

The meeting of the Andover Contributory Retirement Board was called to order on Thursday, January 26, 2023, 8:30 A.M. in the third-floor conference room A (Select Board Conference Room) located in the Town Offices. Members participating: Hayley Green, Chair, Tom Hartwell, Elena Kothman, Blackwell Taylor and Eric Teichert. Also present: Office Coordinator Helen Armano, Recording Secretary Susan McKelliget, and Attorney Michael Sacco

#### Executive Session

Ms. Green asked for a motion to enter Executive Session to discuss matters pursuant to MGL c.30A, sections 21(a)(1) and 21(a)(2) of the Open Meeting Law to discuss the physical or mental health of a member and to discuss contract negotiation strategy and take any appropriate action related thereto with intent to return to regular session.

It was moved by Ms. Kothman, seconded by Mr. Teichert, and voted 5-0 to enter executive session at 8:31 A.M.

Roll call: Ms. Kothman, Yes; Mr. Teichert, Yes; Mr. Hartwell, Yes; Mr. Taylor, Yes; Ms. Green, Yes.

Ms. Green reconvened the regular meeting at 8:50 A.M., January 26, 2023, and asked for a motion to record the votes taken in executive session.

It was moved by Ms. Kothman, seconded by Mr. Teichert, and voted 5-0 to record the votes taken in executive session in public session. It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve Ordinary Disability benefits for Mr. Francisco Melendez effective December 2, 2022. It was moved by Ms. Kothman, seconded by Mr. Teichert, and voted 5-0 to approve the new contract with Dahab Associates with an amendment to the last paragraph of Attorney Sacco's recommended changes.

Roll call: Ms. Kothman, Yes; Mr. Teichert, Yes; Mr. Hartwell, Yes; Mr. Taylor, Yes; Ms. Green, Yes.

#### Investments:

##### Investment Consultant RFP

Ms. Green noted the Board discussed Investment Consultant RFPs at the previous Board meeting and voted unanimously to renew its contract with Dahab Associates. The Board received PERAC's acknowledgement of the RFP process for choosing Dahab Associates as the Retirement Board's Investment Consultant.

##### Dahab Associates/Investment Committee

Ms. Kothman said there have been no recent updates with Greg McNeillie concerning Asset Allocation re-balancing and she will contact Mr. McNeillie. Ms. Green said there is 5% cash in MMDT, and re-allocation will pertain to the rest of the POB monies per the Investment policy Statement.

#### Statements

It was moved by Mr. Hartwell, seconded by Ms. Kothman, and voted 5-0 to approve the MMDT Statement for 12/31/2022.

It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve the MassPRIM/PRIT Statements for 11/30/2022 & 12/31/2022.

It was moved by Mr. Hartwell, seconded by Mr. Teichert and voted 5-0 to approve the following RhumbLine statements received: Mid Cap 400 & Small Cap 600 12/31/2022.

#### MassPRIM/PRIT

It was moved by Mr. Teichert, seconded by Mr. Hartwell, and voted 5-0 to confirm the wire transfer of \$1,175,000.00 for December operating expenses.

It was moved by Mr. Teichert, seconded by Mr. Hartwell, and voted 5-0 to approve the wire transfer of \$1,100,000.000 for January operating expenses.

It was moved by Mr. Teichert, seconded by Mr. Hartwell, and voted 5-0 to approve a wire transfer of up to \$1,400,000.000 for February 2023 operating expenses.

Ms. Green noted receipt of the PRIM Annual Comprehensive Financial Report FY2021 and the FY2022 and the MassPrim Board Quarterly Update - 3<sup>rd</sup> quarter 2022.

Ms. Kothman offered to give the Board a hard copy of PRIM's Annual Comprehensive Financial Report.

#### GASB 67/68 report for 12/31/2021

It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to accept the GASB 67/68 report for 12/31/2021.

