

MINUTES OF MEETING HELD THURSDAY, MARCH 26, 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 Thibaut called the teleconference meeting of the Watertown Contributory Retirement Board to order at 10:00 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. Also present on the conference was Attorney Thomas F. Gibson. Mr. Chris Rowlin of Fiduciary Investment Advisors gave the investment review.

Confirm Next Monthly Meeting:

A MOTION WAS MADE AND SECONDED TO SCHEDULE THE NEXT MONTHLY MEETING FOR APRIL 21, 2020. 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 |

Examination of Minutes:

From meeting held on Tuesday February 18, 2020:

A MOTION WAS MADE AND SECONDED TO APPROVE THE MINUTES AS WRITTEN. 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 |

Examination of Executive Session Minutes:

For Executive Session held on Tuesday February 18, 2020:

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

| | |
|------------------|-----|
| Mr. Loughran | YES |
| Mr. Tracy | YES |
| Chairman Thibaut | YES |

Mr. Arone and Ms. Kiely-Becchetti did not vote as they were not present for the Executive Session.

Review PERAC Correspondence:

MEMO'S:

| | | |
|----------|----------|-----------------------------------|
| #15/2020 | 03/13/20 | Coronavirus: Contingency Planning |
| #16/2020 | 03/16/20 | Coronavirus Update |
| #17/2020 | 03/23/20 | Coronavirus Impact |

Review Applications For Benefits:

Applications For Membership:

| | | | | | |
|-----------------|--------------|----------------------|---------|-------|------------|
| Joseph Auciello | School Dept. | Junior Custodian | 40 Hrs. | Gr. 1 | 03/02/2020 |
| Kareem Mimms | School Dept. | Administrative Asst. | 35 Hrs. | Gr. 1 | 03/04/2020 |

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:

Chad Foster – School Dept., Instructional Asst.

Membership Service: 09/08/15 – 11/27/19

Transferring To: Middlesex County Retirement Board

TOTAL DEDUCTIONS & INTEREST: \$15,269.63

Total Board Liability: 4.1667 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 |

Superannuation Retirement:

John MacLellan – Police Dept., Sergeant

Retirement Date: 05/25/20

Service: 29 Years & 8 Months

Veteran Status: N

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATION FOR SUPERANNUATION RETIREMENT. 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 |

Mary Haley – DPW, Principal Acct. Clerk

Retirement Date: 07/03/20

Service: 30 Years & 6 Months

Veteran Status: N

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATION FOR SUPERANNUATION RETIREMENT. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

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

Creditable Service Purchase:

Military Buyback:

Daniel Russo – Fire Dept., Firefighter

Eligible to purchase 1 year & 8 Months of creditable service for his active duty in the US Marine Corps Reserve.

Total cost of service based upon his employment as a Firefighter = **\$9,081.07**.

Mr. Russo has elected to pay \$75.00 per pay period through payroll deductions.

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATION FOR MILITARY BUYBACK. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

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

Review Warrants:

| | | |
|---------|--|--------------|
| 1260-20 | Refunds & Transfers | 15,269.63 |
| 1261-20 | 38C Reimbursements to Other Systems | 70,419.87 |
| 1262-20 | Monthly Vendor Expenses | 11,544.07 |
| 1263-20 | Fund Transfer – Eastern Vendor to Eastern Payroll | 215,000.00 |
| 1264-20 | Fund Transfer – People's United to Eastern Payroll | 1,015,914.51 |
| 1265-20 | Pension Payroll – 2020/03 | 1,230,914.51 |
| 1266-20 | Salaries & Stipends | 13,511.44 |

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:

There was a detailed conversation on how the Retirement Office was functioning while the Town Hall is closed to the public. Completion of the pension payroll was paramount. It was agreed that the System needs to work on a full disaster recovery plan. It was agreed to purchase a second laptop for Kayla Sheehan to assist with the disaster recovery plan.

Old/Unfinished Business:

Board to Review 2018 Melanson, Heath Audit Draft:

It was agreed to allow Mr. Loughran and Mr. Tracy to address their questions on the Audit Draft directly with Melanson, Heath. Once all questions are properly answered, the report would be considered approved.

Board to Take Action on Retiree COLA Effective 07/01/20:

Although the 30 day notice requirement to Town Officials of the Board taking action on the COLA, it was decided to Table action and notify the Town Officials that the Board would be taking action on the COLA at their next meeting.

New Business:

Board to Take Action on Mandatory Direct Deposit:

After lengthy discussions on the positives and negatives of requiring retirees to enroll in direct deposit, it was decided to notify those still receiving a retirement check of the benefits of having their retirement checks directly deposited, especially during these uncertain times and strongly recommend it. However, at this time the Board would not make it a mandatory requirement for those still receiving live checks.

Legal Update:

Attorney Gibson reported on the status of their case vs. PERAC regarding appointing the 5th member and other legal issues of importance. There was also a discussion on making important financial decisions in between Board meetings.

A MOTION WAS MADE AND SECONDED TO GIVE CHAIRMAN THIBAUT THE AUTHORITY TO MAKE ANY REQUIRED INVESTMENT DECISIONS AFTER CONSULTATION WITH THE BOARD'S INVESTMENT CONSULTANT. 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 |

Investment Review:

Chris Rowllins reviewed the Board's investment portfolio as of February 29, 2020. He is closely monitoring the market and recommends that no changes be made at this time.

Mr. Rowllins announced that Fiduciary Investment Advisors will be combining their business with DiMeo Schnieder & Associates, LLC. Details of the combination were provided to the Board and discussed at length. A consent letter is required to be signed. Attorney Gibson has reviewed the letter and has no prohibitions on the letter.

The Cash Flow Worksheet prepared by FIA was reviewed and discussed. It outlined FIA's recommendation on how to raise cash to fund the pension payroll, PRIT Fund Private Equity Vintage Year capital calls through April, 2020 and fund \$916,000. capital call for Americal Strategic Value Realty due March, 27, 2020.

A MOTION WAS MADE AND SECONDED TO APPROVE THE FIA RECOMMENDATIONS TO RAISE CASH. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

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|---------------------|-----|
| 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 11:40. A ROLL CALL VOTE WAS TAKEN AND RECORDED AS FOLLOWS:

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