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**MINUTES OF THE MEDFORD RETIREMENT BOARD MEETING HELD on  
1-29-2020 in room 201 at 9:30am**

1. 9:30AM Call meeting to order

Roll Call:

Present: Patrick Ripley, Rick Jordan, Robert Maiocco, Aleesha Nunley-Benjamin, James Vieira and Mark Minervini

Absent:

Others Present: John Parsons, Executive Director PERAC, Scott Driscoll and Marisa Gorman from NEPC

Robert Maiocco motion to suspend the normal order of business for John Parsons, Executive Director of PERAC. Motion second by Patrick Ripley. Motion passed by all voting in favor.

John Parsons, Executive Director, PERAC joined the meeting at 9:30. Mr. Parsons indicated that he has been visiting retirement Boards to introduce himself to the Board members. He talked about his previous position at PERAC and the State Auditor's office under Joe DeNucci. Mr. Parsons talked about PERAC's role and the importance of open communication between PERAC and the Boards. He also addressed the challenges faced by the Boards and PERAC indicating the need for continued open communication and mutual respect. Mr. Parsons addressed questions from the Board. Mr. Parsons left the meeting.

Aleesha Nunley Benjamin motion to return to the normal order of business. Motion second by Patrick Ripley. Motion passed by all voting in favor

2. Reading of notice & certificate – Service of Notice Posted on January 15, 2020

Aleesha Nunley Benjamin motion to place on file the notice and certificate that was posted on 1/15/2020. Motion second by Robert Maiocco. Motion passed by all voting in favor

3. Reading of Previous Meeting by Secretary

Aleesha Nunley Benjamin motion to waive reading of previous meeting by secretary. Motion second by Robert Maiocco. Motion passed by all voting in favor.

Patrick Ripley motion to approve the minutes of the Board meeting held on December 30, 2019. Motion second by Aleesha Nunley Benjamin. Motion passed by all voting in favor.

4. Bills, Communications, Refunds, Transfers, Payrolls, Etc.

**Warrant \$5**

Toshiba America Business Solutions - 12/15/19-1/14/2020	\$167.25
Toshiba America Business Solutions - 1/15/2020-2/14/2020	\$154.49
Morgan Records - File Storage December 2019	\$21.00
Proshred - Shredding Service 12/24/19	\$35.00
Proshred - Shredding Service 1/21/2020	\$35.00
WB Mason - Office Supplies	\$71.46
WB Mason - Office Supplies	\$291.14
WB Mason - Office Supplies	\$109.20
WB Mason - Office Supplies	\$12.45
Law Offices of Michael Sacco PC - Dec 2019	\$425.00
People's United - Custodial Fee Nov. 2019	\$3,465.78
Ready Refresh - Water Delivery 12/6/19	\$13.97
Kingsbury Press - Letterhead & Envelopes	\$313.00
MACRS - 2020 Board Dues	\$600.00
Record Reproduction Services - Med. Records- Delafano	\$75.21
Everett Retirement Board - 38(c) Payment	\$2,731.19
Franklin Regional Retirement System - 38(c) Payment	\$2,242.70

Greenfield Retirement System - 38(c) Payment	\$6,538.05
Lawrence Retirement Board - 38(c) Payment	\$7,663.78
Lowell Retirement Board - 38(c) Payment	\$10,173.57
Middlesex Retirement System - 38(c) Payment	\$7,612.72
New Bedford Retirement System - 38(c) Payment	\$15,670.43
Plymouth County Retirement - 38(c) Payment	\$3,365.23
Reading Retirement Board - 38(c) Payment	\$4,979.00
Revere Retirement System - 38(c) Payment	\$4,104.08
Somerville Retirement - 38(c) Payment	\$2,922.78
Watertown Retirement Board - 38(c) Payment	\$35,638.80
Garcia Hamilton & Associates LP - Management Fees Q4-2019	\$15,410.78
Rhumblin - Management Fees Q4-2019 BTIPS-P	\$998.00
Rhumblin - Management Fees Q4-2019 SP500MAP	\$3,990.00
Rhumblin - Management Fees Q4-2019 SP400P	\$724.00
Loomis Sayles - Management Fees Q4-2019	\$22,233.09
<b>Total Bills Warrant S5</b>	<b>\$152,788.15</b>
Staff Salaries	4,379.64
Medicare	-
Massachusetts SUI	-
Harpers Payroll Fee	\$0.00
<b>Expense Total</b>	<b>\$157,167.79</b>
Pension	1,444,306.69
Annuity	288,520.62
Retiree Payroll Total	1,732,827.31
<b>Warrant S5 Total</b>	<b>\$1,889,995.10</b>
<b>Prior Warrants</b>	
Schedule 1	4,570.07
Schedule 2	4,494.60
Schedule 3	4,494.60
Schedule 4	6,562.58
<b>Reference Total</b>	<b>20,121.85</b>
<b>Grand Total Warrant S5 with Prior Warrants</b>	<b>1,910,116.95</b>

