

**MINUTES OF THE
MIDDLESEX COUNTY RETIREMENT BOARD MEETING
October 20, 2021**

1. A Meeting of the Middlesex County Retirement Board was held on Wednesday, October 20, 2021.

2. Members present: Thomas F. Gibson, Chairman
Brian P. Curtin, Advisory Council Elected Member
John Brown, Elected Member
Joseph Kearns, Elected Member
Robert Healy, Appointed Member

3. On motion duly made by Mr. Healy, seconded by Mr. Brown, it was moved to approve Consent Agenda Items #3(a.) – #3(p.) including the expenses of the Middlesex County Retirement System, and to authorize payment vouchers to be drawn by Chen-Ching Lee or Lisa Maloney authorizing and directing the Treasurer/Custodian to make the above payments in the amount indicated on said vouchers from the funds of the Middlesex County Retirement System.

Notice of Remote Participation

The meeting of the Middlesex County Retirement Board convened at 10:36 A.M. Present at the Board’s offices were Chairman Thomas Gibson and Board members John Brown, Brian Curtin, and Robert Healy. Board member Joseph Kearns was expected shortly. Lisa Maloney, Chief Administrative Officer, and Nancy O’Neil, Board Secretary, were also present. Members of the public were offered access to the meeting remotely via the GoToMeeting platform.

The Pledge of Allegiance was recited.

At 10:38 A.M. Board Member Joseph Kearns arrived.

Next, there being no requests by any Board member to remove items from the Consent Agenda,

On motion duly made by Mr. Healy, seconded by Mr. Brown, it was moved to approve Consent Agenda items #3a.-#3p.

The motion passed.

At 10:40 A.M.,

On motion duly made by Mr. Brown, seconded by Mr. Kearns, it was moved to enter into 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, following which the Board will reconvene in open session.

Roll Call Vote

John Brown	YES
Brian P. Curtin	YES
Thomas F. Gibson	YES
Robert W. Healy	YES
Joseph Kearns	YES

The motion passed.

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At 11:38 A.M.,

On motion duly made by Mr. Brown, seconded by Mr. Curtin, it was moved to come out of Executive Session

Roll Call Vote

John Brown	YES
Brian P. Curtin	YES
Thomas F. Gibson	YES
Robert W. Healy	YES
Joseph Kearns	YES

The motion passed.

At 11:39 A.M.,

On motion duly made by Mr. Brown, seconded by Mr. Kearns, it was moved to enter into 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 (n) of the Public Records Law (G.L. c. 4, s. 7(26)(n)) exempting records which relate to cyber security or other infrastructure located within the Commonwealth, the disclosure of which is likely to jeopardize cyber security, following which the Board will reconvene in open session.

Roll Call Vote

John Brown	YES
Brian Curtin	YES
Thomas F. Gibson	YES
Robert W. Healy	YES
Joseph W. Kearns	YES

The motion passed.

At 12:04 P.M.,

On motion duly made by Mr. Brown, seconded by Mr. Kearns, it was moved to come out of Executive Session and recess for lunch.

Roll Call Vote

John Brown	YES
Brian P. Curtin	YES

Thomas F. Gibson	YES
Robert W. Healy	YES
Joseph Kearns	YES

The motion passed.

The Board recessed for lunch at 12:05 P.M. and reconvened in regular session at 12:55 P.M.

Chief Administrative Officer's Report

At this time, Ms. Maloney delivered the Chief Administrative Officer's report. She referred the Board members to her written summary of the System's activities since the last Board meeting.

Ms. Maloney reported that PERAC is conducting its biennial review of the benefit calculation waiver process for superannuation retirements. Staff recently furnished the requested calculation information for eighteen retirees. The documentation is currently under review by PERAC.

