

**Arlington Contributory Retirement Board
 Agenda for August 26, 2020
 @4:30 PM
 Conducted by remote participation**

Call to order Regular Monthly Meeting

Motion and vote to approve Expense Warrants # 16 and August 2020 Payroll Warrant

Motion and vote to approve Minutes for July 22, 2020

Motion and Vote June 2020 Trial Balance

Motion to approve new town members

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Ashley Jean	08/03/2020	9+2%	BOH Health Compliance
Ann-Maria Messuri	07/27/2020	9+2%	Police Dispatcher
Wai Ying Tse	07/27/2020	9+2%	COA Superv. of Volunteer

Motion to approve new school members

New School Employees

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Claudia Bertoli	07/27/2020	9+2%	Manager of websites
Kiela Lyons	07/01/2020	9+2%	Administrative Assistant
Nora Mana	08/10/2020	9+2%	District Registrar IT
Rachel Oliveri	07/13/2020	9+2%	Sustainable Coordinator

Motion to approve the retirement application for Anita Botolino

Name	Creditable Service	Department/ Position	Retirement Option	Date
Anita Botolino	27 years 4 months	AHA/Maintenance Coordinator	B	7/31/2020

Acknowledgement of retirees and survivors who have passed since the last Board Meeting

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Richard Bowler	7-28-2020	Public Works/ Director	7-31-1993	Retiree

Motion and Vote on Medical Panel Results for Robert Snell.

Motion and Vote on Refunds and Rollovers of Accumulated Deductions

Motion and vote of a rollover of accumulated deductions for Kelly Fassett in the amount of \$2,986.50. Ms Fassett had 1 year 9 months of creditable service working for the School Department as a Teacher Assistant.

Motion and vote of a refund of accumulated deductions for Victoria Good in the amount of \$3,736.27. Ms. Good had 11 months of creditable service working for the School Department as a Clerk

Motion and vote of a rollover of accumulated deductions for Natalia Marques in the amount of \$ 463.24. Ms. Marques had 2 months of creditable service working for the School Department as a Teacher Assistant.

Office Lease and Move Update

Election Results

New Business

Adjourn



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in cursive script, reading "Charles D. Baker". The signature is written in black ink and is positioned above a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

Cash Disbursements Warrant
Warrant Number 16-2020

Transaction ID	Date	Check Number	Vendor ID	Vendor/Description	Amount
6486	08/31/2020	1136	625	Vanguard IRA RO fbo Natalia Marques RO Vanguard IRA fbo Natalia Marques	463.24
6487	08/31/2020	1137	626	NFS fbo Victoria Good IRA RO National Fin Svc fbo Victoria Good	3,736.27
6488	08/31/2020	1138	627	Vanguard IRA Brokerage fbo RO Vanguard IRA fbo Kelly Steinhaus Fassett	2,986.50
6489	08/31/2020	1139	321	Shred-It USA PU 7/23-Shred It	70.73
6490	08/31/2020	1140	18	W.B. Mason Paper/Sanitizer-WB Mason	176.55
6491	08/31/2020	1141	301	Wells Fargo Bank Copier fee-Wells Fargo	315.00
6492	08/31/2020	1142	306	Arlington Redevelopment Board Rent-ARB	1,259.38
6493	08/31/2020	1143	9	US Postal Svce 2Q-US Postal Svc	995.30
6494	08/31/2020	1144	628	Middlesex Ret fbo Melisa Cadet Tr OUT Middlesex Ret fbo Melisa Cadet	22,876.26
6495	08/31/2020	1145	3	Stone Consulting Inc. May-July fee-Stone Consulting	9,375.00
6496	08/31/2020	1146	629	NCPERS FiduciaryEducational Module-NCPERS	400.00
6497	08/31/2020	1147	5	Coen Business Forms Envelopes-Coen	182.80
6498	08/31/2020	1148	619	People's United Bank June fee-People's	1,198.43

Records Reported On: 13
Total Amount: 44,035.46

The undersigned, on oath, swear that the information contained in this warrant is true and accurate to the best of their knowledge.

