

11/29/23

**MINUTES OF THE MEDFORD RETIREMENT BOARD MEETING HELD on
11-29-2023 at 9:30am in room 201 at Medford City Hall**

1. 9:30am Call meeting to order.
Roll Call: All Present
Absent: None
Others Present:
9:30am Scott Driscoll, NEPC
10:30am Jeff Lydon, Lydon and Murphy Insurance

Robert Maiocco motion to suspend the normal order of business for NEPC to present. Motion second by Patrick Ripley. Motion passed by all voting in favor.

Scott Driscoll from NEPC began his presentation referencing the NEPC handout dated November 29, 2023. Mr. Driscoll provided a market update reviewing YTD, and 1-year returns of the equity and bond markets. As of 10/31/2023 the fund market value is \$227.3M. The fund's month to date return is -2.1%, year to date .9% and prior 1 year return is 3.2%. Discussion about private equity return .1% month to date, 4.9% year to date and 3.9% prior year. Discussion about job reports and possible Fed interest rate cut in 2024. Mr. Driscoll reviewed return summary v. peer universe as compared to the median peer universe. Discussion about inflation and risk/return. Discussion about the RFP for private credit indicating that we possibly would have manager interviews Feb 2024. Discussion about Gilbert Garcia and the Houston Mayor election results. Discussion that Gilbert Garcia has a strong team. 10:15am Scott Driscoll left the meeting.

Patrick Ripley motion to return to normal order of business. Motion second by Robert Maiocco. Motion passed by all voting in favor.

2. Reading of notice & certificate – Meeting Notice Posted on 11/13/2023
James Vieira motion to place on file the Board meeting notice and certificate that was posted on 11/13/2023. Motion second by Bob Dickinson Motion passed by all voting in favor.
3. Reading of Previous Meeting by Secretary
Patrick Ripley motion to waive reading of previous meeting by secretary. Motion second by Bob Dickinson Motion passed by all voting in favor.
4. Vote to approve the minutes of the Board meeting held on 10/31/2023
Robert Maiocco motion to approve the minutes of the Board meeting held on 10/31/2023. Motion second by Patrick Ripley. Motion passed by all voting in favor.

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

Warrant S48	
Brookline Positive Pay Fee - October 2023	\$16.01
Morgan Records - October 2023	\$52.22
Law Offices of Michael Sacco - October 2023	\$774.00
Mark Minervini - Reimbursement VAST Conference & GoToMeeting	\$45.30
Dennis Donehey - Refund Workman's Comp supplemental pay deductions	\$211.85
IRS - A/C Donehey	\$52.96
Edward Nolan - Refund excess retirement deductions	\$101.07
IRS - A/C Nolan	\$25.27
Woburn Retirement System - Transfer Cindy Afonso - 9 months of service	\$1,785.50
MTRS - Transfer Kayli Lanzilli - 1 month of service	\$260.62
Concord Retirement Board - Transfer Kelly Wilson - 8 months of service	\$1,337.99
MWRA Employees' Retirement Board - Transfer Linda Colozzo - 9 years and 1 month of service	\$55,430.99
Boston Retirement System - 38c	\$8,543.51
ProShred - November 2023	\$40.43

Ready Refresh - Water	\$20.07
WB Mason - Office Supplies	\$34.50
M&T Bank - September 2023	\$3,993.19
Staff Salaries	\$5,194.23
Medicare	\$0.00
Massachusetts SUI	\$0.00
MA Health Ins/EMAC	\$0.00
Harpers Payroll Fee	\$0.00
Expense Total	\$77,919.71
Pension	1,642,478.70
Annuity	385,056.19
COLA	23,112.68
Retiree Payroll Total	2,050,647.57
Warrant S48 Total	\$2,128,567.28
Prior Warrants	
Schedule 45	6,401.91
Schedule 46	5,315.71
Schedule 47	7,588.78
Reference Total	19,306.40
Grand Total Warrant S48 with Prior Warrants	\$2,147,873.68

A motion was made by James Vieira and second by Patrick Ripley to approve all bills, transfers, refunds, staff payrolls and retirement payroll listed above on schedules S45, S46, S47, and S48. Motion passed by all voting in favor.

