

MINUTES OF MEETING HELD MONDAY, DECEMBER 13, 2021

Chairman Thomas V. Thibaut, Jr. called the meeting of the Watertown Contributory Retirement Board to order at approximately 8:30 AM, Administration Building, 149 Main Street, Town Council Chamber. Board Members present at the meeting were, Chairman Thibaut; Mr. Thomas J. Tracy; Mr. John Loughran; Mr. Domenic Arone and Ms. Kathleen Kiely-Becchetti. Staff members present were Director Barbara A. Sheehan and Administrative Assistant, Kayla Sheehan. Attorney Thomas F. Gibson was also in attendance. Mr. Chris Rowllins of Fiducient Advisors was present for the Investment Review and the annual investment manager reviews. Town Manager, Michael J. Driscoll was present for the brief conversation about the funding schedule. Due to a bereavement service, Mr. Arone left the meeting at 10:00 AM.

Confirm Next Monthly Meeting:

The next monthly meeting was scheduled for Tuesday, January 18, 2022.

Examination of Minutes:

From meeting held on Tuesday November 16, 2021:

A MOTION WAS MADE AND SECONDED TO APPROVE THE MINUTES AS AMENDED.

Voted 4-0-1

Mr. Tracy voted Present as he was not in attendance at the November meeting.

Review PERAC Correspondence:

MEMO'S:

#32/2021 12/02/21 Cybersecurity and Internal Controls

Director Sheehan will be reaching out to all software & hardware vendors as well as those who wire funds in and out of the System to assure that proper safeguards are in place.

Review Applications For Benefits:

Applications For Membership:

Cong Chen	School Dept.	Data Systems Administrator	40 Hrs.	Gr. 1	08/30/21
Scott Shepard	WHA	Office Manager	37.5 Hrs.	Gr. 1	08/23/21
Emma O'Grady	WHA	Front Office Administrator	37.5 Hrs.	Gr. 1	08/30/21
Brittany DeMichele	School Dept.	Food Service Worker	40 Hrs.	Gr. 1	11/01/21
James Kane	School Dept.	Director of Public Buildings	40 Hrs.	Gr. 1	10/27/21

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATIONS FOR MEMBERSHIP.

SO VOTED

Refund of Accumulated Deductions:

Renee Ruggiero – School Dept., Executive Asst.

Membership Service:	06/04/18 – 05/30/19
Refund of Deductions:	\$6,785.99
Refund of Interest:	\$392.64
20% Federal Tax Withheld:	(\$1,435.73)
NET REFUND TO MEMBER:	\$5,742.90

Nancy Noonan – Treasurer/Collectors Office, Principal Acct. Clerk

Membership Service:	01/19/21 – 04/15/21
Refund of Deductions:	\$295.69
Refund of Interest:	\$0.00
20% Federal Tax Withheld:	(\$59.14)
NET REFUND TO MEMBER:	\$236.55

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATIONS FOR REFUND.

SO VOTED

Transfers of Deductions to Other Retirement Systems:

Ariel Kennebrew – School Dept., Executive Asst.

Membership Service: 07/01/19 – 10/13/21
Transferring To: Cambridge Retirement System
TOTAL DEDUCTIONS & INTEREST: \$15,910.50
Total Board Liability: 2.2500 Years

Kevin T. Duffy – DPW, Project Engineer

Membership Service: 02/11/19 – 09/10/21
Transferring To: Worcester Regional Retirement System
TOTAL DEDUCTIONS & INTEREST: \$24,411.77
Total Board Liability: 2.5000 Years

Anthony D. Tomao – Fire Dept., Firefighter/Paramedic

Membership Service: 09/05/17 – 10/14/21
Transferring To: Waltham Retirement System
TOTAL DEDUCTIONS & INTEREST: \$35,481.49
Total Board Liability: 4.0833 Years

Taylor Davis – Fire Dept., Firefighter/Paramedic

Membership Service: 09/05/17 – 09/05/21
Transferring To: Cambridge Retirement System
TOTAL DEDUCTIONS & INTEREST: \$33,681.80
Total Board Liability: 4.0000 Years

Tess Schuster – School Dept., Instructional Asst.

Membership Service: 09/01/15 – 10/16/19
Transferring To: MA Teachers' Retirement System
TOTAL DEDUCTIONS & INTEREST: \$8,992.44
Total Board Liability: 4.0833 Years

A MOTION WAS MADE AND SECONDED TO APPROVE TRANSFERS OF DEDUCTIONS.

SO VOTED

Superannuation Retirement:

Eileen Haynes – School Dept., Instructional Asst.

Retirement Date: 01/28/22
Service: 15 Years & 8 Months
Veteran Status: N

Kathleen Boschetto – School Dept., Instructional Asst.

