

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
February 23, 2022

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation on the above date was called to order at 8:00 AM by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, and Gabriele Voelker present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale Kowacki and Assistant Director Deborah Frenzoz, as well as staff Data Maintenance Clerk Patricia Hume joining remotely. Observers via Zoom during the meeting were Matthew McCue and Zack Cziryak, both with Financial Investment News.

**Review and Acceptance of Meeting Minutes**

*On a motion made by Mary Stokarski and seconded by Gabriele Voelker, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Board Meeting held January 26, 2022.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by Paul Mokrzecki and seconded by Gabriele Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees		\$1,078,774.35
Refunds		\$11,766.88
Transfers		\$59,937.71
Invoices	2021	\$76,065.18
	2022	\$106,324.16
For a total		\$1,332,868.28

Angel Bragdon joined the meeting at 8:03 AM

**Cash Transfer between Investments and Bank**

*A motion was made by Paul Mokrzecki and a second by Gabriele Voelker to transfer an equal split from PRIT (General Fund) and Real Estate sleeve at PRIT to cover \$942,000.00 for March expenses.*

Angel Bragdon made a suggestion to table the motion until consulting with Greg McNeillie (Investment Consultant, Dahab Associates) later in the meeting as to his opinion on where to transfer the money from.

*Sandra Hanks, Board Chair called for a vote to table the motion--all Ayes.*

**Membership**

*On a motion made by Mary Stokarski and seconded by Angel Bragdon, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:*

<u>New Memberships</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Bailey, Christine	01/17/2022	50%		ROW	Admin Assistant
Bruso, Brianne	01/14/2022	100%		OGE	Admin Assistant
Diamond, Julian	01/18/2022	100%		MOH	Long-Term Substitute
DuPree, Leanne	01/28/2022	100%		MOH	CCS Secretary
Frost, Allen	01/06/2022	100%		WEN	Laborer/Truck Driver

Hayes, David	12/20/2021	100%		CON	Building & Grounds Maintenance Technician
Hines, Cameron	01/31/2022	100%		OGE	Custodian
Johnson, Holly	01/24/2022	60%		DER	Children's Librarian
Johnson-Mussad, Glenn	01/24/2022	70%		WEN	Town Coordinator
Klimmek, Sean	02/07/2022	100%		MOH	Long-Term Substitute
Liimatainen, Bryant	01/07/2022	90%		STB	Pre K Paraprofessional
Moore, Adam	01/20/2022	100%		MHR	Paraprofessional
Porrovecchio, Shelby	01/10/2022	100%		SND	Instructional Assistant
Prew, Jameson	01/06/2022	100%		SND	Evening Custodian
Purinton, Jeffrey	01/03/2022	100%		BUC	Highway Laborer/Truck Driver
Remillard, Jennifer	01/31/2022	100%		DER	SCSC Director
Terounzo, Michael	01/24/2022	100%		FCH	Modernization & Maintenance Coordinator
Valente-Blough, Sienna	01/19/2022	100%		HLT	Long-Term Substitute
<b><u>New Positions</u></b>					
Stokes, Stephanie	01/19/2022	100%		FRN	LT Sub Teacher
<b><u>Additional Positions</u></b>					
Greenfield, Sarah	02/21/2022	50%		MOH	Math Acceleration Academy
Purinton, Jeremy	12/01/2022	100%		SFF	Dep Chief/Firefighter
Purinton, Jeremy	12/01/2022	100%		BFD	Firefighter
Rau, Karen	01/21/2022	100%		MOH	School Secretary
Wickland-Shearer, Sharon	02/21/2022	100%		MOH	Math Acceleration Academy

**Deaths:**

Arabia, Richard – Option B retiree since 02/01/1997, Mr. Arabia was a custodian for the Mohawk Trail Regional School District, accruing 22 years, 7 months of creditable service. DOD was 01/23/2022 at the age of 84. No annuity balance remains.

Greg McNeillie and Kevin Condy joined the meeting at 8:24 AM

Executive Director Dale Kowacki asked Greg McNeillie for his advice concerning the cash transfer motion that Paul Mokrzecki put forward to take a 50/50 split from the PRIT (General Fund) and the Real Estate fund. Greg suggested to take half from PRIT (General Fund) and half from O'Shaughnessy. Kevin Condy, Director of Research with Dahab Associates agreed with the suggestion, although suggests that growth in real estate is still strong. A discussion concerning real estate ensued and Greg's suggestion was changed to taking all the money out of real estate because it is over weighted relative to the other pieces and interest rates going up will not affect real estate. Dale Kowacki suggested changing the motion to take the entire cash transfer from Real Estate.

