

MINUTES OF MEETING HELD TUESDAY, NOVEMBER 19, 2019

Chairman Thibaut called the meeting of the Watertown Contributory Retirement Board to order at 8:30 AM, Administration Building, 149 Main Street, Lower Hearing Room. Board Members present were Chairman Thibaut; Mr. Domenic Duke Arone; Mr. Thomas J. Tracy and Mr. John Loughran. Ms. Kathleen Kiely-Becchetti was unable to attend. Also in attendance were Attorneys Thomas F. Gibson and Gerald M. Mc Donough. Mr. Richard Carey and Mr. Chris Rowlin of Fiduciary Investment Advisors conducted the investment review and the annual investment manager reviews.

Confirm Next Monthly Meeting:

The next monthly meeting was scheduled for Tuesday, December 17, 2019.

Examination of Minutes:

From meeting held on Tuesday October 15, 2019

A MOTION WAS MADE AND SECONDED TO APPROVE MINUTES AS AMENDED: SO VOTED

Examination of Executive Session Minutes:

For Executive Session Held on Tuesday October 15, 2019

A MOTION WAS MADE AND SECONDED TO APPROVE EXECUTIVE SESSION MINUTES AS AMENDED: SO VOTED

Note Deaths of Members/Beneficiaries:

Harriet Gulla – Died 10/29/19

Accidental Death Survivor of John Gulla, School Dept.

Overpaid Benefits - \$106.29

It was noted that the family has been notified of the overpayment.

Review PERAC Correspondence:

MEMO'S:

#24/2019 10/07/19 Appropriation Data Due October 31, 2019

It was noted that PERAC confirmed that Watertown is not required to submit Appropriation Data due to the way the funding schedule is broken out.

James Lamenzo:

10/15/19 3(8)(c) Liability from Watertown to the MA Teachers' Retirement System for Lucy Oliveri-O'Hearn has been reduced from \$3,844.08/year to \$571.63/year.

10/15/19 PERAC has approved payment of the Accidental Disability Retirement Allowance of Anthony Leone. Calculation approved as submitted.

Joseph I Martin:

10/09/19 PERAC has completed their analysis of the data submitted for all members of the Watertown Retirement System who retired under superannuation between January 01, 2017 – December 31, 2018. The System will continue to be granted the waiver.

11/04/19 PERAC has determined that Sean M. Carney remains unable to perform the essential duties of his position and that his condition meets PERAC's determination of catastrophic. Therefore, further evaluations are not required.

Review Applications For Benefits:

Applications For Membership:

Elizabeth Sherwood	School Dept.	Instructional Asst.	31.25 Hrs.	Gr. 1	10/09/19
Nicole Hebert	Treasurer/Collector	Principal Acct. Clerk	37.5 Hrs.	Gr. 1	10/15/19
Laurel Schwab	CDP	Sr. Env. Planner	37.5 Hrs.	Gr. 1	09/11/19
Anthony DiGiovanni	WHA	Dir. of Maintenance & Modernization	35 Hrs.	Gr. 1	10/15/19
Laura Sullivan	School Dept.	Door Monitor	32.5 Hrs.	Gr. 1	10/10/19
Jennifer Castillion	School Dept.	Instructional Asst.	31.25 Hrs.	Gr. 1	10/15/19
Megan Sharkey	School Dept.	Ext. Day Site Coord.	35 Hrs.	Gr. 1	08/26/19
Timothy Cahill	School Dept.	Instructional Asst.	30 Hrs.	Gr. 1	09/23/19
Michael Lanzo	Fire Dept.	Firefighter	42 Hrs.	Gr. 4	10/06/19
Amanda Swinchoski	School Dept.	Instructional Asst.	30 Hrs.	Gr. 1	09/30/19
Jason Bastien	School Dept.	Payroll Manager	37.5 Hrs.	Gr. 1	10/11/19
Hyeonhwa Seong	School Dept.	Instructional Asst.	31.25 Hrs.	Gr. 1	09/27/19
Andre Williams	School Dept.	Jr. Custodian	40 Hrs.	Gr. 1	10/01/19
Shianne Silvia	School Dept.	Instructional Asst.	30 Hrs.	Gr. 1	09/03/19

**A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATIONS FOR MEMBERSHIP.
SO VOTED**

Transfers of Deductions to Other Retirement Systems:

Jandi Strong-Dennis – School Dept., Instructional Asst.

Membership Service: 09/01/18 – 02/05/19
Transferring To: Brookline Retirement Board

TOTAL DEDUCTIONS & INTEREST: *\$11,658.28

Total Board Liability: 0.4167 Years

**Includes Fund from Prior Service*

**A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFER OF DEDUCTIONS.
SO VOTED**

Brita Zitfin – Library, Digital Services Librarian

Membership Service: 09/06/16 – 10/25/19
Transferring To: Brookline Retirement Board

TOTAL DEDUCTIONS & INTEREST: \$16,777.43

Total Board Liability: 3.0833 Years

**A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFER OF DEDUCTIONS.
SO VOTED**

Noelle Costa – School Dept., Instructional Asst.