Recently, PERAC determined that two disability retirees exceeded the post-retirement earnings limitations under G.L. c. 32, §91A. Robert Morrison repaid the System \$5,553.10. Upon clarifying salary information from the Town of Shirley, PERAC determined that Dale Prentiss did not exceed his earnings limitation in 2020; therefore, no further action is warranted.

Ms. Maloney reported that the dependent benefits/student verification process is ongoing. Second notices were sent out on October 14th. If no response is received by October 25th, the members' dependent benefits will be terminated in October.

Ms. Maloney reported that virtual Employer Training sessions have been scheduled for November 2nd and November 4th. To date, 57 people from 27 units have registered. In an effort to increase unit participation, the Board directed Ms. Maloney to send a second notice.

Ms. Maloney discussed PERAC's recent audit of the System and its practice to follow up on any findings. In the single audit finding, PERAC determined that the Board used the debit card for items which were not directly related to Board travel, but otherwise allowable as proper Board expenses. PERAC has requested debit card transactions for December 2020, February 2021, and July 2021. PERAC is also following up on the treatment of retroactive salary adjustments and installment plan interest. Staff will prepare a response.

Ms. Maloney reported that PERAC recently posed a number of inquiries and requested supplemental documentation with regard to the System's 2020 Annual Statement of Financial Condition, specifically, figures pertaining to interfund transfers. Upon further review, staff discovered that while interfund transfers were correctly recorded on one page of the Annual Statement, it was incorrectly recorded on another. PERAC is requesting that the Annual Statement be revised.

After review,

On motion duly made by Mr. Brown, seconded by Mr. Healy, it was moved to approve the System's 2020 Revised Statement of Financial Condition and forward a copy to PERAC.

The motion passed.

As discussed previously, Ms. Maloney reported that the Haverhill Retirement System still has not paid their CY 2021 Section 3(8)(c) invoice. It is staff's understanding they will pay the invoice in November.

After review,

On motion duly made by Mr. Brown, seconded by Mr. Healy, it was moved to assess an interest charge on Section 3(8)(c) receivables that are thirty days past due beginning January 1, 2022.

The motion passed.

With respect to the ongoing State Retirement System Section 3(8)(c) reconciliation, Ms. Maloney stated that MCRS is awaiting the 2019 and 2020 invoices.

Ms. Maloney reported that the System recently completed the 2021 NCPERS Public Employee Retirement Systems Study. The purpose of the study is to serve as a benchmarking tool against other public employee retirement systems. The survey requested information on plan design changes, investment allocation changes, and best practices that have been implemented.

Ms. Maloney reported that PTG has provided staff with the production link of the member self-service portal so it can continue its review. Once staff is proficient with the module, it can become available to the membership.

As discussed at the last meeting, two proposals to upgrade to cellular fire alarm system monitoring have been received. At the Board's request, Mr. Kearns and Ms. Maloney reviewed the proposals and presented their recommendations.

After review,

On motion duly made by Mr. Kearns, seconded by Mr. Curtin, it was moved to retain Mammoth Fire Alarms to upgrade to cellular fire alarm system monitoring effective June 1, 2022.

The motion passed.

Ms. Maloney will verify the contract renewal terms.

At the last meeting, the Board discussed issuing a Request for Quotes for a facilities condition assessment. To assist with that task, staff contacted the Vertex Companies for guidance. Vertex submitted a proposal to conduct a Property Condition Assessment (PCA) as well as a sample report for the Board's review and consideration. The reports were forwarded to the Board in advance of the meeting.

After review,

On motion duly made by Mr. Brown, seconded by Mr. Curtin, it was moved to accept Vertex's Property Condition Assessment (PCA).

The motion passed.

Ms. Maloney reported that D&G Landscaping has agreed to serve as backup for snow removal services to cover the Facilities Coordinator's vacation weeks scheduled in November and December. The Board will determine what course of action to take regarding the System's overall snow plowing needs at the next meeting.

Next, Ms. Maloney reported that repairs to the building's freight elevator and passenger elevator are complete. The freight elevator remains out of service until it can be reinspected by the Office of Public Safety and Inspections.