*Paul Mokrzecki amended his motion for transfer of \$942,000.00 from the PRIT Real Estate sleeve to cover March expenses, it was seconded by Gabriele Voelker. All Ayes on the amendment.*

*Sandra Hanks, Board Chair called for a vote to take the full transfer of \$942,000.00 from the PRIT Real Estate sleeve. All Ayes.*

## **General Business:**

### Reallocation of last year's Budget Line Items

Dale Kowacki suggests voting the increase of the underbudgeted items as last year was a "banner year" for investments. The increase would come from investment earnings.

### Vote additional funding of 2021 budget

*A motion was made by Gabriele Voelker and seconded by Angel Bragdon to increase the budget \$150,310.13. And to distribute as listed:*

*\$107,151.32 Management Fees*

*\$90.00 Insurance*

*\$2,836.48 Rent Expense*

*\$33,486.08 Office Relocation*

*\$5,106.91 Furniture and Equipment (copier)*

*\$1,639.34 for computers (monitors)*

*The motion passed with all ayes*

## Quarterly Investment Managers

### Investment Consultant – Dahab Associates

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Director of Research with Dahab Associates joined the meeting at 8:24 AM and reviewed the fourth quarter 2021 returns and the investment portfolio beginning their presentation at 8:45 AM. Greg says the managers are doing what they are hired to do regarding growth and value and there were great returns for Real Estate. Kevin pointed out that domestic earnings are strong.

Dale Kowacki discussed with Greg this year's scheduled plan to rebid the large cap value portion of the system's investment portfolio currently managed by O'Shaughnessy and whether Greg would advise that the Board also rebid the large cap growth portion managed by Polen at the same time so that the Board could select managers with complimentary styles. Greg confirmed that was his recommendation. Dale will plan accordingly. Note: During discussion with the visitors from O'Shaughnessy and Polen they were told of the plan to rebid both.

### Large Cap Growth Manager – Polen Capital Management

Lisa Rynne, CFA, Senior Relationship Manager and Lauren Harmon, Research Analyst joined the meeting at 9:26 AM. Lisa informed the Board that the company is now 72% employee owned with 20% iM Global Partner, and 8% Polen Family Trust owned as well. Lisa reported a twenty-four billion dollar increase in growth last year. She also informed the Board of plans at the end of 2021 to buy formerly known company DDJ Capital Management. Lauren let us know of the team addition of Rana Pritanjali, last year 2021, as CFA Research Analyst. She reiterated that 2021 was an incredible year and the portfolio had a strong performance.

### Large Cap Value Manager – O'Shaughnessy Asset Management

Chris Loveless, Principal, President joined the meeting at 10:15 AM and Ehren Stanhope, CFA, Principal, client Portfolio Manager joined at 10:17 AM. Chris informed the Board that 2021 had a strong performance. Also announced by Chris, was O'Shaughnessy being acquired by another asset management company, Franklin Templeton. The purchase was closed on December 31, 2021 and now known as O'Shaughnessy Asset Management, A wholly owned subsidiary of Franklin Templeton. Seven new people joined the team in 2021. Also, two promotions to Portfolio Managers were Assistant Portfolio Manager, Daniel Nitiutomoto CFA, to Portfolio Manager and Claire Noel, CFA. Ehren explained their strategy of eliminating the lower 10% (worst performers) companies.

**New Business:**

Recently hired Member Services Representative, Teresa Mason submitted her resignation. A motion was made by Angel Bragdon and seconded by Paul Mokrzecki to accept the resignation of Teresa Mason, Member Services Representative. All ayes.

**Adjournment**

On a motion made by Mary Stokarski and seconded by Angelina Bragdon, the Board voted unanimously to adjourn the meeting at 10:49 AM.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
January 26, 2022

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:01 AM by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, and Gabriele Voelker present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale Kowacki and Assistant Director Deborah Frenzoz, as well as staff Data Maintenance Clerk Patricia Hume joining remotely. Observers via Zoom during the meeting were Joe Ebisa, journalist from With.Intelligence.