#### PTG Agreement (Retirement software provider/program)

The Board reviewed the current agreement with PTG and its proposed extension of services from 1/1/2023 to 12/31/2030, which included its price schedule. Ms. Green noted an email from Christopher Wallace regarding a new Retirement software program and asked Ms. Kothman if she knew anything about this system (MACRS DB). Ms. Kothman said she feels competition is good, but she doesn't know enough about the MACRS DB retirement software program at this point to recommend any changes.

Ms. Kothman said the Board has used PTG since 2006, which has the majority of Retirement systems in Massachusetts. There is a 60-day termination clause with PTG, so there is no rush to change software programs until more can be learned about the new MACRS DB program. Ms. Kothman would like to get in touch with the MACRS DB contact person to see what they have to offer and will get back to the Board on pricing, contract duration, and technical support. A brief discussion followed.

Ms. Green said that contracts of up to 7 years may be approved, so the date would need to be changed from the proposed end date of 2030 to 2029. It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve the agreement with PTG and to amend the end date to 12/31/2029.

#### Minutes

It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve the minutes from December 22, 2022.

Monthly Payroll

It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve the January 2023 monthly payroll as follows:

Annuity	307,374.36	
Pension	1,246,213.99	Total 1,553,588.35

The Board reviewed the following expenses:

Expenses - January expense warrant #2023-01:

## 3(8)(c) Payments (to other Retirement systems):

Brookline Retirement	922.95	
Lawrence Retirement	2,722.58	
Lowell Retirement	3,153.43	
Lynn Retirement	3,893.49	
Marblehead Retirement	18,551.39	
Middlesex County Retirement	23,856.19	
MWRA Retirement	1,226.51	
Somerville Retirement	3,552.28	
	Total 3(8)(c):	57,878.82

Civic Plus, annual website renewal fee	1,200.00
Dahab Associates, 4 <sup>th</sup> qtr fee 2022	8,750.00
KMS Actuaries, LLC, fee for services through 12/31/2022	9,250.00
Konica Minolta Business Solution, BW & Color Copies	44.34
Konica Minolta Premier Finance, monthly fee	168.00
Elena Kothman - ET digital access reimbursement for December	26.99
MACRS, 2023 dues	650.00
NCPERS, 2023 membership renewal	290.00
RhumbLine Advisers, 4 <sup>th</sup> qtr invoice	4,211.00
The Law Offices of Michael Sacco, December 2022	286.00

## Town of Andover:

Elena Kothman	8,438.80	
Helen Armano	6,453.04	
Vincent Malgeri	1,550.40	
Susan McKelliget (12/22/2022)	250.00	
	Total Salaries:	16,692.24

## Town of Andover:

Hayley Green	250.00	
Michael Morse	250.00	
	Total Stipends:	500.00

WB Mason, Misc Office Supplies	594.33
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<u>Total expenses - Warrant #2023-01:</u>	100,541.72
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It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve expenses of \$100,541.72 as printed in Warrant #2023-01. Ms. Green abstained from voting on her stipend and Ms. Kothman abstained from voting on her salary, and her ET digital access reimbursement.

The Board noted the following receipts:

Receipts

Employee Contributions - December 2022:

Town	306,622.61	
School	161,865.45	
AHA	5,088.36	
Total employee contributions:		\$473,576.42

Transfers in

Sean Davis, Town, from Methuen Retirement 10,146.47  
 Deds = 9% = \$9,007.29, 2% = 1,136.26, interest = \$2.92  
 Cred Serv = 1.3333 years = 07/06/2021-12/05/2022

Marina Sorokina, School, from Newton Retirement 6,732.94  
 Deds = 9% = \$5,997.74, 2% = 732.78, interest = \$5.43  
 Cred Serv = 0.9167 years = 09/16/2021-09/09/2022

Jacqueline Wachtel, School, from Middlesex County Ret 5,394.61  
 Deds = 9% = \$5,362.98, 2% = 26.20, interest = \$2.42  
 Cred Serv = 2.6667 years + 20 days = 12/10/2019-08/30/2022

Transfers In total

22,274.02

It was moved by Mr. Teichert, seconded by Mr. Hartwell, and voted 5-0 to approve the total transfers received as follows: \$22,274.02

Total Receipts

495,850.44

Makeup Request:

