

SAUGUS RETIREMENT BOARD MEETING
December 15, 2021

The Regular meeting of the Saugus Retirement Board duly posted to be held via Conference Call using Zoom, Meeting ID: 442 280 6039, Password: 699067 on the above date was called to order at 12:03p.m. by Chairman Cross, with Board Members, Gannon, DiBari, and Decareau, were present at 25 Main St and via zoom. Board member Matarazzo was unable to attend due to a prior commitment.

Also, remotely present via zoom phone call was Mike Dwyer from Wainwright Consultants. Board Staff Theresa Richards and Ann Quinlan were at 25 Main St and remotely present via zoom. Joe Ebiza, journalist for intelligence magazine was in attendance via zoom for the open meeting only. Attorney Sacco was in attendance via zoom phone for the Executive Session only.

Chairman Cross asked for a Roll Call vote as he opened the Regular meeting. Mrs. Quinlan read the names for Roll Call: Cross -Y, DiBari- Y- Decareau- Y, and Gannon – Y the Board voted 4-0 in favor.

Chairman Cross opened the meeting noting the participants joining through zoom as all 4 Board Members, Mike Dwyer from Wainwright and Board Staff Theresa Richards and Ann Quinlan.

Chairman Cross reminded the Board Members that all votes would require a Roll Call vote and at any time if the meeting were not audible to a Board Member to make the Chairman aware of the situation.

Investments:

Mike Dwyer gave the board an overview of the market activity from the performance review report of October 31, 2021. The People's Bank summary report showed the whole fund is at \$148,842.88. The Total Fund was up 15.46% in October. The market has been a little volatile lately, however, the Federal Reserve will announce if they change their stance to raise the interest rates as they have been up and down. October Equity reports are still doing well while in September they were down, however, the managers are doing well with our portfolio. Thirty-Five million dollars will be invested by May 31, 2022, with the Hedge Fund Sleeve being funded on June 30, 2022. An RFP will be on the PERAC website on December 20, 2021 – January 12, 2022, for a Small Cap Growth Manager.

Jeff Fabrizio was unable to attend the meeting via zoom as he had COVID.

Minutes:

A motion was made by Board Member DiBari and seconded by Board Member Decareau and after a Roll Call: Cross -Y, DiBari -Y, Decareau-Y and Gannon- Y the Board voted 4-0 in favor to approve the November 24,2021, Regular & Executive Meeting Minutes and sign them into the records.

Payments:

A motion was made by Board Member Gannon and seconded by Board Member DiBari and after a Roll Call: Cross -Y, Decareau-Y, DiBari- Y and Gannon – Y, the Board voted 4-0 in favor to issue payment for:

- Retirement Board Expense Voucher #124-133 for the month of December 23, 2021, for \$31,684.83.
- Payroll Warrant #12/2021 for \$794,061.96.
- Staff Payroll Warrant #12/2021 for \$14,438.28
- PRIT General Allocation to Private Equity Exchange on 12/1/2021 for \$7,456.94.

New Member

A motion was made by Board Member Gannon and seconded by Board Member DiBari and after a Roll Call: Cross -Y, DiBari -Y- Decareau, -Y and Gannon – Y, the Board voted 4-0 to include for membership in the Saugus Retirement System the following new employees.

- Seth Roy, Dispatcher, Police Department., Date of Hire & Membership is 11/29/2021 – Contribution rate is 9% & 2%
- Rachel Barrera, Dispatcher, Police Department, DOH: 11/29/2021- 9% & 2%ership is: 11/1/21- Contribution rate is 9% & 2%.

Transfer: Out:

A motion was made by Board member Decareau and seconded by Board member DiBari and after a Roll Call: Cross- Y, Decareau-Y, DiBari-Y and Gannon-Y, the Board voted 4-0 in favor to approve the transfer of service and annuity saving account to other MA Retirement Systems, as approved on this month's expense voucher for the following members:

- Gregory Beatrice, School Department to the Mass Teacher's Retirement System. Saugus Retirement Board will accept 2 years & 11 months liability of service of 8/30/16-8/7/19.
- Lisa Manning, School Department to the Marblehead Retirement System. Saugus Retirement Board will accept 1 year and 8 months of liability for her service of 3/2/20-11/12/21. Included in the transfer is Beverly Retirement Board service of 3 years liability for their system of 2/13/17-2/28/21.

Refunds: M.G.L. Chapter, 32, Section 10 (4)

A motion was made by Board member Gannon and seconded by Board member DiBari and after a Roll Call: Cross- Y, Decareau-Y, DiBari-Y and Gannon-Y, the Board voted 4-0 in favor to approve the refund of annuity saving account for the following members:

- Nicole Brady, Beneficiary of Donna Brady, Option B -balance of her annuity savings funds less federal taxes.
- Michael Newbury, Fire Department, refund of interest overage on buyback purchase.