**Review and Acceptance of Meeting Minutes**

On a motion made by Mary Stokarski and seconded by Gabriele Voelker, the Board voted unanimously to approve the following minutes:

Minutes of the Regular Board Meeting held December 22, 2021

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by Paul Mokrzecki and seconded by Angel Bragdon, the Board voted unanimously to approve the warrants as follows:

Retirees		\$1,080,994.81
Refunds		\$63,577.82
Transfers		\$0.00
Invoices	2021	\$70,180.24
	2022	<u>\$370,819.83</u>
For a total		\$1,585,572.70

**Cash Transfer between Investments and Bank**

On a motion made by Gabriele Voelker and a second by Mary Stokarski, the Board voted unanimously to transfer \$1,072,000.00 from PRIT (General Fund) to cover February expenses.

**Membership**

On a motion made by Mary Stokarski and seconded by Angel Bragdon, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:

2029

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
-------------	------------------	---------------	--------------	-------------	-----------------

Boucher, Brian	12/28/2021	100%		OGE	Firefighter
Brodsky, Kate	01/03/2022	100%		HLT	Paraprofessional
Canaday, Kendra	12/22/2021	100%		MOH	Long-Term Sub
Colombaro, Nina	12/31/2021	90%		PNR	Instructional Assistant
Coy, Scott	11/29/2021	100%		MHR	Night Custodian
Daniels, Timothy	01/03/2022	100%		COL	Equipment Operator/Truck Driver/Laborer
Drury, Christopher	12/13/2021	100%		BUC	Collector for the Wastewater Treatment Facility
Hall, Jonathan	12/06/2021	100%		NTD	Chief of Police
Kuhn, River	12/16/2021	90%		PNR	Instructional Assistant
Lambert, David	01/10/2022	100%		ERV	Building/Grounds Maintenance
Martin, Matthew	12/14/2021	100%		CON	Truck Driver/Laborer
Matthews, Calloway	12/13/2021	100%		OGE	Admin. Assistant
McKinley, Amanda	12/08/2021	90%		PNR	Instructional Assistant
McQuillan, Brendan	01/06/2022	100%		LED	Highway Laborer
Neil, Joshua	12/20/2021	100%		NTD	Maintenance Tech/Laborer
Orrell, Mathew	12/27/2021	100%		NTD	Driver/Laborer
Reynolds, Jennifer	01/10/2022	100%		BER	Director Senior Center/COA
Samalis, Kiersten	11/03/2021	100%		NSW	Paraprofessional
Tynan, Kathryn	12/08/201	100%		MOH	Paraprofessional
Wetherby, Kyle	01/03/2022	100%		PNR	Custodian
Wood, Jennifer	01/06/2022	100%		ROW	Teaching Assistant
<b><u>Additional Position</u></b>					
Drury, Christopher	12/13/2021	100%		ASH	Assistant Operator
<b><u>Reinstated</u></b>					
Seredejko, Janet	07/01/2021	100%		CON	Director of Out of School Program
Seredejko, Janet	07/01/2021	100%		DER	Director of Out of School Program
Seredejko, Janet	07/01/2021	100%		SND	Director of Out of School Program
Seredejko, Janet	07/01/2021	100%		WTY	Director of Out of School Program

### **New Retirees:**

*On a motion made by Gabriele Voelker and seconded by Angel Bragdon, the Board voted unanimously to approve the following retirements:*

**Blair, Christopher** – The retirement packet has been submitted to PERAC to retire Christopher Blair for an Ordinary Disability, Option C retirement allowance. His last day of work was September 30, 2021, and his retirement benefit will begin on October 1, 2021. Mr. Blair was a group 4 member working as the Police Chief for the Town of Erving, accruing 25 years, 2 months of creditable service.

Gilbert, Karen – The retirement packet has been submitted to PERAC to retire Karen Gilbert for a Superannuation, Option B retirement allowance. Her last day of work was April 30, 2021 and her retirement benefit will begin on December 30, 2021. Ms. Gilbert was a group 1 member working as a paraprofessional for the Mohawk Trail Regional School District, accruing 12 years, 7 months of creditable service. The Montague Retirement Board holds liability of 4 years, 9 months, 22 days of the total service.

Milne, Keith – The retirement packet has been submitted to PERAC to retire Keith Milne for a Superannuation, Option C retirement allowance. His last day of work was December 31, 2021 and his retirement benefit will begin on January 1, 2022. Mr. Milne was a group 1 member working as the Chief Operator at the Waste Water Treatment Plant for the Town of Deerfield, accruing 16 years, 6 months of creditable service.