Membership Service: *09/01/05 – 04/18/19
Transferring To: Newton Retirement Board

TOTAL DEDUCTIONS & INTEREST: \$7,087.61

Total Board Liability: 4.4167 Years

**No Creditable Service for Time Making Less Than \$5,000.00/Year*

**A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFER OF DEDUCTIONS.
SO VOTED**

Jennifer Atwood – School Dept., Payroll Clerk

Membership Service: 01/27/97 – 08/16/19
Transferring To: Framingham Retirement Board

TOTAL DEDUCTIONS & INTEREST: \$66,950.13

Total Board Liability: 22.5000 Years

**Includes Fund from Prior Service*

**A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFER OF DEDUCTIONS.
SO VOTED**

Creditable Service Purchase:

Re-Deposit:

Kristin P. Murphy – Currently a member of the Wellesley Retirement System. Requesting to redeposit a refund issued 04/27/11 for service rendered from 09/01/07 – 01/14/10 when she was employed by the Watertown Public Schools as an Instructional Asst.

Total Refund - \$3,748.47. Total Liability – 1 Years & 3 Months

A MOTION WAS MADE AND SECONDED TO APPROVE REDEPOSIT OF REFUND AND UPON PROPER MAKEUP TO ACCEPT LIABILITY FOR 1 YEAR & 3 MONTHS OF SERVICE.

SO VOTED

Superannuation Retirements:

John Perino – DPW, Construction Foreman

Retirement Date: 01/03/20

Service: 34 Years & 5 Months

Veteran Status: N

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

SO VOTED

Review Warrants:

1231-19	Refunds & Transfers	102,473.45
1232-19	Monthly Vendor Expenses	1,232.19
1232A-19	Travel Reimbursement – Domenic Arone	1,051.56
1233-19	Fund Transfer – Eastern Vendor to Eastern Payroll	250,000.00
1234-19	Fund Transfer – People's United to Eastern Payroll	970,338.06
1235-19	Pension Payroll – 2019/11	1,050,128.10
1236-19	Salaries & Stipends	13,511.16

A MOTION WAS MADE AND SECONDED TO APPROVE THE WARRANTS AS AMENDED.

SO VOTED

Director's Report:

The Board reviewed and approved the following reports for period ending August 31 and September 30, 2019 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

Budget Review Q3 – The Board reviewed the Budget Report for the period ending September 30, 2019 prepared by Director Sheehan.

Committee Reports:

Newsletter/Website Discussion:

A MOTION WAS MADE AND SECONDED TO APPROVE THE 2019 WINTER NEWSLETTER AS AMENDED.

SO VOTED

Old/Unfinished Business:

There was no old business discussed.

New Business:

There was no new business discussed.

Travel/Education:

Mr. Arone reported on the NCPERS Public Safety Conference he recently attended in New Orleans, LA. Materials from the Conference are available for review in the Retirement Office.

Legal Update:

Veteran's Buyback Legislation – Attorney McDonough reported on the status of the Veteran's Buyback Legislation that he recently testified in favor of on behalf of the Watertown Retirement Board. There has been nothing finalized. He also gave a report on the status of conversations he has had with PERAC regarding the Board's Policy on appointing a Fifth Member.

There was a discussion on various issues of interest. At the conclusion of the Legal Update, Attorney's Gibson and McDonough left the meeting.

Investment Review:

Richard Carey and Chris Rowlin reported in detail for the Board the 3rd Quarter Investment Review which included an in depth Asset Allocation Study. The market value of assets as of September 30 totals \$210,135,002. The Board seemed satisfied with the investment performance.

A MOTION WAS MADE AND SECONDED TO MAKE AN ASSET ALLOCATION CHANGE TO 10% PRIVATE EQUITY AS RECOMMENDED BY FIA. SO VOTED

A MOTION WAS MADE AND SECONDED TO COMMIT \$3.5 MILLION TO THE PRIT PRIVATE EQUITY VINTAGE YEAR 2020 FUND. SO VOTED

Based on a procurement review the contracts of Sherman Actuarial Services and FIA are expiring soon.

A MOTION WAS MADE AND SECONDED TO ISSUE AN RFP FOR ACTUARIAL SERVICES. SO VOTED

A MOTION WAS MADE AND SECONDED, PURSUANT TO SECTION 54 OF CHAPTER 46 OF THE ACTS OF 2015, WHICH AMENDED SECTION 23B OF CHAPTER 32, TO EXTEND THE CONTRACT BETWEEN FIDUCIARY INVESTMENT ADVISORS AND THE WATERTOWN RETIREMENT BOARD UP TO AN ADDITIONAL PERIOD OF TWO YEARS, FOR A TOTAL OF SEVEN YEARS. SO VOTED

Annual Manager Reviews:

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 via conference call.

- Income Research & Management – Core Bond Fund
- Eaton Vance Investment Managers – High Yield Fund
- EARNEST Partners – International Equity Fund
- Columbia Threadneedle Investments – U.S. Contrarian Core Equity Fund
- PRIT – Domestic Equity, Hedge Funds, Real Estate and Vintage Year Private Equity Portfolios
- Brandywine Global Investment Management – Global Opportunistic Bond Fund
- MFS Institutional Advisors – Institutional International Equity Fund
- Acadian Asset Management – International Small Cap Fund.

Adjournment:

AT THE CONCLUSION OF THE INVESTMENT REVIEW A MOTION WAS MADE AND SECONDED TO ADJOURN THE MEETING AT 11:00 AM. SO VOTED