



## **Arlington Contributory Retirement Board**

Date: September 30, 2020

Time: 4:30 p.m.

Location: Conducted by remote participation.

### **Minutes**

**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 4:30 and read the required introduction per the Governors Order for remote participation.**

### **Stone Consulting**

Mr. Stone and Mr. Edgars presented the preliminary results of the January 1, 2020 Actuarial Study. Mr. Stone told the Board that due to the return on investments in 2019 the Board is 56.4% funded and the Board would be fully funded in 2035 instead 2037 as projected last, and this included the agreement with the Town to increase the funding schedule at a rate of 6%. Mr. Steele made a motion to adopt the 6% increasing funding schedule with a 7% assumed rate of return to be projected to be funded in 2035, seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

### **Motion and vote to approve Expense Warrants # 17 and September 2020 Payroll Warrant**

After review and discussion, Mr. Keshian made a motion to approve the Expense Warrants # 17 and the September 2020 Payroll Warrant for payment, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

### **Motion and vote to approve Minutes for August 26, 2020**

After review and discussion, Mr. Keshian made a motion to approve the August 26, 2020, Minutes, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

### **Motion and Vote July 2020 Trial Balance**

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

**Motion to approve new town members**

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

| <u>Name</u>      | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u>               |
|------------------|---------------------------|-------------------|-------------------------------|
| Annette Curbow   | 09/14/2020                | 9+2%              | BOH Health Compliance Officer |
| Mallory Sullivan | 09/21/2020                | 9+2%              | Planning CDBG Administrator   |

**Motion to approve new school members below**

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

**New School Employees**

| <u>Name</u>        | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u>   |
|--------------------|---------------------------|-------------------|-------------------|
| Madeline Bransford | 09/02/2020                | 9+2%              | Teacher Assistant |
| Alicia Dwyer       | 09/14/2020                | 9+2%              | Teacher Assistant |
| Casey Henehan      | 09/08/2020                | 9+2%              | Teacher Assistant |
| James Higgins      | 09/02/2020                | 9+2%              | Teacher Assistant |
| Ryan Hood          | 09/02/2020                | 9+2%              | Teacher Assistant |
| Maria Kaestner     | 09/02/2020                | 9+2%              | Teacher Assistant |
| Phally Sean        | 09/02/2020                | 9+2%              | Teacher Assistant |
| Nadge Sully        | 09/02/2020                | 9+2%              | Teacher Assistant |
| Amber Wilkerson    | 09/02/2020                | 9+2%              | Teacher Assistant |

**Motion to approve the retirement application for Marilyn Salvas, Carol Arria and Patrick Casey**

After review and discussion Mr. Jefferson made a motion to approve Marilyn Salvas, Carol Arria and Patrick Casey Retirement Applications, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms Cody and Chairman Hughes I.

| Name | Creditable Service | Department/ Position | Retirement Option | Date |
|------|--------------------|----------------------|-------------------|------|
|------|--------------------|----------------------|-------------------|------|

|                |                      |                              |   |           |
|----------------|----------------------|------------------------------|---|-----------|
| Marilyn Salvas | 17 years<br>1 months | School/<br>IT                | C | 9/15/2020 |
| Carol Arria    | 16 years<br>5 months | School/<br>Teacher Assistant | B | 9/19/2020 |
| Patrick Casey  | 22 years<br>0 months | DPW/<br>Foreman              | B | 9/22/2020 |

**Acknowledgement of retirees and survivors who have passed since the last Board Meeting Joseph Drago and Thomas Crosby**

The Chairman asked for a moment of silence for Joseph Drago and Thomas Crosby

| Deceased      | Date of Death | Department/<br>Position         | Retirement Date | Status  |
|---------------|---------------|---------------------------------|-----------------|---------|
| Joseph Drago  | 7-31-2020     | AHA/<br>Director                | 6/30/2015       | Retiree |
| Thomas Crosby | 8-30-2020     | Community Safety/<br>Dispatcher | 6/24/2015       | Retiree |

**Motion and Vote on Medical Panel Results for Anthony Sanchez.**

After review and discussion Mr. Jefferson made a motion to approve Mr. Sanchez retirement based on the unanimous medical panel results that supports that Mr. Sanchez is unable to perform his essential duties due to his work related injury, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

**Motion and vote of a refund of accumulated deductions for Robert Slotnick in the amount of \$8,263.94. Mr. Slotnick had 2 years and 4 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. Slotnick, seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

**Motion and vote of a refund of accumulated deductions for Laura Modahl in the amount of \$1,494.23. Ms. Modahl had 7 months of creditable service working for the School Department as a Teacher Assistant.**

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

**Motion and vote of a refund of accumulated deductions for Mary E. Marquis in the amount of \$2,296.22. Ms. Marquis had 7 years and 9 months of creditable service working for the School Department in the Cafeteria.**

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

### **Office Lease and Move Update**

Mr. Keshian made motion for the wording on the lease to be “Commencement of Term. This lease shall commence on November 1,2020 or on the day that the Landlord provides written notice to the Tenant that the Premises is in move-in condition and ready for occupancy, whichever date is the latter. Extensions of the Initial Term shall begin as of November 1, 2020 or the day of said written notice, which date is the later.” seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

### **New Business**

#### **PERAC Audit**

After review and discussion the Board asked Ms. Cody and Mr. Greco to meet with the Finance Director Sandy Pooler to discuss the OPEB management fees as an expense to the Town of Arlington and not the Retirement Board as list under a comment on the audit.

#### **§4(1)(c) Roseanne Casazza**

After review and discussion Mr. Steele made a motion to approve allowing Ms. Casazza one month of creditable service under Chapter 32 §4(1)(c), seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms Cody and Chairman Hughes I.

#### **RFP Legal**

Mr. Greco informed the Board that the legal service are required to every seven years are required to have a RFP done and due to COVID it has been delayed but should be ok to do now. After discussion Mr. Jefferson made a motion to approve the RFP process for Legal Services, seconded by Ms Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

#### **Chairman and Vice Chairman appointments**

As per the Board's policy after every election the Board will appoint a Chairman and Vice Chairman. Mr. Jefferson nominated Mr. Hughes as Chairman, seconded Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

Mr. Keshian nominated Mr. Jefferson as Vice Chairman seconded Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms. Cody and Chairman Hughes I.

**Affidavits**

After review and discussion Mr. Jefferson made a motion to use PTG's affidavit with the statement signed under pains of perjury for those who cannot get to a notary do to COVID, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I, Ms Cody and Chairman Hughes I.

**Moving Plan**

Mr. Keshian and Mr. Jefferson will research to see if there other locations for the Retirement Board's Office

**Adjourn**

Mr. Steele made motion to adjourn the meeting at 6:19 PM, seconded by Mr. Jefferson. The motion was approved by unanimous vote