Ida Cody _____

Kenneth Hughes - Chairperson _____

Robert Jefferson _____

Richard Keshian _____

Ken Steele _____

Trans	Trns	Date	Payee Name/SSN Last 4	Mbr	Mbr Pay	Ann	Pension	Dep	97	COLA	Post 81	97	COLA	Veteran	Chapter	Gross	Net	
Pay/Calc	Type	Number		SSN/4	EE #	Type	Unit	Allow	Ann	Ann	COLA	COLA	Ann	Allow	389	Amount	Amount	Void

Records Reported On:	605	Total Pre 81 COLA:	100,903.34
Total Annuity:	254,248.65	Total Post 81 COLA:	0.00
Total Pension:	1,378,541.50	Total Post 97 COLA:	0.00
		Total Dep Allowance:	1,171.04
		Total Chapter 389 Amt:	0.00
		Total Add Annuity:	20,319.19
		Total Vet Allowance:	1,171.04
		Total Gross:	1,655,114.13
		Total Net:	1,329,289.24
		Total Net (less Void):	1,329,289.24
		Total State Tax:	0.00
		Total Fed Tax:	126,094.71
		Total Void:	0.00

ACU - Arl Credit Un (ACU):	100,903.34
APP-Always Family (APP):	536.80
API-ALWAYS IND (API):	309.48
API-AlwaysPrime11-Ind (APIP):	171.96
BMI - Vol Life-May 2015 (BMI):	312.10
DHF - Dental High Family (DHF):	6,922.08
DHI - Dental High Ind (DHI):	3,747.84
DLF - Dental Low Family (DLF):	312.06
DLI - Dental Low Ind (DLI):	531.72
FDI - Fallon Direct- Ind (FDI):	92.76
FSF - Fallon Select-Family (FSF):	304.92
FSI - Fallon Select-Ind (FSI):	125.40
GIC - Gr Insur Comm (GIC):	2,765.10
HCF - Harvd Choice-Fam (HCF):	2,036.16
HCI - Harvd Choice-Ind (HCI):	598.80
HIF - Harvd Indep-Fam (HIF):	2,686.80
HII - Harvd Indep-Ind (HII):	1,467.20
HME - Harvd Medi Enhanced (HME):	17,675.00
HMS - Harvd Medi Enh-Surv (HMS):	5,050.50
LIF - Basic Life (LIF):	1,514.70
OME - Unicare Medi Ext OME (OME):	17,592.96
OMS - Unicare Med Ext-Surv (OMS):	3,998.60
OPO - M. Powers Mdor-Child (OPO):	1,360.67
QRO-Child Support-Shane Ronan (QRO):	1,083.33
QSE - Child Support-John Senes (QSE):	281.67
SII - Surv-Harvd Independ (SII):	458.59
SNI - Surv-Tufts Navigator (SNI):	1,198.56
TCS - Surv-Tufts Complement (TCS):	1,151.64
TMC - Tufts Medi Comp. (TMC):	5,757.60
TMP - Tufts Medi Preferred (TMP):	1,482.92
TNF - Tufts Navigator-Fam (TNF):	6,244.48
TNI - Tufts Navigator-Ind (TNI):	1,917.60
TNI21-Tufts Navigator-Ind 2011 (TNI21):	399.52
TSF - Tufts Spirit-Fam (TSF):	1,096.00
TSI - Tufts Spirit-Ind (TSI):	182.00
UCF - Unicare Choice-Fam (UCF):	273.60
UCF2-Unicare 12/11 Choice Fam (UCF2):	342.00
UCI - Unicare Choice-Ind (UCI):	220.96
UCI2-Unicare 12/11 Choice Ind (UCI2):	138.12
UPF - Unicare Plus-Fam (UPF):	1,722.40
UPI - Unicare Plus-Ind (UPI):	434.16
USF - Unicare Comp-Fam (USF):	2,582.56
USI - Unicare Comp-Ind (USI):	1,745.52
*** Deduction Total:	199,730.18

The undersigned, on oath, swear that the information contained in this warrant is true and accurate to the best of their knowledge.

Ida Cody _____ Robert Jefferson _____ Ken Steele _____
 Kenneth Hughes - Chairperson _____ Richard Keshian _____

**Arlington Contributory Retirement Board
Minutes for July 22, 2020
Conducted by remote participation**

Board Members present: Chairperson Kenneth Hughes, Richard Keshian
Kenneth Steele, Ida Cody and Robert Jefferson

Chairperson Kenneth Hughes called the regular meeting to order at 4:00 and read the required introduction per the Governors Order for remote participation.

