

June 19, 2019

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Minutes of the Chicopee Retirement Board monthly meeting held on June 19, 2019 at 8:30 a.m. in the Library Conference Room.

Present: Members: Ference, Mailhott, Riley and O'Shea  
Absent: Member Boronski (excused)

The Chairman called the regular meeting to order at 8:33 a.m.

### Executive Session

A motion was made by Mr. Ference and seconded by Mr. Mailhott to enter into Executive Session at 8:34 a.m. as per M.G.L. Chapter 30A Section 21 for the purpose of discussing an Involuntary Accidental Disability Application. A roll call vote was taken: Mr. Ference "yes", Mr. Mailhott "yes", Ms. Riley "yes" and Mr. O'Shea "yes".

The Board will then reconvene in open session once this meeting is concluded.

Executive session concluded at 8:52 a.m.

A motion was made by Mr. Ference and seconded by Ms. Riley to adjourn at 8:53 a.m. from the meeting and reconvene at 9:00 a.m. once the Library was opened and the public could then attend.

The Chairman called the regular meeting to order at 9:00 a.m.

A motion was made by Ms. Riley and seconded by Mr. Ference to accept and approve the Minutes of the Regular Meeting dated May 23, 2019 and the Executive Session Meetings that were held on May 23, 2019 and June 7, 2019. The minutes will be placed on file. ALL IN FAVOR.

A motion was made by Mr. Ference and seconded by Ms. Riley to approve the monthly expense warrant #06192019 and refund warrant #06202019 along with payroll warrant #05312019. ALL IN FAVOR.

PRIM Managers Update – Francesco Daniele from PRIT was not able to attend this month's meeting as previously scheduled. He will be in attendance at next month's meeting on July 24, 2019. The Director has his telephone number if any wishes to discuss anything with him today. Everyone said they will wait until next month.

Prit Hedge Fund – increase allocation to 9% from 5%. In March of 2019 the Board voted to adopt Portfolio B going passive with U.S. Equity. Part of that vote was to increase the PRIT Hedge Fund allocation.

A motion was made by Mr. Ference and seconded by Mr. Mailhott to execute the necessary paperwork and submit them to SEI Investments for the \$17,000,000 transfer into the Hedge Fund Account for July 1, 2019. ALL IN FAVOR

**The following people applied for membership in the system according to statute:**

Santerre, Jennifer M. – School Department – Group 1  
Clairmont, Nathan M. – Chicopee Electric – Group 1  
Mabb, Bobbi G. – Mayor’s Office – Group 1

**A motion was made by Mr. Ference and seconded by Ms. Riley to approve the above mentioned individuals for membership into the System. ALL IN FAVOR**

**The following Members applied for Superannuation Retirement according to statute:**

Blais, Rose Y. – School Department – Asst. Superintendent for Telecommunications/Technology Services – wishes to retire on June 28, 2019 with 23 and 7 months of creditable service.

Flores, Miguel A.. - Fire Department – Lieutenant wishes to retire on June 28, 2019 with 28 years and 1 month of creditable service.

Orwat, Shirley A.. - Chicopee Housing Authority – Clerk Typist – wishes to retire on July 22, 2019 with 16 years 8 months of creditable service.

**A motion was made by Mr. Mailhott and seconded by Mr. Ference to approve the above mentioned Retirement Applications. ALL IN FAVOR**

**Involuntary Accidental Disability Application**

Gagnon, Able J. –Fire Chief Desmarais filed an Involuntary Disability Application on behalf of Lieutenant Gagnon for injury that he sustained to his left shoulder during an incident on November 13, 2017. The Board received the three member medical panel back answering yes to all three questions stating that he is unable to perform the duties of Fire Lieutenant and his injury is likely to be permanent and that such injury sustained is of which retirement is claimed.