6. Report of Chairman:

Letter of Direction to Lazard Dated 11/15/2023

Robert Maiocco motion to approve Letter of Direction to Lazard Dated 11/15/2023 Instructing Lazard to withdraw \$1,000,000 from the system's International Equity account on the next trade date and wire the funds to M&T Bank. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

Letter of Direction to Loomis Dated 11/15/2023

Robert Maiocco motion to approve Letter of Direction to Loomis Dated 11/15/2023 Instructing Lazard to withdraw \$1,100,000 from the system's Multisector Full Discretion Trust account on the next trade date and wire the funds to M&T Bank. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

Wire Transmittal Letter Dated 11/20/2023 Transferring \$1,850,000 From M&T Bank to Brookline Bank.

Patrick Ripley motion to place on file Wire Transmittal Letter Dated 11/20/2023 Transferring \$1,850,000 From M&T Bank to Brookline Bank. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

PRIT Confirmation Notice Dated 11/1/2023

James Vieira motion to place on file the PRIT Confirmation Notice Dated 11/1/2023 notifying the Board that a Private Equity Vintage Year payment of \$68,036.92 was wired to PRIM on 11/1/2023. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

PRIT Distribution Notice Dated 12/1/2023

Robert Maiocco motion to place on file the PRIT Distribution Notice Dated 12/1/2023 notifying the Board that a distribution of \$237,224.49 will be wired to

M&T Bank on 12/1/2023. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

PRIM PEVY 2024 Commitment Letter Dated November 1, 2023

Patrick Ripley motion to place on file the PRIM PEVY 2024 Commitment Letter Dated November 1, 2023. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

GoldenTree Capital Call Letter Dated 11/9/2023

Mr. Minervini informed the Board that the capital call amount is \$474,400. Robert Maiocco motion to approve the GoldenTree capital call payment of \$474,400. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

PERAC Memo #23 / 2023 – Paid Family and Medical Leave (“PFML”) & Supplemental Payments

Patrick Ripley motion to place on file PERAC Memo #23 / 2023 – Paid Family and Medical Leave (“PFML”) & Supplemental Payments. Motion second by Bob Dickinson. Motion passed by all members voting in favor. Rick Jordan asked Mark Minervini to share the memo with the City and School.

PERAC Memo #24 / 2023 – Outsourced Chief Investment Officer (OCIO) Policy

James Vieira motion to place on file PERAC Memo #24 / 2023 – Outsourced Chief Investment Officer (OCIO) Policy. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

PERAC Memo #24a / 2023 – Outsourced Chief Investment Officer (OCIO) Policy

Supersedes MEMO #24/2023

Patrick Ripley motion to place on file PERAC Memo #24a / 2023 – Outsourced Chief Investment Officer (OCIO) Policy. Motion second by James Vieira. Motion passed by all members voting in favor.

PERAC Memo #25 / 2023 – Cybersecurity Training

Patrick Ripley motion to place on file PERAC Memo #25 / 2023 – Cybersecurity Training. Motion second by James Vieira. Motion passed by all members voting in favor.

August 2023 Reconciliation and Accounting Reports Review and Approval

The following August 2023 cash books and accounting reports have been distributed and reviewed by the Board.

- Trial Balance
- General Ledger
- Cash Receipt journals
- Cash Disbursements Journals
- Adjustments
- Bank Statements
- Bank Reconciliations Reports
- Custodian Cash Account Reconciliation

Bob Dickinson motion to approve August 2023 Reconciliation for Brookline Bank, bank and cash books listed above. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

September 2023 Reconciliation and Accounting Reports Review and Approval

The following September 2023 cash books and accounting reports have been distributed and reviewed by the Board.

- Trial Balance
- General Ledger

- Cash Receipt journals
- Cash Disbursements Journals
- Adjustments
- Bank Statements
- Bank Reconciliations Reports
- Custodian Cash Account Reconciliation

James Vieira motion to approve September 2023 Reconciliation for Brookline Bank, bank and cash books listed above. Motion second by Patrick Ripley. Motion passed by all members voting in favor.

October 2023 Reconciliation and Accounting Reports Review and Approval

The following October 2023 cash books and accounting reports have been distributed and reviewed by the Board.