Call to order Regular Monthly Meeting

Motion and vote to approve Expense Warrants # 13,14,15 and July 2020 Payroll Warrant

After review and discussion, Ms. Cody made a motion to approve the Expense Warrants # 13, 14 and 15 and the July 2020 Payroll Warrant for payment, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

Motion and vote to approve Minutes for June 24, 2020

After review and discussion, Mr. Jefferson made a motion to approve the June 24, 2020 Minutes, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

Motion and Vote May 2020 Trial Balance

After review and discussion, Mr. Keshian made a motion to approve the May 2020 Trial Balances, seconded by Ms. Cody. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

Motion to approve new town members

After review and discussion Mr. Keshian made a motion to approve new town members, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Keith Grant	6-22-2020	9+2%	Electrician
Sabrina Homem	7-01-2020	9+2%	Assistant Benefit Admin
Jeremy Pittsley	7-06-2020	9+2%	Tree Climber

Acknowledgement of retirees and survivors who have passed since the last Board Meeting

The Chairman asked for a moment of silence for Frank Wright, David Kinder

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Frank Wright	7-4-2020	DPW/ Director of Natural Resources	7/4/1992	Retiree
David Kinder	7-14-2020	Facilities/ Custodian	4/10/2014	Retiree

Refunds and Rollovers

Motion and vote of a refund of accumulated deductions for Corey Clavet in the amount of \$1,833.75. Mr. Clavet had 7 months of creditable service working for the School Department as a Teacher Assistant

After review and discussion Mr. Keshian made a motion to approve the refund of accumulated deductions for Mr. Clavet, seconded by Mr. Steele, The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

Motion and vote of a refund of accumulated deductions for Jeffrey Fox in the amount of \$10,345.25 Mr. Fox had 3 years and 10 months of creditable service working for the School Department as a Teacher Assistant

After review and discussion Mr. Steele made a motion to approve the refund of accumulated deductions for Mr. Fox, seconded by Ms. Cody, The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes

Motion and vote of a refund of accumulated deductions for Molly Phelps in the amount of \$1,648.34. Ms. Phelps had 9 months of creditable service working for the School Department as a Teacher Assistant

After review and discussion Mr. Keshian made a motion to approve the refund of accumulated deductions for Ms. Phelps, seconded by Mr. Jefferson, The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes

Office Lease and Move Update

After discussion the Board decided to have Mr. Jefferson and Mr. Greco tour the office space to get an determine what is needed. Mr. Jefferson made a motion to allow Mr. Greco to approve any need what is needed expenditures for the door, painting and cleaning in order not to delay the move, to spend, seconded by Mr. Keshian. The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Ms. Cody I, Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

Adjourn

Mr. Keshian made motion to adjourn the meeting at 5:45 PM, seconded by Mr. Steele. The motion was approved by unanimous vote

