HOLYOKE RETIREMENT BOARD
MARCH 21, 2018
MINUTES

The regular Meeting of the Holyoke Retirement Board was called to order by Chairman John McCarthy at 8:30 A.M. Present were Michele Aubrey, Rory Casey, Anthony Dulude, and Bellamy Schmidt. Also present was Executive Director, Cheryl Dugre.

I. Minutes of Board meeting held on February 21, 2018.

On separate motions made by Mr. Schmidt, seconded by Ms. Aubrey, it was voted unanimously (5-0) to accept Item I “Minutes,” Item II “Bank Reconciliation,” Item III “Statement of Financial Activities,” Item IV “Retirement Applications,” and Item V “Expenses.” Voting “yes” were Ms. Aubrey, Mr. Casey, Mr. Dulude, Mr. McCarthy, and Mr. Schmidt.

II. Bank Reconciliation:
People's Checking account - as of February 28, 2018
People's Payroll account - as of February 28, 2018

III. Statement of Financial Activities:
The Board reviewed statements for February 2018.

IV. Retirement Applications:
James Poreda Water Department Superannuation 4/21/2018
Timothy Price Public Works Superannuation 4/28/2018
Kimberly Counter Personnel Dept. Superannuation 4/14/2018

V. Expenses:
   A. Bills.........................................................$ 1,692.09
   3(8)c Reimbursements ...................... 24,923.21
   Office Payroll................................. 34,600.35
   Refunds and Transfers .................... 30,571.14
   Accounting Services ...................... 5,800.00
   Professional Services .................. 700.00

   B. Pension Payroll ..................... $1,809,181.23
   Annuity Payroll ......................... 361,128.85
   Total Payroll ........................... $2,157,882.86

VI. Issues-Request-Policy:
   A. PERAC Memos and Correspondence:
      Memo #13/2018 Mandatory Ethics Training
      Memo #14/2018 Interest Payments in Certain Situations

   B. Pension Appropriations: FY2018

     |                        | Total Due |     Total Paid   | Balance Due  |
     |------------------------|-----------|-----------------|--------------|
     | City                   | $12,007,137.00 |     $8,004,758.00 | $4,002,379.00 |
     | Gas & Electric         | 3,780,352.00 |     2,520,234.60 | 1,260,117.40  |
     | Water                  | 498,511.00  |     332,511.00  | 166,000.00    |
C. **Disabilities:**
Executive Session was not necessary as there were no new developments on any of the pending disability applications.

D. **Special Municipal Employees:**
Ms. Dugre informed the Board that a request for the designation of the Retirement Board members as "special municipal employees" has been made to the City Council.

Mr. Ray Depelteau entered the meeting at 8:45 A.M.

E. **Investments:**
1. **Performance:**
The Board reviewed the February 2018 performance and cashflow worksheets. The portfolio gave back most of January's performance, however, is still ahead of the PRIT fund. Mr. Depelteau opined that the Mid-Term elections represent the most significant risk to the portfolio. He is also monitoring the Federal Reserve anticipated rate hikes.

2. **Mid-Cap Search:**
The response to the search was rather weak. Thirty Eight requests for the RFP were received, but there were only 13 submissions. Mr. Depelteau felt that the low response was due to the difficult environment that MidCap managers operated in over recent years. The Board reviewed the worksheets highlighting the results of the search. Based on the evaluation criteria, 4 firms were ranked "highly advantageous."

A motion made by Mr. Schmidt, seconded by Mr. Dulude, invited the following managers in for interviews:

- Boston Company, Incumbent
- Wisdom Tree
- Scout Investments

Mr. McCarthy amended the motion to add LMCG Investments to the list of interviewees. Ms. Aubrey seconded the amended motion. The Board voted unanimously (5-0) to invite 4 firms in for interviews on April 18, 2018. Voting "yes" were Ms. Aubrey, Mr. Casey, Mr. McCarthy, Mr. Owens and Mr. Schmidt.

3. **Year End Performance:**
Mr. Depelteau told the Board that ConCap's Co-Investment funds final performance should be received by the end of the week. The Board will receive a preliminary performance statement for the Partnership funds so that the Annual Statement can be completed.

4. **Disclosures:**
The Board is in receipt and reviewed the Vendor Disclosures of the following Managers and/or Consultants:

- Putnam Investments
- Fidelity (Pyramis) Investments
Constitution Capital Co-Investment II, and III and Partnership II and III
Industry Capital
LMCG Investments
Brandywine Global
Acadian
SSgA
Oberweis
Boston Company
Laudus (Blackrock)

G. April Meeting:
The next regularly scheduled meeting of the Holyoke Retirement Board will be held on
Wednesday, April 18, 2018 at 9:00 A.M.

There being no further business, a motion to adjourn was made by Mr. Schmidt, seconded by
Ms. Aubrey, passing unanimously (5-0) on a roll call vote. Voting “yes” were Ms. Aubrey, Mr.
Casey, Mr. Dulude, Mr. McCarthy, and Mr. Schmidt.

MEETING ......................adjourned 9:07 A.M.

List of Documents Reviewed at 3/21/18 Meeting:
Draft minutes of 2/21/18 meeting
Statement of Financial Activities as of February 2018
Cash Requirement Forecast
Appropriation FY2018 Worksheet
Regarding Investments:
• December and February Worksheets and Cashflow
• Mid Cap Search Narrative and Analytical Worksheets
PERAC Memos #13-14/2018
Copy of request to City Council for Special Municipal Employee Status for Retirement Board Members

Respectfully submitted,

Cheryl A. Dugre
Executive Director

ATTESTED TO:  
John T. McCarthy (Chairman)
Michele Aubrey
Rory Casey
Anthony Dulude
Bellamy H. Schmidt