**After a discussion a motion was made by Mr. Mailhott and seconded by Ms. Riley to table this Involuntary Accidental Disability Application until next month when the Board can get additional verification on the accident dates. ALL IN FAVOR.**

**The following retirement calculations have been prepared for the Board’s approval according to statute:**

Maciolek, Richard – DPW – Parks Department – retired April 30, 2019 - \$25,529.76 per year

Neece, Jeffrey – DPW – Superintendent – retired June 4, 2018 - \$28,496.16 per year

**Motion was made by Mr. Ference and seconded by Ms. Riley to approve the retirement calculations. ALL IN FAVOR.**

**The following retirement re-calculations have been prepared for the Board's approval according to statute:**

Peck, Goldie – School Department – retired June 29, 2019 - \$21,139.56 per year

**Motion was made by Ms. Riley and seconded by Mr. Ference to approve the retirement calculations. ALL IN FAVOR.**

**The following Refunds were prepared for the Board's approval according to statute:**

Ashe, Nora- Lee – School Department – Paraprofessional – resigned on June 30, 2017 – total refund is \$18,055.38

Cross, Angela, School Department – Attendance Assistant – resigned April 20, 2007 – total refund is \$4,004.92

Haynes-Headley, Joi – Retirement Board – Administrative Aide – resigned June 7, 2019 – total refund is \$16,256.64

Seymour, Travis – Police Department – Police Recruit – resigned June 25, 2018 – total refund is \$524.29

**Motion was made by Mr. Ference and seconded by Mr. Mailhott to approve the refund applications. ALL IN FAVOR.**

**The following Transfers were prepared for the Board's approval according to statute:**

Belanger, Jennifer - School Department – Paraprofessional – transferred to Massachusetts Teachers Retirement System. \$6,792.58

Kendall, Laurenc. - Council on Aging – Social Service Coordinator – transferred to Hampshire County Retirement System , \$14,236.95

**Motion was made by Mr. Mailhott and seconded by Ms. Riley to approve the above mentioned transfers. ALL IN FAVOR.**

**ELECTION RESULTS** June 14, 2019 election for the First Elected Board Member was held. Aaron Lombardino and the incumbent, Timothy O'Shea were nominated for this position. Mr. O'Shea was elected the for another three year term (which will expire on June 30,2022) The results were as follows:

Blanks	2
Disqualifications	1
Aaron Lombardino	58
Timothy O'Shea	357

**INVESTMENT REPORT 2018** - The Board received a copy of the 2018 Investment Report from PERAC, along with the report that the Assistant Director prepared showing where each of the 104 retirement boards showing that Chicopee is ranked 7 for 2018.

Attorney Sacco's Office also did a breakdown of each system by: alphabetically, by 2018, sorted by 5 year return, sorted by 10 year return, sorted by 24 year return and funding ratio – all included in this packet.

**PERAC AUDIT** – January 1, 2014 to December 31, 2017 – in this packet is the draft of the examiners' report on the condition of the Chicopee Contributory Retirement System. The Board needs to review these conditions and respond by July 9, 2019 with our written comments. The letter from Executive Director Parsons, states that the financial records are being maintained and the management functions are being performed in conformity with the standards established by the Public Employee Retirement Administration Commission with the exception of the following findings:

Bus monitors, crossing guards, cafeteria duties, before/after school programs and noon mothers – meet the definition of regular compensation if 20.25 hours or more are worked per week then retirement deductions must be taken out.

Also paraprofessionals who do coverage for a teacher when they are out should also be considered regular compensation. (As of April 1, 2019 – this has been corrected and coded properly).

Summer help – if a paraprofessional is also working during the summer school period these amounts should have retirement deductions taken out and should be included in their three year average. (As of April 1, 2019 this has been corrected and coded properly).

The Retirement Board Staff, Auditing, Treasurers Office will be meeting within the next two months to make sure that we have the bus monitors, crossing guards, noon mothers, cafeteria duties and before/after school hours will be coded properly.

Also in the findings it was noted that the Treasurer's Office had received payment from the State Board of Retirement for a Section 3 (8) ( c ) bill that was paid electronically, and the Director still had this listed as outstanding. The Treasurer's office never notified the Retirement Board of this payment that they receive and put it in an different city account. The Director and the Treasurer's Office need to work more closely to make sure when payment is received that the proper information is given to the Retirement Board – in a timely manner.

