

BOARD OF TRUSTEES
Division of Public Works Retirement System
Meeting Minutes
November 24, 2020

A meeting of the Board of Trustees, Public Works Retirement System was held at 12:30 p.m. on Monday, November 24, 2020, via Zoom Video Conference Call.

Trustees Present: Frank Anderson, Mayoral Appointee
Kathie Berube, Employee Member
David Fredette, Treasurer, Member
Kevin Moriarty, BPW Commissioner
Michael O'Brien, Aldermanic Liaison (Assistant Chair)

Trustees Absent: Nick Caggiano, Employee Member (Retired)
Matt Dube, Employee Member

Others in Attendance: Mary Woods, Administrative Assistant

Chairman Anderson

As Chairman of the Board of Trustees, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are: Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

To join by phone dial: 1-929 436-2866 - Meeting ID: 923 8024 0870, Password: 927271. If you experience difficulty connecting to the meeting, please call (603) 589-3140.

We previously gave notice to the public of the necessary information for accessing the meeting, through public postings. Instructions have also been provided on the City of Nashua's website at www.nashuanh.gov and publicly noticed at City Hall and the Division of Public Works Administration Building at 9 Riverside Drive.

If anybody has a problem accessing the meeting via phone, please call 603-589-3140 and they will help you connect.

In the event the public is unable to access the meeting via the methods mentioned above, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-To-Know Law.

Roll Call:

Alderman O'Brien

Due to the Governor's Emergency Order for the COVID-19 Pandemic, I am at home, with grandchildren.

Trustee Berube

Due to the Governor's Emergency Order for the COVID-19 Pandemic, I am in my office, alone.

Alderman Moriarty

Due to the Governor's Emergency Order for the COVID-19 Pandemic, I am in my office, alone.

Trustee Fredette

Due to the Governor's Emergency Order for the COVID-19 Pandemic, I am in my office at City Hall, alone.

Trustee Anderson

Due to the Governor's Emergency Order for the COVID-19 Pandemic, I am in my office, alone.

Also present:

Administrative Asst. Mary Woods - Due to the Governor's Emergency Order for the COVID-19 Pandemic, I am in my home alone.

Expected Visitors:

None

Minutes of the Meeting:

The minutes of the October 26, 2020 meeting were presented for review and acceptance.

MOTION BY: Trustee, Michael O'Brien moved to accept, place on file, and approve the minutes of the October 26, 2020 meeting.

SECONDED BY: Trustee, David Fredette

MOTION CARRIED:

DISCUSSION:

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

Personnel:

The retirement ratification of Mr. Nicholas Caggiano was presented to the Trustees with his final calculation and the election of his retirement benefits.

MOTION BY: Trustee, Frank Anderson moved to accept the retirement calculation of Mr. Nicholas Caggiano and the election of his retirement benefits.

SECONDED BY: Trustee, Kevin Moriarty

MOTION CARRIED: Unanimously

DISCUSSION:

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

The retirement of Mr. Ronald Couturier was presented to the Trustees with his final calculation and the election of his retirement benefits.

MOTION BY: Trustee, Frank Anderson moved to accept the retirement of Mr. Ronald Couturier with his final calculation and the election of his retirement benefits.

SECONDED BY: Trustee, Kathie Berube

MOTION CARRIED: Unanimously

DISCUSSION: Trustee Anderson asked about the catch up payment and it was explained by Trustee Fredette that it is just a timing issue.

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

The death benefit of Mr. Ronald Brown was presented to the Trustees in the amount of \$3,000 to Mr. Brown's beneficiary.

MOTION BY: Trustee, Frank Anderson moved to approve the death benefit payment for Mr. Ronald Brown in the amount of \$3,000.00.

SECONDED BY: Trustee, Kathie Berube

MOTION CARRIED: Unanimously

DISCUSSION:

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

Old Business:

Trustee Anderson brought up the issue of the Hooker & Holcombe Contract for administrative services being paid directly from the Retirement Trust Fund. Trustee Anderson has drawn up a draft letter to the Mayor that he will pass along to the board before he submits it on the cost sharing of the administration fee. He believes an appropriate position is to look out for the retirees and their best interests. He said that Hooker & Holcombe has suggested increasing the City's contributions. He also said that maybe we can try and get a contribution from the City for either half or the whole amount. Trustee O'Brien said he could also write a resolution for the City to come up with the \$40,000 if necessary. He believes we are doing the City a favor by having Hooker & Holcombe manage this fund. Trustee Anderson asked what the state pension costs the City and Trustee Fredette said that the DPW Pension much lower than what the State pension costs. Trustee Anderson said the more money we can save the more we can do for the retirees. He said he will send Trustee Anderson an email with some questions that can possibly be pointed out in the letter. Trustee O'Brien said that since 2010 there have been some drop downs in the State Pension contribution but we need to try and move ahead with asking the City to help the DPW Pension. Trustee Berube said that she doesn't think it is right that Hooker & Holcombe is charging the pension \$500 after nine employees inquires. Trustee Anderson said that point will be brought up in the next discussion.

Update to the Pension Ordinance was brought up by Trustee Anderson. He pointed out Attorney Rich's letter (included in the packet) and that there is the potential for the IRS to audit the pension plan because the Ordinance is out of date. Trustee Fredette said a quote has not been asked of Attorney Rich as yet.

MOTION BY: Trustee, Frank Anderson would like to move to request a quote from Attorney John Rich for updating the Pension Ordinance to ensure that it conforms to IRS Regulations.