A motion was made by Aleesha Nunley Benjamin and second by Patrick Ripley to approve all bills, transfers, refunds, staff payrolls and retirement payroll listed above on schedules S1, S2, S3, S4 and S5. motion passed by all members voting in favor.

**Rhumblin S&P 500 Letter of Direction (LOD) Dated 1/15/2020.**

Letter dated 1/15/2020 instructing Rhumblin to transfer \$1,500,000 from the S&P 500 account to People's Bank. The trade date is 1/15/2020 and cash availability date is 1/17/2020.

James Vieira motion to approve and place on file the Letter of Direction (LOD) instructing Rhumblin to withdraw \$1,500,000 from the S&P 500 account and transfer the funds to People's Bank. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

**Rhumblin S&P 400 Letter of Direction (LOD) Dated 1/15/2020.**

Letter dated 1/15/2020 instructing Rhumblin to transfer \$500,000 from the S&P 400 account to People's Bank. The trade date is 1/15/2020 and cash availability date is 1/17/2020.

James Vieira motion to approve and place on file the Letter of Direction (LOD) instructing Rhumblin to transfer \$500,000 from the S&P 400 account and transfer the funds to People's Bank. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

**Wire Transmittal Letter Transferring \$1,300,000 From People's Bank to Century Bank.**

James Vieira motion to approve the Wire Transmittal Transferring \$1,300,000 From People's Bank to Century Bank on January 23, 2020 to fund January 2020 expenses and pension payroll. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

NEPC joined the meeting. Robert Maiocco motion to suspend the normal order of business for NEPC to present. Motion second by James Vieira. Motion passed by all voting in favor.

Scott Driscoll reviewed market performance focusing on the prior 1 year return stating the S&P 500 increased 31.3%, and that this is not normal returns. Mr. Driscoll indicated that the Board's current discount rate of 7.5% may not be supported by future market returns. Discussion about discount rate and that the State Retirement Board had lowered their discount rate to 7.25%. Chairman Rick Jordan notified Mr. Driscoll that the Board has an actuarial valuation scheduled and the Board will review the discount rate when the valuation report is available.

Aleesha Nunley-Benjamin expressed concerns about Medford's low rate of returns (4.48%) and high management fees (71 basis points) as reported in PERAC's 2018 Comparative Analysis Report and feels we have not taken advantage of the market, and receiving a low return based as compared to the fees. James Vieira said the Board made adjustments and rebalanced before the report was released, now we are moving in the right direction. Mr. Vieira feels the Board did a great job in a volatile market. Patrick Ripley said he doesn't look at the rate of return versus fees and said the report doesn't indicate risk. Mr. Ripley continued; we took a defensive position to prepare for future market volatility. Robert Maiocco agrees that fees kill returns. Mr. Vieira responded that Mr. Maiocco help to get fees reduced – one manager at a time.

Robert Maiocco asked about moving William Blair into other assets, William Blair currently represents 8% of the portfolio. Mr. Driscoll said possibly reduce William Blair to 3% and potentially add 3% to real estate. Mr. Driscoll will have recommendations next month with a full review of asset allocations.

Marisa Gorman reviewed the total fund performance for prior month, prior 3 months and prior 1 year indicating the fund is up 2.3%. Ms. Gorman reviewed each of the asset class performance as compared to the index for prior 1 month, 3month and 1 year.