Retirement Date: 01/04/22
Service: 27 Years
Veteran Status: N

A MOTION WAS MADE AND SECONDED TO APPROVE APPLICATIONS FOR SUPERANNUATION RETIREMENT.

SO VOTED

Creditable Service Purchase:

Re-Deposit:

Andrea Byrne – Currently a member of the Stoneham Retirement System. Requesting to redeposit a refund issued 07/19/12 for service rendered from 09/10/09 – 12/16/10 when she was employed by the Watertown Public Schools.

Total Refund - \$2,612.36. Total Liability = 1.2500 Years

A MOTION WAS MADE AND SECONDED UPON PROPER PAYMENT TO THE STONEHAM RETIREMENT SYSTEM, TO ACCEPT LIABILITY FOR 1.2500 YEARS OF SERVICE.

SO VOTED

Review Warrants:

1414-21	Refunds & Transfers	125,952.32
1415-21	Monthly Vendor Expenses	5,645.42
1416-21	Fund Transfer – Eastern Vendor to Eastern Payroll	250,000.00
1417-21	Fund Transfer – People's United to Eastern Payroll	1,015,111.92
1418-21	Pension Payroll – 2021/12	1,265,111.92
1419-21	Salaries/Stipends	19,675.48
1420-21	PRIT – Private Equity Vintage Year	121,250.00

A MOTION WAS MADE AND SECONDED TO APPROVE THE WARRANTS AS AMENDED. SO VOTED

Director's Report:

Cash Books for periods ending October 31, 2021:

The Board reviewed and approved the following reports for periods ending October 31, 2021, which were prepared by Director Sheehan and submitted to PERAC.

- Cash Receipts Journal
- Cash Disbursements Journal
- Adjustments Journal
- Trial Balance Report
- General Ledger
- Cash Reconciliations for accounts #1040, #1041, & #1043

Director Sheehan reported that retiree; Eugene Merullo has complied with his 91A filing obligations for 2020. There are no further issues with any other retirees.

Director Sheehan reported on her conversation with PERAC Actuary, John Boorack regarding Watertown's funding schedule and PERAC's statutory obligation to send written notification to Boards by a December 15 deadline. Mr. Boorack referred to the letter as a "statutory letter" which basically says that The Watertown Retirement Board is in the process of having an actuarial valuation performed in its system as of January 1, 2021. After the Board has adopted a revised funding schedule, PERAC will provide the FY23 appropriation letter. Mr. Boorack also stated that this was pretty common.

Committee Reports:

Board to Approve Winter Newsletter:

A MOTION WAS MADE AND SECONDED TO APPROVE THE WINTER NEWSLETTER FOR DISTRIBUTION. SO VOTED

Old/Unfinished Business:

Discussion/Possible Vote on Retiree COLA Base Increase:

After a lengthy discussion on the Board's action taken last month to support an increase in the COLA Base up to \$18,000.00, subject to City Council approval, it was decided to hold off notifying the Council and include any COLA Base increase in an adoption of a funding schedule.

Review/Adopt Funding Schedule:

A MOTION WAS MADE AND SECONDED TO TABLE ADOPTION OF THE FUNDING SCHEDULE TO A FUTURE MEETING. SO VOTED

City Manager, Michael Driscoll entered the meeting to outline for the Board what the Town's funding priorities are going forward. He reviewed the actions taken which put the Town in a positive financial position and outlined his hopes for how that will continue. At the conclusion of the discussion, Mr. Driscoll left the meeting.

Board Stipend Increase:

**A MOTION WAS MADE AND SECONDED TO APPROVE THE LETTER TO CITY COUNCIL
REGARDING THE STIPEND INCREASE AS WRITTEN. SO VOTED**

New Business:

There was no new business discussed.

Legal Update:

Attorney Gibson reported and commented on pending Board issues as well as general retirement issues of interest.

Investment Review:

The following managers underwent an annual investment manager review pursuant to 840 CMR 16.07. The managers presented performance and investment reports to the Board in advance, detailing the manager's activities which the Board reviewed. All were conducted via conference calls.

- Brandywine Global Investment Management – Global Opportunistic Bond Fund
- RCP Fund IV, L.P.
- TerraCap Management – TerraCap Partners IV
- American Realty Advisors – American Strategic Value Realty Fund
- Acadian Asset Management – International Small Cap Fund

At the conclusion of the investment manager reviews, Mr. Rowlin reviewed with the Board the Capital Markets update as of November with performance results through October. The market value of assets as of 10/31/21 totals \$282,580,313.00. The Board seemed satisfied with the report.

Adjournment:

**A MOTION WAS MADE AND SECONDED TO ADJOURN THE MEETING AT 10:45 AM.
SO VOTED**