A motion was made by Mr. Mailhott and seconded by Ms. Riley to have the Executive Director

respond to this draft prior to the July 9, 2019 deadline with the above information. ALL IN FAVOR

**Membership Regulation** – Due to the recent audit findings by PERAC we now have to include all employees that work a total of 20.25 hours or more per week (including bus monitors, crossing guards and noon mothers). Therefore the following regulation needs to be adopted by the Board:

Any individual who the City of Chicopee and/or any of its departments, any member unit of the Chicopee Contributory Retirement System or the Chicopee Contributory Retirement Board who permanently employs 20.25 hours or more per week and who earns at least \$5,000 in regular compensation as that term is so defined in M.G.L. Chapter 32, Section 1 and 840 CMR 15.03 shall become a member of the System. In addition to the foregoing, any elected official who earns at least \$5,000 per year in regular compensation may elect to join the System within ninety (90) days of assuming office. Upon becoming a member of the System, a member will continue to accrue creditable service consistent with the Board's creditable service regulation.

A motion was made by Ms. Riley and seconded by Mr. Mailhott to adopt the above mentioned regulation and submit the necessary paperwork to PERAC for this approval. ALL IN FAVOR

**Schedule for Board Meetings for 2019** – all Thursdays except when noted - \*\*June 19<sup>th</sup> (Wednesday), July 24<sup>th</sup> (Wednesday),\*\* August 22<sup>nd</sup>, \*\*September 26<sup>th</sup>, October 24<sup>th</sup>, \*\*November 21<sup>st</sup>,\*\* December 19, 2019, January 23, 2020, February 27, 2020, March 26, 2020, April 23, 2020, May 28, 2020, June 25, 2020, July 23, 2020, August 27, 2020, September 24, 2020, October 22, 2020, November 19, 2020 and December 17, 2020.

\*\* denotes when an investment manager will be in attendance at a meeting.

**REPORTS AND NOTICES:**

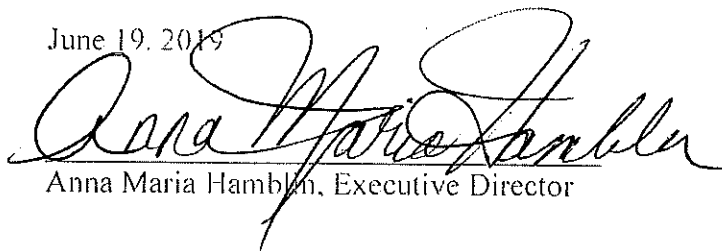
- o Treasurer's Office – cash receipts – May 2019

The reports were reviewed and placed on file.

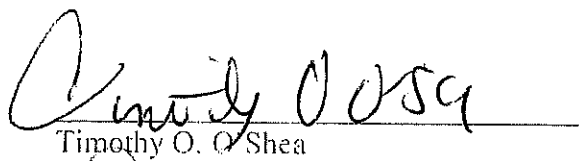
A motion was made by Ms. Riley and seconded by Mailhott to adjourn the meeting at 9:25 a.m. ALL IN FAVOR

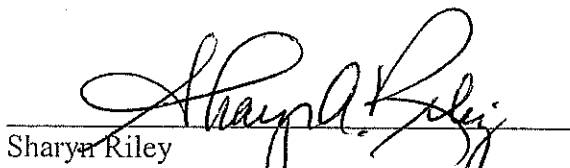
June 19, 2019

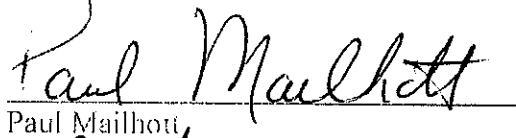
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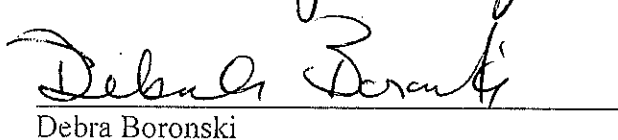
  
Anna Maria Hamblin, Executive Director

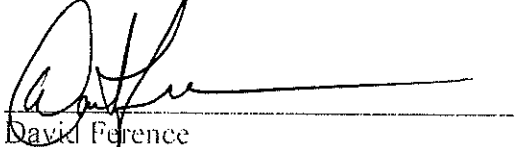
APPROVED: BOARD OF RETIREMENT

  
Timothy O. O'Shea

  
Sharyn Riley

  
Paul Maillott

  
Debra Boronski

  
David Ference