Trial Balance
For Period 06/01/2020 Through 06/30/2020

Acct Nbr	Description	Beginning Balance	Debits	Credits	Ending Balance
1041-0000	People's Mellon CR EB TEMP	5,746,428.74	1,577,125.72	1,761,106.43	5,562,448.03
1046-0000	Expense-Century	9,353.60	103,943.87	103,932.62	9,364.85
1047-0000	Payroll- Century	734,995.53	1,761,641.17	1,657,183.71	839,452.99
1193-0000	Pooled Alt Invest-Wilshire 12/00	1,275,760.65	39.29	123,675.54	1,152,124.40
1199-0000	Prit Capital Fund	152,971,016.61	449,280.01	1,200,000.00	152,220,296.62
	Sub Total	160,737,555.13	3,892,030.06	4,845,898.30	159,783,686.89
3293-0000	Annuity Savings Fund Control Acct	-37,935,235.90	211,669.99	15,996.56	-37,739,562.47
3294-0000	Annuity Reserve Fund	-10,369,091.99	0.00	195,673.43	-10,564,765.42
3295-0000	Special Military Serv Credit Fund	-15,745.38	0.00	0.00	-15,745.38
3296-0000	Pension Fund Control Account	-1,527,477.77	0.00	0.00	-1,527,477.77
3297-0000	Pension Reserve Fund Control	-123,885,790.49	0.00	0.00	-123,885,790.49
	Sub Total	-173,733,341.53	211,669.99	211,669.99	-173,733,341.53
4820-0000	Investment Income Control Acct	10,324.93	0.00	0.00	10,324.93
4821-0000	Investment Income Received	-40,745.91	0.00	2,207.15	-42,953.06
4822-0000	Interest Not Refunded	-8,556.80	0.00	0.00	-8,556.80
4840-0000	Workers' Compensation Settlemnt	-5,000.00	0.00	4,000.00	-9,000.00
4886-0000	Unrealized Gains (mv crd)	-10,194,128.92	0.00	603,332.05	-10,797,460.97
4887-0000	Unrealized Loss (mv dbt)	16,479,300.80	0.00	0.00	16,479,300.80
4891-0000	Members' Deductions	-1,801,422.19	0.00	216,474.25	-2,017,896.44
4892-0000	Transfers From Other Systems	-125,830.44	0.00	29,731.52	-155,561.96
4893-0000	Members' Make Up & Redeposits	-11,327.23	0.00	1,469.46	-12,796.69
4898-0000	3(8)(c) Reimb From Other Systems	-557,330.25	0.00	0.00	-557,330.25
4899-0000	Received From Comm For Cola & Sur	0.00	0.00	104,085.70	-104,085.70
	Sub Total	3,745,283.99	0.00	961,300.13	2,783,983.86
5118-0000	Board Members Stipends	0.00	12,750.00	0.00	12,750.00
5119-0000	Staff Salaries	0.00	86,069.44	0.00	86,069.44
5304-0000	Management Fees(expense Fund)	241,822.09	154,052.04	3,777.00	392,097.13
5305-0000	Custodial Fees(expense Fund)	4,904.96	4,954.15	0.00	9,859.11
5307-0000	Consultant Fees(exp Fund)	14,000.00	0.00	0.00	14,000.00
5308-0000	Legal Expenses	585.00	0.00	0.00	585.00
5309-0000	Medical Expenses	333.40	0.00	0.00	333.40
5310-0000	Fiduciary Insurance	11,883.00	0.00	0.00	11,883.00
5311-0000	Service Contracts	35,738.65	315.00	0.00	36,053.65
5312-0000	Rent Expense	6,296.90	1,259.38	0.00	7,556.28
5316-0000	Actuarial	5,350.00	0.00	0.00	5,350.00
5317-0000	Accounting Services	4,000.00	0.00	0.00	4,000.00
5320-0000	Education & Training	928.00	0.00	0.00	928.00
5589-0000	Administrative Expenses	3,865.72	2,361.65	0.00	6,227.37
5599-0000	Furniture And Equipment	449.00	0.00	0.00	449.00
5750-0000	Annuities Paid	1,239,395.54	256,301.83	0.00	1,495,697.37
5751-0000	Pensions Paid	6,913,178.02	1,400,881.88	0.00	8,314,059.90
5755-0000	3(8)(c) Reimb To Other Systems	378,440.03	0.00	0.00	378,440.03
5756-0000	Transfers To Other Systems	208,315.41	0.00	0.00	208,315.41
5757-0000	Refunds To Members	161,296.90	0.00	0.00	161,296.90
5759-0000	Option B Refunds	19,719.79	0.00	0.00	19,719.79
	Sub Total	9,250,502.41	1,918,945.37	3,777.00	11,165,670.78
	Grand Total	0.00	6,022,645.42	6,022,645.42	0.00

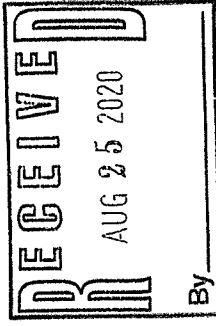


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 P3U G000000
 ARLINGTON CONTRIBUTORY
 ARLINGTON CONTRIBUTORY

INVESTMENT SUMMARY

31 JULY 2020

2020-07-31 CYCLE A 22:54:23 RUN DATE: 24-AUG-20
 PAGE: 1
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<u>INVESTMENT DISTRIBUTION</u>	<u>COST</u>	<u>MARKET VALUE</u>	<u>UNREALIZED GAIN/LOSS</u>
CASH EQUIVALENTS	18,690,174.95	18,690,174.95	0.00
EQUITY	155,666,549.91	155,666,549.91	0.00
PRIVATE EQUITY	831,225.00	831,225.00	0.00
TOTAL INVESTMENTS	175,187,949.86	175,187,949.86	0.00