

SALEM RETIREMENT BOARD
OPEN SESSION MEETING MINUTES
APRIL 29, 2020
12:00 P.M.

I. Regular Matters of Business

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

Also in attendance were Board Treasurer Kathleen McMahon, Executive Director Paul Findlen, Board Attorney Gerald McDonough, Board Attorney Thomas F. Gibson, Attorney Judith Gray
The meeting was called to order at approximately 12:05 p.m.

Remote Participation Announcement

Mr. Pangallo announced that, “pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Salem Contributory Retirement Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. Persons who would like to listen or view this meeting while in progress may do so by visiting <https://zoom.us/join>, entering meeting ID # ‘861 7489 3098’ as directed on the webpage, and clicking ‘Join’. Follow the on-screen instructions to join the meeting. You can also dial a toll-free phone number at 877-853-5257 to join the meeting. When prompted, enter meeting ID # ‘861 7489 3098’ and then follow the instructions to join the meeting. All votes taken by this body shall be by roll call vote. To offer public comment, participants may click the ‘Raise Hand’ button or, if on the phone, may press *9 to raise their hand to speak.”

Meeting Minutes

The minutes of the previous Board meeting, held on March 25, 2020, were reviewed and, on a motion made by Ms. Hayes and seconded by Ms. Pelletier, the Board voted by roll call: Ms. Giardella, abstained due to absence, Ms. Hayes, yes, Mr. Lutts, yes, Mr. Pangallo, yes, Ms. Pelletier, yes, to approve the March meeting minutes as submitted.

Monthly Warrants

The warrants for the month of April 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 March warrants as submitted.

Applications to Purchase Service

There were no applications to purchase service 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.

Benefit Calculation Results

All benefit calculation results for the month of April were reviewed and, on a motion made by Ms. Pelletier 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 April benefit calculation results for John Bezzati, as submitted.

II. Treasurer's Report

Board Treasurer, Kathleen McMahon, presented a comprehensive report on the monthly reconciliation performed on behalf of the Board. Ms. McMahon noted that SalemFive bank had reduced their interest rates, as the Federal Reserve had lowered the benchmark interest rate in the wake of the COVID-19 pandemic. The Board reviewed the reconciliation report for the month of March. 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 March, a report of all adjusting journal entries for the fourth quarter of 2019, as well as a trial balance for the month of March, for the Board's review. Mr. Findlen also presented the Board with a monthly expenditure report for the month of March, a monthly report on the traffic experienced by the Board's website, and a monthly report of the Employee Self-Service portal usage, as well as the March 2019 reports on the traffic experienced by the Board's website and the Employee Self-Service portal usage, for comparative purposes. The Board reviewed monthly statements of the SCRB's investment in the PRIT Core Fund, prepared by the MA PRIM Board. The PRIT Core Fund experienced a 6.78% loss in the month of March. The loss in market value was not unexpected, as the Board had anticipated continued losses during the COVID-19 pandemic. The Board also reviewed a recent article on PRIM, published by the State House News Service. The Board also noted that the majority of the losses experienced by the PRIT Core fund occurred in the global equity allocation. The State House News Service article pointed out that, five years ago, PRIM made the decision to reduce its global equity exposure from a midpoint of 50 percent to a midpoint of 39 percent, which helped mitigate losses amidst the global pandemic. The article closed with a quote from PRIM Executive Director, Michael Trostsky, warning that "[i]t's important to realize that the future is still very uncertain and, judging from the last two days in the markets, it's very clear that this correction and volatility may not be over." 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 acknowledge the Executive Director's Report.

IV. PERAC Memos

The Board reviewed recent memos published by PERAC and discussed memos #20/2020, and #22/2020, as well as the prescribed to process and forms needed to conduct disability medical panel examinations via teleconference.

V. Executive Session

A motion was made by Ms. Giardella and seconded by Ms. Pelletier 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:	Laurie Giardella	Yes
	Sarah M. Hayes	Yes
	Robert T. Lutts	Yes
	Marcia A. Pelletier	Yes
	Chair Dominick Pangallo	Yes

At approximately 12:38 p.m. the Board went into Executive Session. The Chair stated that the Board would return to Open Session.

Attorney Gibson joined the meeting at approximately 12:46 p.m.

At approximately 1:05 p.m. the Board reconvened in Open Session and the Chair announced the Board's actions during Executive Session on the following items:

ACCIDENTAL DISABILITY RETIREMENT

1. Randel Comito

The Board reviewed an application for accidental disability retirement benefits, submitted on behalf of Randel Comito, together with a treating physician's statement, a statement submitted by Mr. Comito's employer, medical records, as well as a memorandum prepared by Attorney Gibson. On a motion made by Mr. Lutts and seconded by Ms. Pelletier to deny the application submitted on behalf of Randel Comito, Maintenance Operations and Facilities Manager for the Salem Housing Authority, the roll call vote was as follows:

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

VOTED: The application submitted on behalf of Randel Comito, for accidental disability retirement benefits, was denied by the Board and appeal rights will be offered to Mr. Comito

At approximately 1:06 p.m. Attorneys Gibson, Gray, and McDonough left the meeting

VI. 2019 Annual Statement

Mr. Findlen presented the Board with the 2019 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. 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 accept the 2019 Annual Statement of the Financial Condition of the Salem Contributory Retirement Board.

VII. Old Business

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

VIII. New Business

The Board confirmed the scheduling of the next regular meeting, which will be held on Wednesday, May 27, 2020, at 12:00 p.m.

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 adjourn the meeting at 1:30 p.m.

Dominick Pangallo, Chair

Laurie Giardella

Sarah M. Hayes

Marcia A. Pelletier

Robert T. Lutts

Documents used in SCRB Board meeting of April 29, 2020

- Agenda for April 29, 2020 SCRB Board meeting
- Open Session minutes of March 26, 2020 SCRB Board meeting
- April Cash Disbursements Warrant
- New Member Enrollment Report
- April Benefit Calculation Results report
- March Treasurer's Report
- March Cash Receipts
- 2019 Q4 Adjustments Report
- March Trial Balance
- March monthly expenditure report
- PRIT Fund March Statement
- PRIM Performance Update
- State House News Article on PRIM
- Monthly ESS Usage Report
- March 2019 Monthly ESS Usage Report
- Monthly Website Traffic Report
- March 2019 Monthly Website Traffic Report
- PERAC Memo 20/2020
- PERAC Memo 22/2020
- Memorandum re: Randel Comito, ADR Applicant
- 2019 Annual Statement