NEPC left the meeting

Patrick Ripley motion to return to the normal order of business. Motion second by James Vieira. Motion passed by all voting in favor

5. Report of Chairman:

**PRIT Confirmation of Account Activity Notice Dated 1/2/2020**

Aleesha Nunley Benjamin motion to place on file the Private Equity Vintage Year Confirmation Notice, notifying the Board that deposit of \$391,214.31 has been received by PRIT on 1/2/2020. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

**PRIT Payment Notice**

Patrick Ripley motion to place on file the PRIT Payment Notice notifying the Board that a Private Equity Vintage Year payment of \$148,721 is due on 2/3/2020. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

**PERAC Memo # 1/2020 - Tobacco Company List**

James Vieira motion to place on file PERAC Memo # 1/2020 - Tobacco Company List. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

**PERAC Memo # 2/2020 - 2018 Comparative Analysis Fee Report**

Including PERAC 2018 Comparative Analysis Booklet

Aleesha Nunley Benjamin motion to place on file PERAC Memo # 2/2020 - 2018 Comparative Analysis Fee Report Including PERAC 2018 Comparative Analysis Booklet. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

**PERAC Memo # 3/2020 - Mandatory Retirement Board Member Training - 1st Quarter 2020**

Patrick Ripley motion to place on file PERAC Memo # 3/2020 - Mandatory Retirement Board Member Training - 1st Quarter 2020. Motion second by James Vieira. Motion passed by all members voting in favor.

**PERAC Memo # 4/2020 - Investment Consultant RFPs**

Including PERAC Investment Consultant Questionnaire and Consultant RFP Scoresheet

Robert Maiocco motion to place on file PERAC Memo # 4/2020 - Investment Consultant RFPs Including PERAC Investment Consultant Questionnaire and Consultant RFP Scoresheet. Motion second by James Vieira. Motion passed by all members voting in favor.

**PERAC Memo # 5/2020 - 2020 Limits under Chapter 46 of the Acts of 2002**

Aleesha Nunley Benjamin motion to place on file PERAC Memo # 5/2020 - 2020 Limits under Chapter 46 of the Acts of 2002. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

**PERAC Memo # 6/2020 - 2020 Limits under Section 23 of Chapter 131 of the Acts of 2010**

Aleesha Nunley Benjamin motion to place on file PERAC Memo # 6/2020 - 2020 Limits under Section 23 of Chapter 131 of the Acts of 2010. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

**PERAC Memo # 7 /2020 - COLA Notice**

Aleesha Nunley Benjamin motion to place on file PERAC Memo # 7 /2020 - COLA Notice. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

James Vieira stated that he feels it would be right to approve a 3% COLA at 16k base. Discussion about raising the COLA base. Patrick Ripley said he has no issue with a 3% COLA at 16k base. Chairman Rick Jordan said the Board should defer discussion about raising the COLA base until after the actuarial valuation is completed.

James Vieira motioned to approve a 3% COLA with a base of 16k effective 7/1/2020. Aleesha Nunley-Benjamin second the motion. Motion passed by all members voting in favor.

**PERAC Memo # 8 /2020 - Actuarial Data**

James Vieira motion to place on file PERAC Memo # 8 /2020 - Actuarial Data. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

**PERAC Memo # 9 /2020 – Buyback and Make-up Repayment Worksheets**

Aleesha Nunley Benjamin motion to place on file PERAC Memo # 9 /2020 – Buyback and Make-up Repayment Worksheets. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

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**PERAC Memo # 10 /2020 - 2020 Interest Rate set at 0.1 %**

Patrick Ripley motion to place on file PERAC Memo # 10 /2020 - 2020 Interest Rate set at 0.1 %. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

**The 2019 Statement of Financial Interests forms and instructions were e-mailed from PERAC to the board members on January 17, 2020.**

Aleesha Nunley Benjamin motion to place on file The 2019 Statement of Financial Interests forms and instructions were e-mailed from PERAC to the board members on January 17, 2020. Motion second by James Vieira. Motion passed by all members voting in favor.

