

MINUTES OF MEETING January 29, 2019

The regular monthly meeting of the Northampton Retirement Board was called to order by Chairperson Karpinski at 1:32 p.m. in City Council Chambers, Municipal Hall, 212 Main Street, Northampton, MA.

Members present were Joyce Karpinski, Shirley LaRose, Michael Lyons and Susan Wright. Thomas Sullivan was present via remote participation. Also present was Administrator David Shipka and Administrative Assistant Elsie Vazquez.

At the start of the meeting Ms. Karpinski noted that Mr. Sullivan would be participating via remote participation due to geographic distance.

Visitors

None

New Business

The de Burlo Group was present to report on the fourth quarter investments. The portfolio declined 9.54% in the fourth quarter as the market weakened.

According to the de Burlo Group, some of the technology and health care stocks that were responsible for the strong returns through quarter three had fallen more than overall market equities as investors sought to take profits. The S&P was down 13.52% compared to the portfolio's stocks, down 19.85%.

Bonds fared better, up 2.05% vs. Barclay's index at 1.46%.

In response to the struggling market de Burlo had reduced exposure to stocks in the fourth quarter. At the end of the quarter the equity allocation was at approximately 41% and the fixed income allocation was at about 55%. Less than 1% was in cash.

The portfolio ended the year up about 4.5%, which was reported as outperforming the blended benchmark by 7.3%. It was also noted that Northampton had outperformed the state's PRIT fund, which was down 1.83% for the year.

Through January 28th conditions had improved and the de Burlo Group had been carefully increasing the portfolio's equity position, although it was noted that a relatively conservative allocation would likely be maintained in the near future.

The Board reviewed the annual Investment Policies and Objectives with the de Burlo Group. No changes were suggested at this time.

At the end of the presentation the de Burlo Group exited the room.

Regular Business

The Board accepted the following new members:

Dawn Nims (DPW)
Jose Bayron (IT)
Audrey Cole (School)
Joseph Mancino (Fire)
Lucien Fournier (Dispatch)
Jaimie Golec (School)
Ruben Marquez (DPW)
Kevin Chmiel (DPW)
Benjamin Judge (Central Services)
Aaron Oldenburg (DPW)

The Board reviewed retirement applications for the following members:

Celena Leon (Mayor's Office)

On a motion made by Ms. Wright and seconded by Mr. Sullivan, the Board voted unanimously by roll call (5-0) to accept the aforementioned retirement applications (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

The Board reviewed retirement allowances for the following retirees:

Raymond Langlois (School Dept)
Michael Sheehan (Fire)

On a motion made by Ms. Wright and seconded by Mr. Lyons, the Board voted unanimously by roll call (5-0) to approve the aforementioned retirement allowances (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

The Board reviewed the following deceased members/retirees/survivors:

Craig Nehring (DPW)
Helen Ryan, Survivor of Francis Ryan (DPW)
Kenneth Scott (DPW)

On a motion made by Ms. Wright and seconded by Mr. Lyons, the Board voted unanimously by roll call (5-0) to approve the minutes of the regular meeting held on December 20, 2018 (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

The Board reviewed and approved the following warrants:

Board and staff payroll warrant totaling \$12,012.46

Pension payroll warrant totaling \$882,794.91

Accounts payable warrant totaling \$155,291.60

The Board reviewed the following reports:

November Trial Balance

Transaction journal from the de Burlo Group, Inc for December 2018

PRIT Statement for December 2018

The Board reviewed the following wire transfers for the current month:

\$32,634.79 from PRIM to Peoples' United Bank (distribution)

\$625,000 from Peoples' United Bank to Florence Bank

The Board reviewed the treasurer's report on the Florence Bank account for December:

Bank statement: \$240,521.51

Outstanding disbursements: \$111,209.56

Adjusted bank balance: \$129,311.95

Outstanding receipts: \$19,970.05

Trial Balance end of month balance: \$149,282.00

The Board reviewed the following makeup/buyback requests:

Wendy Foxmyn

Acceptance of liability for time worked under contract for the City of Northampton from 5/9/1988 to 9/5/1989 amounting to one year and three months of creditable service. Ms. Foxmyn is currently a member of the Franklin Regional Retirement System (FRRS). She has not been a member of the Northampton Retirement System. The request comes from the FRRS on behalf of Wendy Foxmyn.