Lastly, the Board reviewed, in detail, the list of existing maintenance contracts, scope of services and terms. The Board directed Ms. Maloney to act proactively on same. Ms. Maloney will forward a copy of Eagle Elevator's contract to the Chairman.

Chairman's Report

At this time, the Chairman delivered his report. Both he and Board Member John Brown attended PERAC's monthly meeting on October 13th, at which time PERAC finalized a draft of the Commonwealth's 2021 Valuation, which utilized an assumed rate of investment return of 7.0%. The Board discussed the trend to continue to

lower the assumed rate of investment return and the impact on a System's funded ratio.

Phil Brown has been re-appointed to serve as Chairman of the PERAC Commission for a five-year term.

Mr. Gibson reported on a drafting error in the section of the State Budget Act which increased the hours of post-retirement employment from 960 to 1200. Further clarification from PERAC is expected shortly.

PRIM has reported positive investment returns through August 31, 2021 of 13.76% gross of fees; however, it is expected the System will lose some of that gain as the month of September was not favorable.

Next, Mr. Gibson reviewed new and pending appeals filed at DALA/CRAB and DALA's decision dismissing Joseph Jakuttis' request to change his effective date of retirement retroactively from July 4, 2020, to March 4, 2020.

Mr. Gibson reminded the Board the Advisory Council's Subcommittee on Assessments and Investments is scheduled to meet on November 17, 2021. In addition, he noted that the retirement office continues to comply with CDC guidelines with respect to COVID-19.

Lastly, Mr. Gibson reported on the MACRS virtual conference, which was held October 4-5, 2021, utilizing the System's offices. Mr. Brown expressed his appreciation to Mr. Gibson and Ms. Maloney for their participation and technical support. Board members will be credited with six educational credits for participating in both sessions. According to Ms. Maloney, Board members have satisfied their educational credits thus far.

The Board announced the following votes which were taken in Executive Session:

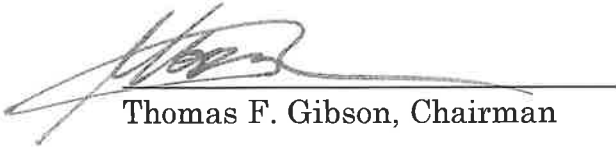
4(c). The Board voted to table Erik Easton's application for accidental disability retirement for further review on November 17, 2021.

4(a.) The Board voted to approve John Shanahan's application for accidental disability retirement.


4(b.) The Board voted to waive investigation and to conduct an application review on November 17, 2021, in the matter of David Christianson's application for accidental disability.

The Board voted to accept proposals by RetroFit and Martin Technical Services to perform a network diagnostic of the System's phone structure.

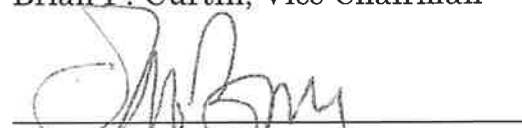
There being no further business to come before the Board, on motion duly made by Mr. Healy seconded by Mr. Curtin it was moved to adjourn at 2:18 P.M.




Thomas F. Gibson, Chairman



Brian P. Curtin, Vice Chairman



John Brown, Elected Member



Joseph W. Kearns, Elected Member



Robert W. Healy, Appointed Member

Regular Session Documents

1. Consent Agenda – items #3(a) - #3(p)
2. Chief Administrative Officer’s Report
3. State Street Performance Summary
4. PRIM Performance Report
5. 2020 Revised Annual Statement of Financial Condition
6. 2021 List of Vendor Maintenance Contracts Grid
7. The Vertex Companies Facilities Assessment Proposal and Sample Report
8. Litigation Report
9. DALA Decision: Joseph Jakuttis
10. Mammoth Fire Alarms Proposal
11. Minuteman Technologies Proposal