pelletier and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to acknowledge the Executive Director's Report.

IV. PERAC Memos

The Board reviewed and briefly discussed PERAC memo #33/2018, as well as other recent and relevant PERAC memos.

V. Fifth Member Appointment

Mr. Findlen presented the Board with a draft of a posting intended to announce the forthcoming new term of the Board's Fifth member, and solicit applications from qualified candidates. The posting outlined the requirements expected of the Fifth member, as well as the prohibitions that would disqualify an individual from being eligible to serve as the Fifth member. Mr. Findlen also presented the Board with a timeline for the selection of the Fifth member. 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. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the proposed timeline as submitted and the draft posting as amended.

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.

Next meeting of the Board scheduled for Wednesday, January 30, 2019, at 12:00 p.m.

On a motion made by Ms. Giardella and seconded by Mr. Lutts, the Board voted by roll call: Ms. Giardella, yes, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to adjourn the meeting at 12:40 p.m.

Dominick Pangallo, Chair

Laurie Giardella

Sarah M. Hayes

Robert T. Lutts

Marcia A. Pelletier

Documents used in SCRB Board meeting of November 28, 2018

- Agenda for November 28, 2018 SCRB Board meeting
- Open Session minutes of November 28, 2018 SCRB Board meeting
- Benefit Calculations Report
- New Member Enrollment Report
- November Treasurer's Report
- November Cash Receipts
- November Trial Balance
- November monthly expenditure report
- 2019 Budget Proposal
- PRIT Fund November Statement
- PRIM Quarterly Update Q3 2018
- Monthly ESS Usage Report
- Monthly Website Traffic Report
- PERAC memos
- SCRB Fifth Member posting
- SCRB Fifth Member appointment timeline
- SCRB Policy on Procedures for the Election of Members to the Retirement Board