A conference call with Jim Quirk had been held earlier this month with Ms. Karpinski, Ms. Wright and the administrator to discuss this issue. After reviewing all of the relevant information with Mr. Quirk, including Ms. Foxmyn's original employment contract, Ms. Karpinski and Ms. Wright stated they thought it was appropriate to allow this request.

This opinion was largely due to the fact that in addition to the contract, Ms. Foxmyn had provided a letter from the then Human Resources director, who at the time viewed her relationship with the City to be indicative of an employee rather than that of a contracted

worker. The City had not acted on this opinion however, possibly due to Ms. Foxmyn leaving Northampton for another opportunity before a potential hiring could occur.

After a brief discussion, on a motion made by Ms. Wright and seconded by Mr. Sullivan, the Board voted unanimously by roll call (5-0) to approve the aforementioned request (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

Lori Speer Current member of the Northampton Retirement System, wants to buy back refunded City of Northampton time from 12/13/83 – 6/26/89. Refund amount \$7,799.64, refunded on 7/31/89. Upon successful completion of the buyback with the Northampton Retirement System in the amount of \$63,433.95 plus future interest, amounting to 60 months of creditable service.

On a motion made by Ms. Wright and seconded by Mr. Lyons, the Board voted unanimously by roll call (5-0) to approve the aforementioned request (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

The Board reviewed the following correspondence:

PRIM December update
PERAC #1 Annual review of medical testing fees
PERAC #2 1st Quarter training memo
PERAC #3 2019 Limits under Chapter 46 of the Acts of 2002
PERAC #4 2019 Limits under Section 23 of Chapter 131 of the Acts of 2010
PERAC #5 FY19 Retiree COLA notice
PERAC #6 Annual actuarial data
PERAC #7 Buyback and make-up repayment worksheets
PERAC #8 2019 Interest rate for members' annuity savings set to 0.1%
PERAC #9 Accounting changes (additional ledger accounts)
PERAC #10 Administrative reminders
Jim Quirk Agenda recommendations regarding Open Meeting Law

In light of recent changes to the Open Meeting Law guidelines, Mr. Quirk was recommending to his clients that the following paragraphs be added to the bottom of Board agendas:

The Board reserve the right to consider items on the agenda out of the order. The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting at least forth-eight (48) hours prior to the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Items identified for discussion in Executive Session may be conducted in open session, in addition to or in lieu of discussion in Executive Session.

Executive Session under purpose 7 of the Open Meeting Law: To comply with or act under the authority of, any general. . .law. . .', that law being Exemption (c) of the Public Records Law (G.L.c. 4, s. 7(26)(c)) exempting personnel and medical files or information and other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy.”

After a brief discussion, on a motion made by Mr. Sullivan and seconded by Ms. LaRose, the Board voted unanimously by roll call (5-0) to add the recommended language to all future agenda postings (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

Old Business

The lease on the office copier is ending soon. The Board reviewed a Toshiba Business Solutions quote provided by the administrator for a new five year lease at a cost of \$89.46 per month, which amounts to \$7.71 more than the current lease. This model of copier essentially replaces the discontinued model that is currently in the office.

After a brief discussion, on a motion made by Ms. Wright and seconded by Ms. LaRose, the Board voted unanimously by roll call (5-0) to approve the new five year lease (Karpinski: Yes, Lyons: Yes, LaRose: Yes, Sullivan: Yes, Wright: Yes).

Other Business

Adjournment

On a motion made by Mr. Lyons and seconded by Ms. LaRose, the Board voted unanimously to adjourn the meeting at 3:20 p.m.

The next regular meeting is scheduled for Tuesday, February 26th at 1:30 p.m. in Council Chambers.

Respectfully Submitted,

Administrator

THESE MINUTES WERE APPROVED BY THE RETIREMENT BOARD ON 2/26/2018

APPROVED:

_____ **Joyce Karpinski, Chairperson**

_____ **Shirley LaRose**

_____ **Michael J Lyons**

_____ **Thomas Sullivan**

_____ **Susan Wright**