**November 2019 Accounting Reports have been Sent to PERAC**

Aleesha Nunley Benjamin motion to place on file that the November 2019 Accounting Reports have been Sent to PERAC. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

**September, October and November Accounting Reviewed by Aleesha Nunley-Benjamin**

James Vieira motion to place on September, October and November Accounting Review by Aleesha Nunley-Benjamin. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

6. Unfinished Business:

**Disability Transmittal for John Small Section 9 has been approved by PERAC on 1/27/2020**

Aleesha Nunley Benjamin motion to place on file PERAC's approval of John Small's Disability Transmittal granting Section 9 (Accidental Death with Cancer Presumption) to Margaret Small dated 1/27/2020. Motion second by James Vieira. Motion passed by all members voting in favor.

**Disability Transmittal for Joseph R. Scola Section 9 has been approved by PERAC on 1/27/2020**

Robert Maiocco motion to place on file PERAC's approval of Joseph R. Scola Disability Transmittal granting Section 9 (Accidental Death) to Joseph R. Scola dated 1/27/2020. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

7. New Business

**Alfred Pompeo Acting Treasurer - \$125/Month Stipend for Custodian Services**

Patrick Ripley motion to approve Alfred Pompeo, Acting Treasurer \$125/Month Stipend for Custodian Services. Motion second by Aleesha Nunley Benjamin. Motion passed by all members voting in favor.

Patrick Ripley indicated he has new business and informed the Board that he requested information from his Father's file and commented that a scanned copy was quickly retrieved due to the scanned filing system the Board implemented.

**New members:**

<u>Name</u>	<u>Unit</u>	<u>Position</u>	<u>Date of Hire</u>	<u>FT/PT</u>
Deborah Miller	School	Paraprofessional	8/27/2019	Full Time
Christy Guerrier	School	Paraprofessional	11/4/2019	Full Time
Cedric Lamour	School	Paraprofessional	10/21/2019	Full Time
Joseph Ricci	School	Kitchen Manager	9/9/2019	Full Time
Edwin Santa-Cruz	School	Instructional Support	10/28/2019	Full Time
Nicole Morell	City	City Council	1/6/2020	Full Time
John Pellegrini	City	Maintenance Craftsperson	11/12/2019	Full Time

Margaret Helme	City	Library - Circulation Asst.	10/31/2019	Full Time
Kayla O'Donnell	School	Paraprofessional	10/8/2019	Full Time
Mary Lebert	School	Paraprofessional	10/15/2019	Full Time
Andrea Cordon	School	Assistant Teacher Kids Corner	10/29/2019	Full Time
Nehemie St. Louis	School	Paraprofessional	10/9/2019	Full Time
Judith Nudelman	city	Library - Reference & Information	10/31/2019	Full Time
Gerard Contaldi	City	DPW - Highway	12/2/2019	Full Time
Mirela Stefa	School	Foreign Language Aide	10/1/2019	Full Time
Robert Seeliger	MHA	Labor Mechanic	12/9/2019	Full Time
Amy Prestigiovanni	School	Kindergarten Aide	8/26/2019	Full Time

Motion by Aleesha Nunley Benjamin to accept membership for employees listed above. Motion second by James Vieira. Motion passed by all members voting in favor.

**New Retirees:**

<u>Name</u>	<u>Unit</u>	<u>Option</u>	<u>Retirement Date</u>
Patricia Sullivan	CTY	Superannuation Option B	1/31/2020

Motion by Aleesha Nunley Benjamin to approve Patricia Sullivan superannuation option B retirement on 1/31/2020. Motion second by James Vieira. Motion passed by all members voting in favor.

**8. Executive Session**

N/A

**9. Adjournment**

Next meeting scheduled for Monday February 24, 2020 at 9:30am in Medford City Hall in room 201

Patrick Ripley motioned to adjourn meeting. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

A true Record by: Mark Minervini On 1-29-2020

Rick Jordan

[Signature]  
Chairman

Aleesha Nunley Benjamin

[Signature]  
Ex-Officio

James Vieira

[Signature]

Patrick H. Ripley

[Signature]

Robert Maiocco

[Signature]