HOLYOKE RETIREMENT BOARD
JANUARY 25, 2017
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 and Bellamy Schmidt. Mr. Owens was absent. Also present was Executive Director, Cheryl Dugre.

I. Minutes of Board meeting held on December 15, 2016.

On separate motions made by Mr. Schmidt, seconded by Ms. Aubrey it was voted unanimously (3-0) 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. McCarthy and Mr. Schmidt.

II. Bank Reconciliation:
Peoples Checking account - as of December 31, 2016
Peoples Payroll account - as of December 31, 2016

III. Statement of Financial Activities:
The Board reviewed statements for December 2016.

IV. Retirement Applications:

Jeanne Gagnon School Dept. 02/01/2017 Superannuation
Ronald Mihalak Police Dept. 01/10/2017 Superannuation
David O’Connor Fire Dept. 01/18/2017 Superannuation
Rita Maccini Housing Auth. 01/21/2017 Superannuation
Charles Martel Gas & Electric 02/01/2017 Superannuation
Nancy Romen School Dept. 01/05/2017 Superannuation
Alice Sroka School Dept. 03/01/2017 Superannuation

On a motion made by Mr. Schmidt, seconded by Ms. Aubrey, the Board voted unanimously (3-0) to grant survivor benefits under the provisions of Chapter 32§12(2)d to Mrs. Mary O’Connell, surviving spouse of Police Sergeant David O’Connell. Voting “yes” were Ms. Aubrey, Mr. McCarthy and Mr. Schmidt.

V. Expenses:
A. Bills.............................................$ 570.90
Refunds ........................................ 26,986.15
Transfers ....................................... 63,437.54
Management Fees ............................ 34,973.77
Consultant Fees ............................... 5,000.00
Professional Services ....................... 29,885.00
Actuarial Services ........................... 8,500.00
3(8)c Reimbursement ....................... 49,060.52
Office Payroll ............................... 24,113.92
Service Contracts .......................... 554.51
B. Pension Payroll $1,711,274.04
   Annuity Payroll 309,292.56
   Total Payroll  $2,020,566.60

VI. Issues-Request-Policy:
A. PERAC Memos and Correspondence:
   Memo #28/2016 2016 Disability Data
   Memo #29/2016 Buyback of Call Firefighter Time
   Memo #30/2016 Annual Review of Medical Testing Fee
   Memo #1/2017 Updated Public Records Law (Chapter 121 of the Acts of 2016)
   Memo #2/2017 The Binding Effect of PERAC’s Memoranda on All Retirement Boards
   Memo #4/2017 2017 Limits under Section 23 of Chapter 131 of the Acts of 2010
   Memo #5/2017 COLA Notice
   Memo #6/2017 Mandatory Retirement Board Training - 1st Quarter 2017
   Memo #7/2017 Actuarial Data
   Memo #8/2017 Continuing Membership of "Non-Full-Time Employees"
   Memo #9/2017 Buyback and Make-up Repayment Worksheets

The Board is in receipt of a PERAC Audit follow-up letter dated January 6, 2017

B. Pension Appropriations:
   FY2017
   City  $12,106,585.00  $5,044,411.00  $7,062,174.00
   Gas & Electric 3,641,978.00 1,820,989.02 1,820,988.98
   Water 514,926.00 257,526.00 257,526.00
   Housing 996,372.00 581,217.00 415,155.00
   Waste Water 28,251.00 0.00 28,251.00
   Total  $17,288,112.00  $7,704,143.02  $9,583,968.98

Mr. Casey arrived at 8:39 A.M.

C. Disabilities:
   Mr. McCarthy asked the Board to go into Executive Session. He said Executive Session is necessary to discuss the details and medical reports of the various disability applications. Mr. McCarthy said the Board would reconvene after the Executive Session. A roll call vote was taken to go into Executive Session. Voting “yes” were Ms. Aubrey, Mr. Casey, Mr. McCarthy and Mr. Schmidt.

   EXECUTIVE SESSION ...................... 8:39 A.M.
   EXECUTIVE SESSION adjourned ........ 8:48 A.M

No votes taken
D. **Election:**
Ms. Dugre informed the Board that Mr. Owens’ term is up on 6/30/2017.

On a motion made by Mr. Casey, seconded by Mr. Schmidt, the Board voted unanimously (4-0) to appoint Ms. Erica LeCours as Election Officer. Voting “yes” were Ms. Aubrey, Mr. Casey, Mr. McCarthy, Mr. Schmidt and Mr. Owens.

E. **Dukes County Retirement System Administrator’s Conference:**
Ms. Dugre requested permission to attend a conference in Martha’s Vineyard May 16-17, 2017 sponsored by the Dukes County Retirement System. The conference will focus on topics pertinent to administrators.

On a motion made by Mr. Schmidt, seconded by Ms. Aubrey, the Board voted unanimously (4-0) to allow Ms. Dugre to attend this forum. Voting “yes” were Ms. Aubrey, Mr. Casey, Mr. McCarthy and Mr. Schmidt.

Mr. Depelteau joined the meeting at 8:55 A.M.

F. **Investments:**
1. **December Performance:**
The Board reviewed the preliminary December performance and cashflow worksheets. Mr. Depelteau opined that 2016 ended on a positive note despite the rough start to the year. The fund trailed PRIT until November but is expected to return 10% or better, compared to the 8.02% final return for PRIT. Mr. Depelteau informed the Board that PRIT had a 2% gain in December due mainly to a 5% increase in their private equity fund. However, he pointed out that as they manage their private equity internally, they also value it themselves.

2. **Tactical Changes:**
   The Board reviewed a worksheet highlighting the results of the tactical decisions made in November. Overall the results are positive. The Board will continue to review every month.

3. **Search Schedule:**
   In order to comply with PERAC regulations and Chapter 176, the Board tentatively outlined the manager search schedule for 2017 as follows: Emerging Markets, International Equity and U.S. Small cap.

Mr. Depelteau exited the meeting at 9:05 A.M.

G. **February Meeting:**
The next regularly scheduled meeting of the Holyoke Retirement Board will be held on Wednesday, February 22, 2017, at 8:00 A.M.

There being no further business, a motion to adjourn was made by Mr. Schmidt, seconded by Mr. Casey, passing unanimously (4-0).

MEETING .........................adjourned 9:10 A.M.
Respectfully submitted,

[Signature]
Cheryl A. Dugre
Executive Director

ATTESTED TO:

[Signature]
John T. McCarthy (Chairman)
Elected Member

[Signature]
Michele Aubrey
Appointed Fifth Member

[Signature]
Daniel R. Owens
Elected Member

[Signature]
Bellamy H. Schmidt
Acting Ex-Officio Member

[Signature]
Rory Casey
Appointed Member