It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve the following makeup request:

Joseph DeMarco, Town - request to buy back previous time worked for the Town  
 prior to joining the municipal retirement system - Cred Serv = 0y, 10m = 09/22/2014-07/26/2015

Deaths

The Board was informed of the following death and Ms. Green expressed her condolences:

Joseph W Potvin, Town Fire, DOD 12/31/2022, DOR 09/01/1992, DOE 11/15/1966

The Board was informed of the following:

Retirement Allowance Calculations approved by PERAC

Marlene Theodorou, School, DOR 10/31/2022, Cred Serv =2y,1m, Superannuation

	Annual	Monthly
Allowance	23,786.40	1,982.20

Christopher McQuade, Town, DOR 11/03/2022, Cred Serv =25y, Superannuation

	Annual	Monthly
Allowance	33,325.56	2,777.13

Accidental Disability Retirement approved by PERAC

Kevin Connors, DOR 09/05/2017

Report from the Executive Director

PERAC memos - 1-6/2023 covered the following: restrictions on hours/earnings post retirement re-instituted; IRS comp limit/general benefit limit annual notices; IRS 2023 limits; Don't need public hearings for 3%COLA; submitting cash books through PROSPER; annual memo with buyback worksheets; PERAC email dated 01/09/2023 re: Scam Alert and use of positive pay; New Members enrolled 2022; Retirements 2022 Mass Retirees - *The Voice January 2023*; IRS 2023 mileage rate = 65.5c (previously 62.5c)

It was moved by Ms. Kothman, seconded by Mr. Teichert, and voted 5-0 to approve the new mileage rate of 65.5 cents per mile for travel.

Cash:October 2022

It was moved by Mr. Hartwell, seconded by Mr. Teichert, and voted 5-0 to approve the trial balance, cash receipts, cash disbursements, adjusting journal entries, and bank reconciliation.

November 2022

The Board conducted a first reading of the trial balance, cash receipts, cash disbursements, adjusting journal entries, and bank reconciliation. A vote will be taken at the next meeting.

Cash balance: as of January 26, 2023

It was moved Mr. Taylor, seconded by Mr. Teichert, and voted 5-0 to approve the cash balance as of January 26, 2023, in Bank of America \$13,700.92.

Ms. Green noted receipt of the Cash Flow Forecast for January 2023.

Next Meeting Date

Ms. Green noted the next meeting date is scheduled for Thursday, February 23, 2023, at 8:30 A.M.

Other Business before the Board

Mr. Hartwell said there was an upcoming NCPERS Conference being held in New Orleans and they were looking for speakers. He said Andover's POB experience would be a good story to present of parties working together towards a solution (Town, Board, Investment Committee, employees, & retirees).

Adjourn

It was moved by Ms. Kothman, seconded by Mr. Teichert, and voted 5-0 to adjourn at 9:29 A.M.

Documents:

PERAC acknowledgement of RFP Dahab Associates

MMDT Statement

PRIT Statement

RhumbLine Statement

Wire transfer confirmations

RhumbLine statements

PRIM Annual Comp Financial Rpt

MassPrim Quaterly Update - 3<sup>rd</sup> Q 2022

GASB 67/68 Rpt for 12/31/2021

PTG Agreement

Unofficial Minutes 12/22/22

Monthly Payroll

Expenses

Receipts

Transfers In

Death

Documents cont'd:

PERAC memo:1-6/2023

PERAC email re Scam Alert

New Members enrolled 2022

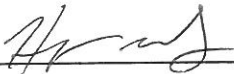
Retirements 2022

Mass Retirees - The Voice 01/2023

IRS 2023 mileage rate

Cash books - October &amp; November 2022

Cash flow forecast December 2022



Hayley S. Green



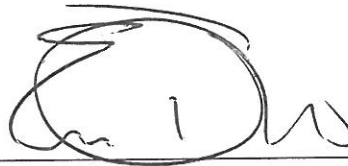
Elena M. Kothman



Thomas P. Hartwell



Blackwell O.J. Taylor



Eric J. Teichert