SECONDED BY: Trustee, Kevin Moriarty

MOTION CARRIED: Unanimously

DISCUSSION:

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

Trustee Anderson wanted to bring up the issue of simple interest that is applied to pension contributions. Trustee Anderson would like to find an index of what the national rate is so that maybe we can apply that to the employee balances. Trustee Fredette said that he has Trust Accountant, Cindy Bielawski working on an analysis and it should be ready by our next meeting. Trustee Anderson said he feels like it should be a more formal process and thinks it would be good to have this for the next meeting.

Trustee Anderson would like to make sure that we move to quarterly billing with Hooker & Holcombe and not duplicating anything. Trustee Berube wanted to address the fee of \$500 over nine employee inquiries. Trustee Fredette said he believes we need to discuss this with Hooker & Holcombe a little more. He pointed out that an RFP (Request for Proposal) was done but we are not really sure where the number nine came from. Trustee Anderson agreed that they have done a good job but he doesn't understand this fee. Trustee O'Brien asked if we could inquire what the most frequently asked questions were to Hooker & Holcombe from our members maybe we could understand a little better. Trustee Fredette said maybe he could get some exact numbers from them. He said we only have an average number. Trustee Anderson said that maybe we can just get some clarity on this. Trustee Fredette said maybe we can have a meeting with them with a list of questions. Trustee Anderson asked about the 2023/24 contract. Trustee Fredette said we are in the 2nd year of the 4yr contract. It is stated that the fees will increase 3% after the 3rd year of the contract. Trustee Anderson said that we will just have to do another RFP. Trustee Moriarty said that in their contract it states that their rates can change yearly (on page 6 of the contract). Trustee Anderson said he didn't think it applies to the June 30th work that they do for us (under this category). Trustee Anderson said we have had phone calls to them about different things which he thinks is considered a "special request". Trustee Anderson said we will add to "Old Business" for fiduciary purposes that we should embark on another RFP for equity services for 2021 (under the guidelines of doing our due diligence). He asked if we still had the questions for the RFP interviews and Trustee Fredette said that we should.

New Business:

Approval of the current disbursement of funds for the period of September 1 thru September 30, 2020 in the amount of \$246,217.40 was presented to the Board. The Trustees reviewed the detail.

MOTION BY: Trustee, Frank Anderson moved to approve the current disbursement of funds for the period of September 1, 2020 thru September 30, 2020 in the amount of \$246,217.40.

SECONDED BY: Trustee, David Fredette

MOTION CARRIED: Unanimously

DISCUSSION:

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube

5

Nay:

0

MOTION CARRIED 5-0-0

Approval of the current disbursement of funds for the period of October 1, 2020 thru October 31, 2020 in the amount of \$324,476.78 was presented to the Board. The Trustees reviewed the detail.

MOTION BY: Trustee, Frank Anderson moved to approve the current disbursement of funds for the period of October 1, 2020 thru October 31, 2020 in the amount of \$324,476.78.

SECONDED BY: Trustee, David Fredette

MOTION CARRIED: Unanimously

DISCUSSION:

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay:

0

MOTION CARRIED 5-0-0

Approval of the Invoice for Hooker and Holcombe Quarterly Billing Statement and FY20 audit fee for a total of \$12,575.

MOTION BY: Trustee, Frank Anderson moved to approve the payment of the Invoice for Hooker and Holcombe Quarterly Billing Statement and FY20 audit fee for a total of \$12,575.

SECONDED BY: Trustee, Michael O'Brien

MOTION CARRIED: Unanimously

DISCUSSION: Trustee Anderson asked if this is the same at what is included on the October Monthly Disbursements Statement. Trustee Fredette said yes, this was paid in October this is just a backup sheet (not a duplicate payment).

Trustee Moriarty asked the question about the hourly fees they are charging us. Trustee Fredette said that they never charge an hourly fee. He explained that they do a detail report one year and then a shorter one the next year. He said that it is a separate statement. Trustee Anderson said Trustee Fredette is right. We have never been billed by the hour. Trustee Moriarty said that looking at the report he was wondering why they did not itemize the bill. Trustee Fredette said from now one we won't put that fee on the same page, it is too confusing. Trustee Anderson said we have had Hooker & Holcombe for over 20 years and we used to have a yearly report and then we decided to go to every other year to save money. He believes the full actuarial report is over \$10,000. Trustee Fredette said that the report is good to look at as far as the fees are concerned. Trustee Anderson said that his understanding is that if we have an unusual year we can ask them for an interim report. He thinks that going forward that bill should be submitted separately. He wants to make sure we are not duplicating payments.

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

Period for Public Comment:

None

Items by the Trustees:

Trustee Fredette said that the other thing that we need to do in December is an election for a new board member. This time it is a three year Merit Non-Affiliated Employee Member. Trustee Anderson said that there are three trustees that their term will expire next year. Trustee Fredette said yes, Alderman O'Brien (Alderman Dowd, alternate) and Trustee Berube. Trustee Anderson asked how this will take place and Trustee Fredette said that Mary Woods will send out all the necessary information. Alderman O'Brien wanted to know what the process is. Mary Woods said maybe an email can be sent for nominations and then a ballot will be sent via email. Alderman O'Brien thought January would be satisfactory.

Next meeting will be Tuesday, December 22, 2020 at 12:30p.m.

MOTION TO ADJOURN: Trustee, Frank Anderson moved to adjourn at 1:30p.m.

SECONDED BY: Trustee, Michael O'Brien

A Viva Voice Roll Call was taken, which result as follows:

Yea: Trustee Anderson, Alderman Moriarty, Alderman O'Brien, Trustee Fredette,
Trustee Berube 5

Nay: 0

MOTION CARRIED 5-0-0

Minutes Transcribed by: Mary Woods