Warner, Wesley II – The retirement packet has been submitted to PERAC to retire Wesley Warner II for a Superannuation, Option A retirement allowance. His last day of work was December 31, 2021 and his retirement benefit will begin on January 1, 2022. Mr. Warner was a group 1 member working as a custodian for the Mahar Regional School District, accruing 27 years, 8 months of creditable service.

### **Change of service previously approved**

*On a motion made by Gabriele Voelker and seconded by Mary Stokarski, the Board voted unanimously to approve the following change of service previously approved:*

Gretchen Law – Upon review of this member's previously transferred service in April 2004, it was determined that the original service of 11 years, 9 months, 20 days for the various periods spanning the years 1984 to 2000 should be revised to 10 years, 2 months, 8 days. The calculation given with the original transfer included creditable service during the years 1991 to 1993 when this member did not work in this system.

### **Deaths:**

Bell, Elizabeth - died on 12/09/2021 at the age of 90. Elizabeth was receiving a Survivor 101 benefit. Her husband, David was Chief of Police for the Town of Deerfield, accruing 13 years, 1 month of creditable service. David died on 04/23/2013 at the age of 83.

McComb, Jean – Option A retiree since 12/31/1987, Ms. McComb worked in the cafeteria for the Pioneer Valley Regional School District, accruing 11 years of creditable service. DOD was 01/18/2022 at the age of 95.

Whitney, Warren – Option C retiree since 01/06/1999, Mr. Whitney worked as an elected assessor and an assessor's clerk for the Town of Northfield, accruing 30 years of creditable service. DOD was 01/17/2022 at the age of 90. His wife, Phyllis, is his Option C beneficiary.

### **General Business:**

#### **Vote Retirees' COLA for July 1, 2022**

*On a motion made by Paul Mokrzecki and seconded by Gabriele Voelker, the Board voted to approve a 3% COLA for July 1, 2022, for Retirees as follows: Gabriele Voelker-aye, Angel Bragdon-aye, Paul Mokrzecki-aye, with Sandra Hanks and Mary Stokarski abstaining.*

#### **MACRS travel approval for June and October 2022**

*On a motion made by Gabriele Voelker and seconded by Mary Stokarski, the Board voted unanimously to approve MACRS travel for June and October.*

### **Extra staff through period of impending staff retirements**

In continuation of discussion tabled from August and December 2021, the Board debated the merits of Dale Kowacki's recommendation to hire one extra staff person to begin training in advance of the expected retirements of 3 senior staff in 2 years. Citing the recent surprise early retirement of Susan Bobe, Dale strived to make the case that giving a new hire the benefit of time with senior staff well before "anything can happen" was a step in the right direction towards a smooth transition.

Board members expressed concern with the added expense, and that 2 years of training was excessive – that three months should be ample. Other Board members were in support of the two-year recommendation in part and in whole.

After a lengthy discussion:

*A motion was made by Gabriel Voelker and seconded by Mary Stokarski to revisit the hiring of extra staff through the period of impending staff retirements, in one year.*

Angel Bragdon asked for clarification of events at that time, specifically that the discussion should happen a number of months in advance of January 2023 to allow for the hiring of an extra staff by January first so they can have the benefit of a full year before senior staff retire. A conversation ensued and due to the conversation:

*Gabriel Voelker amended her motion to revisit the hiring of extra staff through the period of impending staff retirements to November 2022. A second was made by Mary Stokarski.*

Paul Mokrzecki suggested with the holidays, and the investment managers meeting in November, that the Board revisit the discussion in October of 2022 instead. On Paul's suggestion:

*Gabriele Voelker amended her motion to revisit the discussion to hire extra staff and to decide as to a timeline of six months or a year, to October of 2022. Mary Stokarski seconded. The Board voted approval of the amendment. \*(Angel Bragdon initially voted "nay" but changed to "aye" when it was clarified that this was a vote on the amendment, not the full motion.)*

*Sandra Hanks called for a vote on the amended motion to revisit the discussion to hire extra staff and to decide as to a timeline of six months or a year, to October of 2022, which was made by Gabriel Voelker and seconded by Mary Stokarski. The vote was all ayes, except for a nay vote by Angel Bragdon.*

### **Sound dampening needed in office**

Dale Kowacki reported to the Board the discovery that private conversations inside the offices can be heard outside of the offices, including intraoffice transmission, but most disturbingly in the adjoining restrooms. Dale further reported that he had discussed the issue with the building's head of maintenance who suggested insulation batts in the ceilings to dampen sound transmission as well as the use of white noise devices. Dale then followed up that conversation and requested a price quote of the landlord to install the insulation batts in the meeting room ceiling. Also, Dale has been experimenting with locating his computer workspace to the corner of the meeting room to remove himself from the shared-use back room.

