

MINUTES OF MEETING HELD TUESDAY, DECEMBER 17, 2019

Chairman Thibaut called the meeting of the Watertown Contributory Retirement Board to order at 8:50 AM, Administration Building, 149 Main Street, Lower Hearing Room. Board Members present were Chairman Thibaut; Mr. Domenic Duke Arone; Mr. Thomas J. Tracy; Mr. John Loughran and Ms. Kathleen Kiely-Becchetti. Also in attendance were Attorneys Thomas F. Gibson and Gerald M. McDonough. 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, January 21, 2020.

Examination of Minutes:

From meeting held on Tuesday November 19, 2019

A MOTION WAS MADE AND SECONDED TO APPROVE MINUTES AS WRITTEN. VOTED 4-0

Ms. Kiely-Becchetti abstained from voting as she was not in attendance for the meeting.

Review PERAC Correspondence:

MEMO'S:

#25/2019 12/10/19 New Fraud Prevention Poster

John W. Parsons, Esq.

11/25/19 The State Retirement Board shall reimburse the Watertown Retirement Board \$7,384.76 a year toward the retirement allowance of Deborah Dunn who retired September 6, 2019. This represents 20.40824% of total service.

11/26/19 PERAC has approved the FY21 revised funding schedule through FY21.

11/26/19 Required FY21 Appropriation = \$14,745,742.00.

Review Applications For Benefits:

Applications For Membership:

Anna Silva School Dept. Administrative Asst. 40 Hrs. Gr. 1 11/18/19

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

Transfer of Deductions to Other Retirement Systems:

Kristel M. Bennett – Health Dept., Chief Environmental Health Officer

Membership Service: 12/14/06 – 11/15/19

Transferring To: Middlesex County Retirement Board

TOTAL DEDUCTIONS & INTEREST: \$96,753.70

Total Board Liability: 12.9167 Years

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

Christopher Hayward – DPW, Forestry Supervisor/Tree Warden

Membership Service: 08/11/05 – 11/27/17

09/17/18 – 11/15/19

Transferring To: Quincy Retirement Board

TOTAL DEDUCTIONS & INTEREST: *\$104,963.01

Total Board Liability: 13.3333 Years

**Includes Funds from Prior Service*

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

Nicole Sapienza – School Dept., Instructional Asst.
Membership Service: 10/07/13 – 10/31/19
Transferring To: Newton Retirement Board
TOTAL DEDUCTIONS & INTEREST: \$17,941.80
Total Board Liability: 7.0833 Years
A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFER OF DEDUCTIONS.

SO VOTED

Elizabeth Sloan – School Dept., BCBA
Membership Service: 05/01/17 – 08/26/19
Transferring To: Worcester Retirement Board
TOTAL DEDUCTIONS & INTEREST: \$TBD
Total Board Liability: **TBD**

It was noted that Ms. Sloan was eligible for membership in the Watertown Retirement System on May 1, 2017. However, due to a payroll error, she did not start making contributions until November 30, 2017 thereby underpaying the System \$2,729.67. She was notified and began making payments. She only repaid the System a total of \$240.00 toward the balance prior to her termination on August 26, 2019. The Board discussed options for transferring the funds and related service. It was agreed to prorate the amount of service to reflect the \$240.00 payment and bring the request back to the Board at the next meeting for final approval.

Superannuation Retirement:

Thomas Ganjian – Fire Dept., Captain
Retirement Date: 01/04/20
Service: 33 Years & 10 Months
Veteran Status: N

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

SO VOTED

Creditable Service Purchase:

Buyback:

Ryan Hoey - Fire Department, Firefighter - Requesting to purchase non-membership service with the Town of Marblehead. Creditable Service calculates to a total of **5 Years** at a total cost of **\$11,048.59**. Member has elected to pay via payroll deductions of **\$85.00 per pay period** until balance is paid in full.
(Marblehead Retirement Board will not accept liability for this service.)

The Board Tabled vote on the buyback pending further review of detailed payroll records and information regarding the membership regulation of the Marblehead Retirement System.

Buyback:

Michael Dello Russo - Police Dept., Police Officer - Requesting to purchase non-membership service with the Town of Cambridge. Creditable Service calculates to a total of **1 Year & 3 Months** at a total cost of **\$3,831.14**. Member has elected to pay via lump sum payment.
(Cambridge Retirement Board will not accept liability for this service.)

The Board Tabled vote on the buyback pending further review of the Cambridge Retirement System's membership regulation.

Review Warrants:

1237-19	Refunds & Transfers	219,658.51
1238-19	Monthly Vendor Expenses	4,186.80
1239-19	Fund Transfer – Eastern Vendor to Eastern Payroll	100,000.00

1240-19	Fund Transfer – People's United to Eastern Payroll	1,114,371.61
1241-19	Pension Payroll – 2019/12	1,214,371.61
1242-19	Salaries & Stipends	20,890.73
1243-19	PRIT Private Equity Vintage Year	401,699.79

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 October 31, 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

It was also reported that the RFP for actuarial services was issued. It has been posted on the PERAC website, the WCRS website, IN THE Goods & Service Bulletin as well as posted on the WCRS Bulletin Board. The response deadline is 2:00 pm on December 30, 2019.

Committee Reports:

Newsletter/Website Discussion:

It was reported that the newsletters have been mailed out and positive feedback has been received.

Old/Unfinished Business:

There was no old business discussed.

New Business:

There was no new business discussed.

Travel/Education:

There was no discussion on Travel/Education.

Legal Update:

Attorney Gibson informed the Board on conversations which took place regarding the workers' compensation settlements of retirees Armen Papazian and Anthony Leone. It was decided to discuss the status of the letter sent to Mr. Deignan regarding repayment of erroneous pension benefits and to discuss a new policy regarding the delay in PERAC's approval of retirement benefit calculations.

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

Investment Review:

Chris Rowlin reviewed with the Board the Capital Markets update as of November with performance results through October. The market value of the portfolio as of October 31, 2019 totals \$212,653,409.00. The Board seemed satisfied with the performance report.

The Board reviewed the cash flow recommendations to raise cash to cover pension payments and expenses through March, 2020, PRIT VY capital calls and \$200,000. American Strategic Value Realty capital call due December 20, 2019.

A MOTION WAS MADE AND SECONDED TO APPROVE THE RECOMMENDATIONS OF FIA TO RAISE CASH TO COVER EXPENSES THROUGH MARCH, 2020.

SO VOTED

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. Representatives from Wellington Management were present for their annual review while the other managers presented via conference call.

- Wellington Management – Small Cap 2000 Portfolio & Opportunistic Investment Allocation.
- PineBridge Investments – Global Dynamic Asset Allocation
- TA Realty – Core Property Fund
- American Realty Advisors – American Strategic Value Realty Fund
- TerraCap Management – TerraCap Partners IV
- Arsenal Real Estate Fund IA
- Auda Ventures, L.P.
- RCP Fund IV, L.P.

Adjournment:

**AT THE CONCLUSION OF THE INVESTMENT REVIEW A MOTION WAS MADE AND SECONDED TO
ADJOURN THE MEETING AT 11:10 AM. SO VOTED**