

SAUGUS RETIREMENT BOARD MEETING
January 23, 2018

The regular meeting of the Saugus Retirement Board duly posted to be held in the Town Hall 1st Floor Conference Room, Saugus, MA on the above date was called to order at 8:37 a.m. by Chairman Cross, with Board Members DiBari, Gannon and Matarazzo present. Board Member Decareau was contacted for remote participation due to an illness. He was available for the RFP discussion and vote only.

In addition, present at this meeting were Theresa Richards, SRB Administrative Assistant and Ann Quinlan SRB Administrator.

Minutes

- A motion was made by Board Member Gannon and seconded by Board Member Matarazzo to approve the December 14, 2017 and January 18, 2018 Open Meeting Minutes and sign them into the records. The Board voted 4-0 in favor.

Payments

- A motion was made by Board Member DiBari and seconded by Board Member Gannon to issue payment for Retirement Board Expense Voucher #1-17 for the month of January 2018 for \$107,583.47. The Board voted 4-0 in favor.
- A motion was made by Board Member DiBari and seconded by Board Member Gannon to issue payment for Retirement Allowance Payment and Vendor Payment Warrant for the month of January 2018 for \$653,210.40. The Board voted 4-0 in favor.
- The Board noted that \$500,000.00 was wire transferred from PRIT Investment Funds to Saugus Retirement System's bank account on 1/19/2018 to cover retirement allowances and expenses for January 2018.

Refund to Member

- None

Transfers Out

The Board noted that the following members had their accounts transferred to other MA Retirement Systems, as approved on this month's expense voucher:

- Kristin Politano, transfer to Greater Lawrence Sanitary District Retirement Board. Saugus Retirement Board will accept 12 years liability for her service with the Town from 11/14/2005-12/6/2017.

Deceased

- None

Retirements/Disabilities/Survivor Benefits

Retirement Board Staff have verified that the necessary paperwork is in order and has determined applicants to be eligible for such benefits:

- An Option C Pop-up benefit for Mrs. Mary Valliere, retired member of the Saugus Housing Authority, whose spouse Leon Valliere passed away on December 15, 2016. All proper paperwork including a death certificate has been submitted to the Board. A motion was made by Board Member Gannon, seconded by Board Member DiBari and voted 4-0 to approve the Option C Pop-up Benefit for Mrs. Valliere. The paperwork will be submitted to PERAC for final approval. All parties involved will be notified.

Items for Discussion

The Board reviewed and discussed PERAC Memo #3/2018 COLA Notice. The Board will meet on February 27, 2018 at 8:00am to vote on the Cost of Living Adjustment for July 1, 2018. Pursuant to Section 103(i), the Saugus Retirement Board, with proper notice to the legislative body (Board of Selectman), may elect to increase the percentage up to 3.0%, at a duly called meeting. Notice will be given today to the Board of Selectman, which is more than the 30-day requirement.

The Legal Services contract with Attorney Michael Sacco is expiring on December 31, 2018. An RFP is required for these services. After some discussion, it was suggested the Board place this issue on the May Agenda after the RFP for Investment Consulting services has been completed. An RFP for Legal Services will be presented to the Board at that time for review and changes.

The Board contacted Board Member Decareau via telephone for Remote Participation in the discussion of the RFP for Investment Consulting Services. He placed on speakerphone for all Board Members to hear him and for him to hear all the Board Members and their discussion. Board Member DiBari gave a brief overview of what OCIO, MOM and Open Architecture structure was and what it meant for the Board moving forward. Board Member Matarazzo stated she liked the idea of having an Option to choose OCIO or Open Architecture but was impressed with Wainwright's presentation. Board Member Decareau believed Wainwright's vision was best for the Board, as did Board member Gannon. Chairman Cross asked for a motion. Board Member DiBari made a motion, seconded by Board Member Matarazzo and passed 5-0 to award the contract to Wainwright for the Investment Consulting Services. All Board Members signed the Composite Evaluation Sheet naming Wainwright as the selected Investment Vendor. All documents will be uploaded into PROSPER for PERAC's review and approval. Board Members will need to sign onto PROSPER for their action that is needed in the process. After the Board's decision, Board Member Decareau hung up and his remote participation ended.

There was conversation over whether a Budget should be voted without knowing the final cost for the RFP process as there will be an increase in Legal Services and Legal Ads for anticipated RFP's. After some discussion, the Board decided to vote on a budget and revise it later if needed. With the acquiring of an Investment Consultant there will be additional duties that will be placed upon the Retirement Board staff. A salary survey was presented to the Board, which was a breakdown for area Retirement Boards with similar size and make up. Another salary survey of the Town Employees were given to the Board to review as well. When the Board created the second staff position it was a low figure as it was unclear what the duties of this position would really entail. Since then the position has evolved and other similar positions in Town have been posted at much higher salaries. Board Member Matarazzo made a motion, seconded by Board Member DiBari and passed 4-0 to approve the salary increase for the Administrative Assistant from \$ \$45,894.68 to \$49,566.40, effective January 1, 2018. Board Member Matarazzo made a motion, seconded by Board Member DiBari to approve the salary increase for the Administrator from \$67,749.24 to \$74,524.32 plus \$950.00 longevity, effective January 1, 2018. After reviewing the 2018 Budget Proposal line by line, a motion was made by Board Member Matarazzo, seconded by Board Member DiBari and passed 4-0 to accept the 2018 budget as presented.

Copies of the following were included for review and/or discussion:

- PERAC MEMO #36/2017- Information Needed for Calculation Approvals
- PERAC MEMO # 37/2017- 3(8)(c) Reimbursements and PERAC Calculation Policy 15-001
- PERAC MEMO #38/2017- 2017 Disability Data
- PERAC MEMO #1/2018- 2018 Limits under Chapter 46 of the Acts of 2002
- PERAC MEMO #2/2018- 2018 Limits under Section 23 of Chapter 131 of the Acts of 2010
- PERAC MEMO #3/2018- COLA Notice
- PERAC MEMO #4/2018-Tobacco Company List
- PERAC MEMO #5/2018-Mandatory Retirement Board Member Training – 1st Quarter 2018

- Bank Reconciliation for November 2017
- Cash Books for November 2017
- PRIT Investment Statement for December 2017
- Annual CAFR Report – PRIM Board
- Mass Retiree Book of Retirement Boards
- January 2018 Mass Retiree Newsletter
- Injury Reports: **DPW:** Daniel Schena (12/23/17), **POLICE:** Stephen Rappa (12/30/17)


The next meeting is scheduled for February 27, 2018 at 8:00a.m.

Executive Session

Adjournment of Open Meeting

There being no further business to come before the Board, at 9:48 a.m., a motion was made by Board Member Gannon and seconded by Board Member Matarazzo, and voted unanimously in favor of adjourning the Open Meeting.

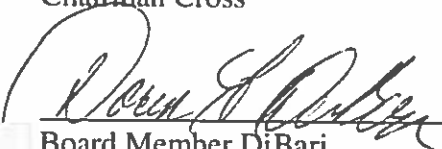
APPROVED BOARD OF RETIREMENT



 Chairman Cross




 Board Member Decareau



 Board Member DiBari



 Board Member Gannon



 Board Member Matarazzo



 Board Administrator