Sandra Hanks agreed it is vitally important, especially in the Board room, that discernable conversations do not escape internally between the rooms, including the rest rooms. She was very surprised this is happening and disappointed we were not made aware of such an issue in the beginning. Confidentiality is a huge part of running our business, therefore feel we should not be obligated to bear any expense to rectify this.

Paul Mokrzecki reminded the Board of his opposition to the move in the first place and that he was frustrated with the continual added expense associated with the move. He also said that he strongly believes that the landlord should have known we need privacy and should correct the issue.

*A motion was made by Paul Mokrzecki and seconded by Sandra Hanks to have Executive Director Dale Kowacki contact the property owner regarding sound proofing of the office, and not at Franklin Regional Retirement's expense. The motion passed with all ayes.*

### **Contemplate policy on work-from-home options**

Having made during the Covid-19 pandemic, and still making good use of the ability of staff to work-from-home ("WFH"), Dale Kowacki brought to the Board the specific question of expense of providing internet access and whether the system or the staff should bear the expense.

Dale Kowacki explained that currently Deb Frentzos and Patty Leveille WFH at least once a week, Pat Hume WFH four days a week and comes to the office on Fridays. Dale rarely WFH during regular business hours but does WFH evenings and weekends weekly on average. Teresa Mason has yet to procure internet service at home, and thus the question to the Board. Mark Smith, IT consultant to the office, is pursuing free use of Comcast WiFi (as part of our current account) from any location but is getting lackluster assistance from Comcast support (labor shortage to blame?). Teresa has contacted Greenfield Community Energy and Technology ("GCET") about subscribing to its internet service.

Gabriele Voelker shared that the Town of New Salem has provided internet access to her home for many years because there is no space for her to have an office in the town buildings. She also shared that the Town of Orange issues laptops to staff so that they only have the one computer to maintain, and the town has gone fully to the "cloud" and no longer maintains a central computer server.

Sandra Hanks expressed the perspective that it is a benefit to staff to not have to commute to the office.

The Board took no action to create policy and it was left that it would wait to see how Teresa and Mark made out with their efforts.

### **Budget Benefit Payouts**

Sandra Hanks asked that this be added to the agenda because she wanted to discuss the amounts of potential benefit payouts should any or all staff retire or resign.

[Board personnel policy provides that vacation leave can accrue to a maximum of 225 hours, and any unused vacation time is paid out at termination. Sick leave accrual is capped at 675 hours, and the Board will pay unused sick leave upon separation of service at a rate of .20 of the accrued sick leave providing the employee has a minimum of 10 years consecutive service with FRRS.](#)

Dale Kowacki presented a calculation of the amounts of benefit payouts if any staff left at this time. The total was \$46,373.

Sandra opened the discussion with sharing her observations that the personnel policy regarding compensatory time ("comptime") states that comptime must be used within 90 days of being earned, and that the Executive Director is an exempt employee. She also said that she just learned that all staff were being paid as salaried employees whereas she was of the understanding that Dale was the only one on salary.

Angel Bragdon noted that it was nearly ten o'clock and that she and Gabe wanted to leave this meeting so they could attend the Hampshire Insurance Group meeting.

Dale said that he would work with Sandy to more fully develop this topic and then bring it back to the Board soon at a future meeting.



*A motion was made by Gabriele Voelker and seconded by Angel Bragdon to delay further discussion until the March meeting. All Ayes.*

**New Business:**

There was no new business.

**Adjournment**

*On a motion made by Paul Mokrzecki and seconded by Gabriele Voelker, the Board voted unanimously to adjourn the meeting at 9:57 AM.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
December 22, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:01 AM by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, and Gabriele Voelker present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale Kowacki and Assistant Director Deborah Frenzoz, as well as staff Data Maintenance Clerk Patricia Hume joining remotely. Visitors via Zoom during the meeting were Joe Ebisa, journalist from With.Intelligence.

