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 Gardner Contributory Retirement Board
June 25, 2019

The regular meeting of the Gardner Contributory Retirement Board was called to order by the Chairperson, Denise Merriam, on Tuesday, June 25 2019 at 3:37 PM in Room #128, 1st Floor, City Hall, Mayor’s Conference Room. All Board Members were present.

On a motion by John Richard, seconded Kevin McInerney, the Board unanimously voted to approve the minutes of the regular meeting of May 28, 2019. The Board then signed the permanent minutes of the regular meeting of April 25, 2019.

On a motion by Robert Newton, seconded by Kevin McInerney, the Board unanimously voted to approve the Trial Balance and the General Ledger History for April 30, 2019 and to accept the City Treasurer’s bank reconciliations for April 2019.

On a motion by Kevin McInerney, seconded by John Richard, the Board unanimously voted to approve Warrant #06/19 dated June 28, 2019, totaling \$530,422.25.

Vendor	For	Amount
GateHouse New England	Invoice #118908	\$ 184.26
Cheryl A. Bosse'	Mileage Reimb MACRS Conference	\$ 206.77
W.B.Mason	Invoice #167102367	\$ 157.65
Adam T. Souza	Refund of ASF	\$ 75.57
Commonwealth of MA	A. Souza	\$ 1,403.25
City of Gardner	Fed Withholding	\$ 369.70
Lisa Desmarais	Death Benefit Refund	\$ 3,669.64
City of Gardner	Fed Withholding	\$ 917.41
Pension Payroll #06/19	Annuity Paid	\$ 83,038.39
	Pension Paid	\$ 433,279.00
	Veteran's Benefits Paid	\$ 273.75
	Dependents Paid	\$ 197.05
	COLA Paid	\$ 6,649.81
TOTAL WARRANT #06/19		\$ 530,422.25

The Board next reviewed the PRIM statement for the Gardner Retirement System for the month of May 2019, noting a (\$1,309,330.54) Net Change in Investment Value for the month. The Management Fees for the month were \$8,412.65.

Under “Correspondence” the Board reviewed PERAC Memo #17/2019 and PERAC Memo #18/2019. Board Administrator, Cheryl Bosse pointed out to the Board Members that Melanson and Health is the Retirement Board’s private audit and that the audit for 2018 was scheduled to begin June 26, 2019. The Board also reviewed PERAC 2018 Investment Report.

The Board then reviewed the email received on June 10, 2019 from Attorney Michael Sacco regarding the 2018 Investment Returns.

The Board reviewed the email received on June 20, 2019 from Mass Retirees regarding Social Security WEP Reform.

The Board then reviewed *The Voice*, July 2019. Board Administrator, Cheryl Bosse, mentioned the article that was on page 17, *Veterans Bonus, Q & A Session*. The Board Administrator mentioned that she has had several retirees come into the retirement board’s office inquiring as to whether or not they are receiving their Veterans benefit. Ms. Bosse researched and discovered that those retirees are receiving their Veterans benefits. It does not show on their payroll stubs, but Ms., Bosse believes that is because the previous software system used by the retirement board, TACS, did not have the capability to show the Veterans benefit on payroll stubs the way that the current software company, PTG, does.

Under “Old Business”, the Board conducted telephone interviews with both actuary firms that submitted requests for proposals for actuarial services. The two firms were Stone Consulting, Inc. and KMS Actuaries, LLC. The Board members had a list of five questions to ask each firm representative.

The first telephone interview was held at 3:38 PM and the Board members spoke directly with Linda Bournival of KMS Actuaries, LLC. The five questions and answers from Ms. Bournival’s telephone interview are available for review in the Retirement Board Office. KMS Actuaries, LLC had achieved a score of 3.38 out of 4 for the initial evaluation portion of the Board members criteria rating.

The second telephone interview was held at 3:52 PM and the Board members spoke directly with Lawrence Stone of Stone Consulting, Inc. The five questions and answers from Mr. Stone's telephone interview are available for review in the Retirement Board Office. Stone Consulting, Inc. had achieved a score of 3.77 out of 4 for the initial evaluation portion of the Board members criteria rating.

Board members discussed both proposals. Stone Consulting Inc.'s fee proposal for the seven year contract would be a total of \$97,050.00 and the total fee proposal from KMS Actuaries, LLC. would be a total of \$114,000.00 over the course of the seven years. The Board also discussed that Stone Consulting Inc. is located in Massachusetts while KMS Actuaries LLC.'s office is located in New Hampshire.

On a motion by Neil Janssens, seconded by Kevin McInerney, on call of the roll, five (5) yeas, Board Chairperson, Denise Merriam, Board Members John Richard, Robert Newton, Neil Janssens, and Kevin McInerney the Board unanimously voted to award a seven-year contract to Stone Consulting Inc., with a June 26, 2019 commencement.

Under "Old Business", the Board discussed the Board stipend increase of \$500.00 a year for each Board Member and a \$300.00 year increase for the City Treasurer. Board Chairperson, Denise Merriam and Ex-Officio Member, John Richard updated the Board on the meeting they had with the Finance Committee. John Richard informed the Board that City Councilor James Walsh asked a question regarding the appropriation and funding schedule. Mr. Richard was able to answer the question for Mr. Walsh. The City Council approved the Retirement Board's Fiscal Year 2021 Budget which included the increases to the Board Stipends. After July 1, 2019, Denise Merriam and John Richard will send a letter to the Finance Committee requested to be placed on their agenda regarding the Board Stipend increases and a change to the ordinance.

Under "New Business", the Board reviewed the COLA Notice to be included with the July 2019 retirement allowance mailing to retirees and survivors.

On a motion by Kevin McInerney, seconded by Robert Newton, the Board unanimously voted to approve the COLA Notice for fiscal year 2020 to be included with the July 2019 retirement allowance mailing to retirees and survivors.

The Board reviewed the Board Members list to be included with the July 2019 retirement allowance mailing to retirees and survivors.

On a motion by John Richard, seconded by Neil Janssens, the Board unanimously voted to approve the Board Member list to be included with the July 2019 retirement allowance mailing to retirees and survivors.

The next regular meeting is scheduled for Thursday, July 25, 2019, at 3:35 PM.

All meetings are scheduled to be held in City Hall, 1st Floor, Room 128, Mayor's Conference Room.

The meeting adjourned at 4:31 P.M.

APPROVED:

John Richard, Ex-
Officio

Kevin McInerney,
Appointed

Denise M. Merriam, Elected (Ends
6/30/2020)
Chairperson

Robert W. Newton, Elected (Ends
6/30/2020)

Neil W. Janssens, Appointed (Ends
1/1/2021)