- Trial Balance
- General Ledger
- Cash Receipt journals
- Cash Disbursements Journals
- Adjustments
- Bank Statements
- Bank Reconciliations Reports
- Custodian Cash Account Reconciliation

Bob Dickinson motion to approve October 2023 Reconciliation for Brookline Bank, bank and cash books listed above. Motion second by James Vieira. Motion passed by all members voting in favor. Bob Dickinson questioned two uncleared bank fees \$14.17 and \$65.21. Mark Minervini said he will look into the fees.

August 2023 Accounting Report Submitted to PERAC

James Vieira motion to place on file that the August 2023 Accounting Reports have been Submitted to PERAC. Motion second by Patrick Ripley Motion passed by all members voting in favor.

September 2023 Accounting Report Submitted to PERAC

James Vieira motion to place on file that the September 2023 Accounting Reports have been Submitted to PERAC. Motion second by Patrick Ripley Motion passed by all members voting in favor.

Bay State Pension Non-Disclosure Agreement

Patrick Ripley motion to approve the Bay State Pension Non-Disclosure Agreement. Motion second by Bob Dickinson Motion passed by all members voting in favor. Mark Minervini informed the Board that we are currently evaluating the system.

Board Member Election

Mr. Minervini informed the Board that Rick Jordan ran unopposed. Patrick Ripley motion to declare Rick Jordan the winner of the election. Motion second by James Vieira Motion passed by all members voting in favor.

Patrick Ripley motion to appoint Rick Jordan as Chairman. Motion second by Bob Dickinson Motion passed by all members voting in favor.

Michael Sacco All Client Memo – Recent Appeals Court Decision - Hollup

James Vieira motion to place on file Michael Sacco All Client Memo – Recent Appeals Court Decision - Hollup. Motion second by Robert Maiocco Motion passed by all members voting in favor.

PERAC Fiscal Year 2025 Appropriation Letter

James Vieira motion to place on file PERAC Fiscal Year 2025 Appropriation Letter. Motion second by Robert Maiocco Motion passed by all members voting in favor.

10:40am Jeff Lydon joined the meeting.

Patrick Ripley motion to suspend the normal order of business for Jeff Lydon to present. Motion second by Robert Maiocco. Motion passed by all voting in favor.

Jeff Lydon discussed the cyber liability insurance proposal indicating that he recommends Coalition. Mr. Lydon discussed the details of the insurance explaining the coverages. Mr. Lydon said other Boards are using the proposed insurance and said Worcester and Andover have been covered by the same policy and Essex Regional and Norfolk Regional are in process. Rick Jordan asked if any industry is attacked more than others? Mr. Lydon answered, no its random. Discussion about policy coverage, premiums, deductibles, competitors, and claims. Mark Minervini asked if the policy covers ransom? Mr. Lydon answered yes. Mr. Minervini asked if credit monitoring services in the event of a data breach is covered? Mr. Lydon said the policy covers 18 months credit monitoring services to the affected membership and they will notify the affected members. Discussion about costs \$11,683.32/yr. Chairman Jordan thanked Mr. Lydon.

11:20am Mr. Lydon left the meeting.

Discussion about the policy and coverage. Rick Jordan asked Mark Minervini what he thinks? Mr. Minervini answered that cybersecurity insurance seems like a good idea and recommends Lydon and Murphy specifically because the policy covers ransom, provides credit monitoring services and notifies affect members in the event of a data breach, also a few retirement Boards have procured the same policy. Robert Maiocco asked if the premium is negotiable? Rick Jordan said we can ask about a discount, but that will delay coverage for another month. Patrick Ripley said it's our fiduciary responsibility to protect the pension fund and suggests that the Board purchase the insurance and Mark ask for a fee reduction.

Patrick Ripley motions to purchase the proposed \$2M cybersecurity insurance from Lydon and Murphy as recommended by Mark Minervini and have Mark ask for a fee reduction and attempt to negotiate a lower fee. Motion second by Robert Maiocco. Motion passed by all members voting in favor.

Patrick Ripley motion to return to normal order of business. Motion second by Robert Maiocco. Motion passed by all voting in favor.

7. Unfinished Business

Cyber Security Liability Insurance Update

Patrick Ripley motion to place on file Cyber Security Liability Insurance proposal for \$2M policy. Motion second by Robert Maiocco Motion passed by all members voting in favor.

