

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
JANUARY 30, 2019
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: Executive Director Paul Findlen, former Salem Housing Authority Executive Director Carol MacGown, and Salem Housing Authority Financial Assistant Beverly Larrabee

The meeting was called to order at approximately 12:03 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 December 28, 2018, were reviewed and, on a motion made by Ms. Giardella 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 December meeting minutes as amended.

Monthly Warrants

The warrants for the month of January were reviewed and, on a motion made by Mr. Lutts 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 January warrants as submitted.

Benefit Calculations

All benefit calculation results for the months of January 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 January benefit calculation results as submitted.

At approximately 12:12 p.m., Ms. MacGown and Ms. Larrabee left the meeting

Applications to Purchase Service

The Board reviewed an application to purchase service submitted on behalf of Karen Herrick, who applied to purchase service pursuant to M.G.L. c. 32 § 3(8)(b). 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. Pangallo, yes, Ms. Pelletier, yes, to approve all applications to purchase service.

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

The Board reviewed a comprehensive report on the monthly reconciliation performed on behalf of the Board. The Board reviewed the reconciliation report for the month of December. 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 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, a report of all adjusting journal entries for the fourth quarter of 2018, 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, 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 experienced a 2.57% loss in the month of December, resulting in a net negative loss equal to 1.84% for the calendar year. Mr. Findlen also informed the Board that a decision had been handed down by the District Court in the case of *Brian Butler v. Salem Contributory Retirement Board*, following a hearing held on December 26, 2018. In its decision, the District Court upheld the Board's decision to forfeit Mr. Butler's retirement allowance. 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 acknowledge the Executive Director's Report.

IV. PERAC Memos

The Board reviewed and briefly discussed PERAC memos #2/2019, #3/2019, #4/2019, #5/2019, #9/2019, as well as other recent and relevant PERAC memos. Among the information shared in the memos were the 2019 limits under Chapter 46 of the Acts of 2002 and Section 23 of Chapter 131 of the Acts of 2010, which included: a \$280,000 limit on general compensation limit; a \$225,000 general benefit limit; a \$179,200 regular compensation limit for persons who became members after January 1, 2011.

V. Fifth Member Appointment

Mr. Findlen presented the Board with four applications that had been received by individuals seeking to serve as the Fifth Member of the Board. The Board reviewed the applications and discussed the relevant qualifications of the applicants. The Board discussed a schedule for the February meeting of the Board that would allow for each applicant to be interviewed. 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 invite Robert Lutts, James Fleming, Alexander S. Lowry, and Britt C. Lazar to interview for the Fifth Member of the Board position.

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, February 27, 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 12:53 p.m.

Dominick Pangallo, Chair

Laurie Giardella

Sarah M. Hayes

Robert T. Lutts

Marcia A. Pelletier

Documents used in SCRB Board meeting of January 30, 2019

- Agenda for January 30, 2019 SCRB Board meeting
- Open Session minutes of December 27, 2018 SCRB Board meeting
- Benefit Calculation Results Report
- New Member Enrollment Report
- December Treasurer's Report
- December Cash Receipts
- Q4 Adjusting Journal Entries Report
- December Trial Balance
- December monthly expenditure report
- PRIT Fund November Statement
- PRIM Performance Update
- Monthly ESS Usage Report
- Monthly Website Traffic Report
- PERAC memos
- SCRB Fifth Member applications