Retiree Death:

Retiree David Webster, School Custodian, passed away on December 6, 2021. He was receiving an Option C pop-up. His final payment was paid on December 23, 2021.

Retirements/Disabilities/Survivor Benefits:

A motion was made by Board Member Gannon and seconded by Board Member Decareau and after a Roll Call: Cross-Y, Decareau – Y, DiBari-Y, and Gannon-Y, the Board voted 5-0 in favor to grant a Superannuation Benefit to the Following:

School Department:

- Julie Buckley, School Department, Aide, DOR 12/31/2021, Years of Service: 14 and 2 months.

Items for Discussion:

The exit interview was completed with the PERAC Audit Staff, Chairman Cross and Board Administrator Ann Quinlan. Two people had interest adjustments to their buybacks. A retiree was approved for a Superannuation and there is a potential for a Termination allowance. After review of the system, there were no findings and considered exemplary work. The final audit report for 2015-2018 will be mailed to each Board member.

The Retirement Board portion of Powers and Sullivan's audit is completed. No findings were identified. The Board will receive a copy of the final audit once the Town's portion is completed.

The RFP for the U.S. Small Cap Growth Equity Investment Manager was presented to the Board. It was submitted to PERAC for review and request to have posted on their website. The submission for the Goods and Services Bulletin is Wednesday's by 4pm so the soonest it can be posted is December 20th. The deadline is January 12, 2022.

PERAC memo #32/2021 recommends the Board have their IT support review the System for cybersecurity and Internal Controls. Axis, the Board's IT support has reviewed the Board's system is completing the assessment. Once completed, the Board will be given a copy and whatever action must be taken to ensure controls are in place.

Each month a report and file are given to the Treasurer's office for federal taxes on behalf of Retirees and Members refunds. The Treasurer sends an electronic payment to the IRS within a specific time. The Board files a 945 and 945A annually with the IRS for payments made for federal taxes on behalf of the Retirees and Member refunds. We received notice from the IRS that payments were monthly and not bimonthly, which is not our set up for payment. The Treasurer agrees that we are filing correctly, and an appeal was sent to the IRS for a penalty they are trying to assess. To avoid any confusion, the Treasurer recommended the Board schedule retirement allowance payments the 4th Thursday of every month. After some discussion, all Board members agreed on this proposal.

Chairman Cross asked whether the board had a check list for members to follow for retirement. Board Administrator Ann Quinlan showed the Board the current check list that is given to members during the estimate process and upon signing paperwork. The Board is asked to review and recommend any changes necessary. The checklist references other departments and links for the member to contact that are related to insurances, social security etc. The check list can be added to the board website.

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

- PERAC Memo #28/2021: Buying Back Elected Official Service Time
- PERAC Memo #29/2021: Expansion of Post-Retirement Work in the Public Sector
- PERAC Memo#30/2021: Investment Fraud Alert
- PERAC Memo#31/2021: Pension Fraud Prevention Campaign
- Mass Retirees- The Voice newsletter- November 2021t
- SEI Investment Report – Aristotle & LMCG- October 2021
- Rhumblin Investment Statement – September 2021
- Lord Abbett Statement- October 2021
- MFS Statement October 2021
- PRIT Performance – October 2021
- PRIM Performance- October 2021
- PRIT – Exchange PEVY & Auto Redemption – 11//2021
- Wainwright Meeting Review – September 2021 Review
- Attorney Sacco- varies legal matters

Adjournment of Open Meeting

Executive Session

At 12:28 pm, Board Member Gannon made a motion, seconded by Board Member Decareau and a roll call was taken, Cross-Y, DiBari-Y, Decareau- Y, and Gannon-Y to enter Executive Session without returning to Open meeting to discuss the Administrator recent deposition.

Adjournment of Open Meeting

At 12:50 pm, a roll call was taken, Cross-Y, DiBari-Y, Decareau- Y, and Gannon-Y to adjourn the meeting.

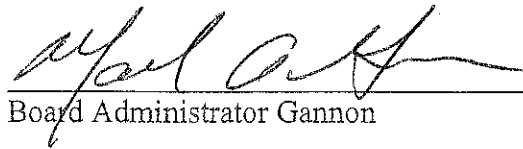
The next Board Meeting is scheduled for Wednesday, January 26, 2022, at 12:00pm.

APPROVED BOARD OF RETIREMENT:


Board Chairman Cross


Board Member Decareau


Board Member DiBari


Board Administrator Gannon


Board Administrator Quinlan