



Arlington Contributory Retirement Board

Date: June 29, 2017

Time: 4:30 PM

Location: Senior Center First Floor Conference Room

Minutes

Board Members present: Chairman John Bilafer, Richard Keshian, Kenneth Hughes and Richard Viscay

Board Members not present: Kenneth Steele

Guest: Mr. Aneish Arora and Dan Dynan of Meketa Investments. Michelle Newcomb, Chuck Patterson and Alex Bartholomew of Bartholomew & Company, Inc.

Call to order Regular Monthly Meeting

Chairman Bilafer called the regular meeting to order at 4:30 P.M

Meketa Bi- Annual Update

Mr. Arora as part of the presentation to the Board prepared a detailed handout containing performance of the OPEB Fund as of May 31, 2017. This was presented to the members of the Board and will become part of the records of the Boards.

Mr. Arora informed the Board that the OPEB Trust from May 31, 2016 through May 31, 2017 had returned of 12.1% net of fees. The return number since inception of December 2010 was 7.2% net of fees.

Mr. Dynan then made his recommendation for the rebalancing of the portfolio. Mr. Dynan recommended that the Board reallocate the appropriation of \$899,678 to \$ 118,678 to Domestic Equities, \$180,000 to Developed International Equity, \$350,000 Emerging Market Equity, \$ 100,000 Investment Grade Bonds, \$ 50,000 Short-Term Investment Grade Bonds and \$ 100,000 TIPS to bring the assets into the range of policy targets. Mr. Viscay made a motion to rebalance the portfolio as recommended, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Meketa Presentation for OPEB Fund

Mr. Dynan spoke to the Board regarding future OPEB investing. Mr. Dynan reminded the Board that current portfolio was developed based on the criteria put in place by the Board. Mr. Dynan told the Board if they want a more aggressive portfolio instead of the conservative guidelines the Board had instructed Meketa to develop at inception, which was to have low risk and low fees in order to increase the OPEB Assets. Mr. Dynan showed the Board some examples of more aggressive portfolios for the Board to consider. Mr. Dynan and Mr. Arora left the meeting.

Bartholomew Group Presentation for OPEB Fund

Ms. Newcomb introduced Mr. Patterson and Mr. Bartholomew to the Board and gave an overview Bartholomew Company. Mr. Patterson told the Board that Bartholomew Company invests into separate stocks and with the philosophy of low risk. Mr. Bartholomew spoke about alternative investment and equities to add risk and increase returns with active management. Ms. Newcomb, Mr. Patterson and Mr. Bartholomew concluded their presentation and left the meeting.

Motion and vote to approve Expense Warrants 11-2017, 12-2017 and Payroll Warrant June 2017

After review and discussion, Mr. Keshian made a motion to approve the Expense Warrants 11 and 12 for 2017 and the June Payroll Warrants for payment, seconded by Mr. Viscay. The motion was approved by unanimous vote

Motion and vote to approve Minutes for May 25, 2017

After review and discussion Mr. Keshian made a motion to approve the April 27, 2017 Minutes, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote to approve April 2017 Trial Balances

After review and discussion Mr. Keshian made a motion to approve the April 2017 Trial Balance, seconded by Mr. Hughes. The motion was approved by unanimous vote

Motion to approve new school members

After review and discussion Mr. Hughes made a motion to approve the new school employees Donna Williams, seconded by Mr. Viscay. The motion was approved by unanimous vote

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Donna Williams	06-19-2017	9+2%	Payroll Associates

Motion to approve new town members

After review and discussion Mr. Keshian made a motion to approve the new town members, seconded by Mr. Hughes. The motion was approved by unanimous vote

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Jeffrey Carboni	05-17-2017	9+2%	Tree Climber
Joanna Cirillo	06-01-2017	9+2%	Geriatric Nurse
Megan Coffey	06-05-2017	9+2%	Teen Service Librarian
Thomas Liberty	05-31-2017	9+2%	Jr. Custodian
Keith Shirlock	06-26-2017	9+2%	Jr. Custodian

Motion to approve retirement application for Debra Douglis and Anna Deforte

After review and discussion Mr. Keshian made a motion to approve Ms. Debra Douglis and Anna Deforte application for retirement, seconded by Mr. Hughes. The motion was approved by unanimous vote

Name	DOB	Creditable Service	Group	Dept/Pos	Veteran Status	Retirement Option	Date
Debra Douglis	08/03/1952	16 years 9 months	1	School/ Teacher Assistant	No	C	08/03/2017
Anna Deforte	09/28/1955	31 years 10 months	1	School/ Food Service Manager	No	C	10/07/2017

Motion and Vote §4(1)(c) for Jean Perrotta

After review and discussion Mr. Keshian made a motion to grant Ms. Perrotta 1 month of creditable service because she was on FMLA from 1/11/2017 to 3/31/2017 and returned to work 4/3/2017, seconded by Mr. Hughes. The motion was approved by unanimous vote

Motion and Vote on Mike Tierney's Accidental Death Benefit Section 94B

After review of Mr. Tierney's death certificate and discussion Mr. Keshian made a motion to approve Section 9 benefit and forwarded the application to PERAC, seconded by Mr. Hughes. The motion was approved by unanimous vote

Motion and vote on ARD Medical Panel for Elizabeth Carey

After review and discussion of a letter sent to the Board by Ms. Carey attorney to postpone Ms. Carey ADR Hearing until the August 2017 Meeting. Mr. Viscay made a motion to postpone the hearing Ms. Carey ADR Hearing until the August 2017 Meeting, seconded by Mr. Hughes. The motion was approved by unanimous vote

New Business

Mr. Greco informed the Board that only Mr. Bilafer and Mr. Hughes were the only Member or Retiree to submit nomination paper and will be declared the winners. The Board will vote to confirm this at the next meeting.

Mr. Greco also informed the Board that the ESS Instruction Letters will be mailed to Members on July 17, 2017 and Retirees will received the ESS Instruction Letter with their retirement allowance on July 31, 2017.

Wilshire Private Equity extension

After review and discussion Mr. Keshian made motion to approve one year extension of the Wilshire Private Equity contract, seconded by Mr.Viscay. The motion was approved by unanimous vote

Adjourn

At 6:15 PM Mr. Hughes made a motion to adjourn the meeting, seconded by Mr. Viscay. The motion was approved by unanimous vote

Respectfully submitted,

**Richard S. Greco
Retirement Administrator**

John J. Bilafer, Chairman and Elected

Richard Keshian, Appointed

Not Present at This Meeting

Ken Steele, Board Appointed

Kenneth Hughes, Elected

Richard Viscay, Comptroller, Ex-Officio