

MINUTES OF MEETING HELD TUESDAY, DECEMBER 15, 2020

In response to the coronavirus pandemic and following the directives and guidance issued by the Governor Baker Administration, which allows for a public meeting to be conducted by teleconference, the Watertown Retirement Board held their meeting via teleconference. The meeting was properly posted on the website and the public was allowed call-in access to the meeting.

Chairman Thomas V. Thibaut, Jr. called the teleconference meeting of the Watertown Contributory Retirement Board to order at 8:30 AM. Board Members present on the call were Chairman Thibaut; Mr. Thomas J. Tracy; Mr. Domenic Duke Arone; Mr. John Loughran; and Ms. Kathleen Kiely-Becchetti. Staff members present on the call were Director Barbara A. Sheehan and Administrative Assistant, Kayla Sheehan. Also on the conference was Attorney Thomas F. Gibson. Mr. Chris Rowlin of DiMeo Schneider & Associates (formerly Fiduciary Investment Advisors) presented the Investment Review which included annual presentations from various investment managers.

Confirm Next Monthly Meeting:

The next monthly meeting was scheduled for January 19, 2021.
It was agreed that the meeting will be held via teleconference.

Examination of Minutes:

From meeting held on Tuesday November 17, 2021

A MOTION WAS MADE AND SECONDED TO APPROVE THE MINUTES AS AMENDED. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr. Tracy	YES
Chairman Thibaut	YES

Review Applications For Benefits:

Applications For Membership:

Tyler Moran	DPW	Linesman	40 Hrs.	Gr. 1	11/16/2020
Michael Scafidi	Police Dept.	Police Officer	38.45 Hrs.	Gr. 4	11/13/2020
Melissa Demos	Police Dept.	Police Officer	38.45 Hrs.	Gr. 4	11/13/2020
Chloe McAlpin	Library	Library Clerical	23 Hrs.	Gr. 1	10/01/2020
Nicole Lucas	School Dept.	Door Monitor	28.75 Hrs.	Gr. 1	11/16/2020
Ines Gonzalez-Romero	Library	Library Clerical	37 Hrs.	Gr. 1	11/02/2020

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATIONS FOR MEMBERSHIP. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr. Tracy	YES
Chairman Thibaut	YES

Transfers of Deductions to Other Retirement Systems:

Andrea Sheridan – School Dept., Instructional Asst.

Membership Service:

09/12/11 – 03/19/12

Transferring To:

Boston Retirement System

TOTAL DEDUCTIONS & INTEREST:

\$1,133.82

Total Board Liability:

0.5000 Years

Kevin Robichaud – School Dept., Instructional Asst.
Membership Service: 02/26/18 – 10/13/20
Transferring To: Newton Retirement Board
TOTAL DEDUCTIONS & INTEREST: **\$6,414.17**
Total Board Liability: 2.5833 Years

A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFERS OF DEDUCTIONS. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr. Tracy	YES
Chairman Thibaut	YES

Board Noted Receipt of Injury Reports:

NAME	DEPT	Injury Date	Report #
Robert Ferrier	DPW	10/27/2020	#01

Review Warrants:

1324-20	Refunds & Transfers	7,547.99
1325-20	Monthly Vendor Expenses	25,646.60
1326-20	Fund Transfer – Eastern Vendor to Eastern Payroll	280,000.00
1327-20	Fund Transfer – People's United to Eastern Payroll	983,388.97
1328-20	Pension Payroll – 2020/12	1,263,388.97
1329-20	PRIT – Private Equity Vintage Year	17,188.04
1330-20	Salaries/Stipends	19,561.56

A MOTION WAS MADE AND SECONDED TO APPROVE THE WARRANTS AS AMENDED. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr. Tracy	YES
Chairman Thibaut	YES

Director's Report:

Cash Books for periods ending September 2020:

The Board reviewed and approved the following reports for periods ending October, 2020 which were prepared by Director Sheehan and submitted to PERAC.

- Cash Receipts Journal
- Cash Disbursements Journal
- Adjustments Journal
- Trial Balance
- General Ledger
- Cash Reconciliations for accounts #1040, #1041, & #1043

It was also reported that the 2019 audit conducted by Melanson, Heath & Company is still being conducted. So far everything has been submitted via their internet Sharefile application.

91A Report - Director Sheehan is still working with 2 retirees to have them submit their backup documentation to PERAC.

The status'of other miscellaneous office issues were reported on.

Committee Reports:

The Board reviewed the Winter 2020 Newsletter and approved it for mailing.

Old/Unfinished Business:

Mr. Tracy reported on the status of the actuarial valuation results. An error in the report was discovered during the PERAC approval process which altered the amount of the unfunded accrued liability by approximately \$562,000.00. Mr. Tracy has discussed this with the Town Officials. In light of the new information it was appropriate for the Board to adopt the new valuation and submit it to PERAC for approval.

A MOTION WAS MADE AND SECONDED TO ADOPT THE AMENDED ACTUARIAL VALUATION REPORT AND SUBMIT IT TO PERAC FOR APPROVAL. A ROLL CALL VOTE WAS TAKEN AS RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr. Tracy	YES
Chairman Thibaut	YES

It was also agreed that the Board would seek a written explanation from Mr. Sherman as to how this error happened.

New Business:

No New Business was discussed.

Legal Update:

To address inquiries of the School Department as to how to treat the retirement withholdings of employees in the System who hold more than one position, the Board adopted the following supplementary regulation:

Regular Compensation

Employment of Active Members in Additional Employment Positions within the Watertown Retirement System

Where an active member of the Watertown Retirement System becomes regularly employed in additional positions within any member unit of the System, and where the compensation paid to the member for services rendered in the additional positions complies with the requirements of regular compensation as set for in G.L. c. 32, S1 and 840 CMR 15.03, the compensation for the additional positions paid to the member of the governmental unit shall be regular compensation.

The regulation will be sent to PERAC for approval.

Investment Review:

The following managers underwent an annual investment manager review pursuant to 840 CMR 16.07. The managers presented performance and investment reports detailing the manager's activities which the Board reviewed.

- Earnest Partners – International Equity Fund
- MFS Institutional Advisors – Institutional International Equity Fund
- RCP Fund IV, L.P.

- PineBridge Investments – Global Dynamic Asset Allocation
- TA Realty – Core Property Fund
- PRIT – Domestic Equity, Hedge Funds, Real Estate, and Vintage Year Private Equity Portfolios
- TerraCap Management – TerraCap Partners IV
- Arsenal Real Estate Fund IA
- Acadian Asset Management – International Small Cap Fund
- Auda Ventures, L.P.
- American Realty Advisors – American Strategic Value Realty Fund

At the conclusion of the investment manager reviews, Mr. Rowlin reviewed with the Board the Capital Markets update as of November with performance results through October. The Board seemed satisfied with the reports.

The Cash Flow needs were reviewed and discussed.

A MOTION WAS MADE AND SECONDED TO RAISE CASH TO COVER THREE MONTHS' WORTH OF PAYROLL, EXPENSES AND MONTHLY PRIT CAPITAL CALLS AS OUTLINED IN DiMeo Schneider & Associates' CASH FLOW WORKSHEET. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr.Tracy	YES
Chairman Thibaut	YES

Adjournment:

A MOTION WAS MADE AND SECONDED TO ADJOURN THE MEETING AT 11:00 AM. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

Mr. Loughran	YES
Ms. Kiely-Becchetti	YES
Mr. Arone	YES
Mr.Tracy	YES
Chairman Thibaut	YES