Letter to Joseph Albano, III - Notification of Rights to a Hearing for 2022 Excess Earnings

Mr. Minervini informed the Board that Mr. Albano received the hearing notification and requested a hearing. Michael Sacco contacted Ken Hill at PERAC and requested the hearing be stayed pending DALA/s review of the 2021 excess earnings. Ken Hill agreed. Patrick Ripley said that Mr. Albano is seeking special legislation, a home rule petition to change his retirement from accidental disability to superannuation. Rick Jordan said he is not sure of the home rule process and the Board's involvement. Discussion continued about the home rule process.

James Vieira motion to place on file the Letter to Joseph Albano, III - Notification of Rights to a Hearing for 2022 Excess Earnings. Motion second by Robert Maiocco Motion passed by all members voting in favor.

Letter from Gerald McDonough Requesting a Hearing on Behalf of Joseph Albano, III for 91A Excess Earnings in 2022

Patrick Ripley motion to place on file the Letter from Gerald McDonough Requesting a Hearing on Behalf of Joseph Albano, III for 91A Excess Earnings in 2022. Motion second by Robert Maiocco Motion passed by all members voting in favor.

Email between Michael Sacco and Ken Hill, PERAC agreeing that Joseph Albano, III 2022 91A excess Earnings be stayed Pending DALA's Review of 2021 Excess Earnings

Patrick Ripley motion to place on file the Email between Michael Sacco and Ken Hill, PERAC agreeing that Joseph Albano, III 2022 91A excess Earnings be stayed Pending DALA's Review of 2021 Excess Earnings. Motion second by Robert Maiocco Motion passed by all members voting in favor.

Lawrence Crowley Involuntary Disability Retirement

Rick Jordan said that Lawrence Crowley's involuntary disability was tabled last month and asked for a motion to take it off the table. Patrick Ripley motion to take Lawrence Crowley's involuntary disability off the table. Motion second by Robert Maiocco Motion passed by all members voting in favor. Rick Jordan informed the Board that Mark Minervini spoke with Mr. Crowley, and he agrees to move forward with the Chief's involuntary. Mr. Minervini confirmed and added that Mr. Crowley did not request a hearing. Patrick Ripley said he feels we should honor the member's request. Mr. Ripley said he reviewed the application. Patrick Ripley motion to convene a medical panel for Lawrence Crowley's accidental disability. Motion second by Robert Maiocco Motion passed by all members voting in favor.

Received PERAC's approved Disability Transmittal for Stephen Doherty

Robert Maiocco motion to place on file PERAC's approved Disability Transmittal for Stephen Doherty. Motion second by Bob Dickinson Motion passed by all members voting in favor.

8. New Business

New Employees:

Name	Unit	Position	Hire Date	FT/PT
Aaliyah Knudsen	SCH	Paraprofessional	8/28/2023	Full Time
Donna Andon	SCH	Paraprofessional	10/10/2023	Full Time
Hailey Cederquist	SCH	Paraprofessional	10/11/2023	Full Time
Denise Boucher	SCH	security school monitor	10/10/2023	Full Time
Billie Jean Rabion-McLaughlin	SCH	Paraprofessional	10/10/2023	Full Time
Sarah Lahlou	SCH	IT support specialist	9/21/2023	Full Time

Rick Jordan asked if the above positions have been approved for membership. Mr. Minervini answered, yes.

James Vieira motion to approve membership for the employees listed above. Motion second by Bob Dickinson. Motion passed by all members voting in favor.

Retirements:

Name	Unit	Option	Retirement Date
Richard Colorusso	CTY	Superannuation Option C	1/7/2024
Richard Caraviello	CTY	Superannuation Option A	1/7/2024

Milva Laiosa	SCH	Superannuation Option B	11/20/2023
Peter MacDonald	CTY	Superannuation Option B	11/30/2023
Richard Veneziano	SCH	Superannuation Option A	12/12/2023

James Vieira motion to approve retirements listed above. Motion second by Patrick Ripley. Motion passed by all members voting in voting in favor.

9. Executive Session

N/A

10. Adjournment

Next meeting scheduled for Thursday December 28, 2023 at 9:30am in City Hall 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 11-29-2023

Rick Jordan



Chairman

Robert Dickinson



Ex-Officio

James Vieira



Patrick H. Ripley



Robert
Maiocco



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