**Review and Acceptance of Meeting Minutes**

*On a motion made by Mary Stokarski and seconded by Gabriele Voelker, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held November 23, 2021  
Private minutes of the Executive Session held November 23, 2021*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by Paul Mokrzecki and seconded by Gabriele Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll		\$1,079,240.11
Refunds		\$134,504.41
Transfers		\$20,214.16
Invoices	2021	\$45,372.52
	2022	\$5,433.31
For a total of:		\$1,284,764.51

Angelina Bragdon arrived at 8:05 a.m.

**Cash Transfer between Investments and Bank**

*On a motion made by Mary Stokarski and a second by Angel Bragdon, the Board voted unanimously to transfer \$1,179,000.00 from PRIT (General Fund) to cover January expenses.*

**Membership**

*On a motion made by Mary Stokarski and seconded by Angel Bragdon, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Barton, Sharon	11/29/2021	80%		PNR	Food Service Worker
Coburn, Emma	10/25/201	90%		ROW	Teachers Assistant
DuPont, Jennifer	11/22/2021	100%		MOH	Custodian
George, Kerri	12/6/2021	100%		FCH	Housing Search Specialist
Gracia, Gandhi	11/8/2021	100%		FCH	Program Administrator
Graham, Leia	11/29/2021	90%		OGE	Para
Grandbois, Katheryn	11/29/2021	50%		NSW	Instructional Aide
Grant, Kevin	10/25/2021	100%		STB	Maintenance
Larose, Alyssa	12/6/2021	100%		FCH	Housing Development Director
Martin, Victoria	11/1/2021	100%		FCH	Program Administrator
Powell, Walker	11/16/2021	100%		OGE	Planning Technician
Sauber, Nicole	12/1/2021	100%		FCH	Director of Operations
Valitsky-Beaumier, Dawn	12/6/2021	90%		ROW	Teachers Assistant
Vanasse, Chanthy	11/15/2021	100%		FCH	Accountant
White, Bolat	12/1/2021	50%		DER	Health Agent
<b><u>Additional Position</u></b>					
Lucier, Laurie	9/1/2021	100%		CON	BOH
Lucier, Laurie	9/1/2021	100%		CON	Assessors
Waldron, Mitchell	12/9/2021	100%		GIL	part-time Police Officer

**New Retirees:**

*On a motion made by Paul Mokrzecki and seconded by Angel Bragdon, the Board voted unanimously to approve the following retirements:*

**Bobe, Susan** – The retirement packet has been submitted to PERAC to retire Susan Bobe for a Superannuation, Option C retirement allowance. Her last day of work was November 12, 2021 and her retirement benefit will begin on November 13, 2021. Mrs. Bobe was a group 1 member working as the Assistant Director for the Franklin Regional Retirement System, and as the Treasurer for the Towns of Bernardston and Leyden, accruing 20 years, 1 month of creditable service. The Greenfield Retirement System holds liability of 3 years, 9 months, 27 days of the total service.

**Ramsdell, Lawrence** – The retirement packet has been submitted to PERAC to retire Lawrence Ramsdell for a Superannuation, Option C retirement allowance. His last day of work was October 12, 2021 and his retirement benefit will begin on October 13, 2021. Mr. Ramsdell was a group 1 member working as a head custodian for the New Salem Wendell Union School District and as a custodian for the Towns of New Salem and Wendell accruing 15 years, 1 month of creditable service.

**Buybacks and Makeups:**

*On a motion made by Gabriele Voelker and seconded by Angel Bragdon, the Board voted unanimously to approve the following buyback:*

Emerson, Daniel – current member with the Town of Orange has requested a buyback of two refunds taken from the Franklin Regional Retirement System as follows:

1. Service of 1 year, 10 months, 23 days for the period 02/05/1990 – 12/27/1991 for work in the Mohawk Trail Regional School District as a custodian. Total cost of the refund buyback is \$26,385.57 if paid by 01/31/2022; otherwise, interest will accrue as allowed by law.
2. Service of 3 years, 8 days for the period 01/01/1992 – 6/30/2004 for work in the Shelburne Falls Fire District as an EMT/call firefighter/fire chief. Total cost of the refund buyback is \$12,986.29 if paid by 01/31/2022; otherwise, interest will accrue as allowed by law.

### **Deaths:**

Balazs, Eugene – Option A retiree since 05/30/1993, Mr. Balazs worked as the Veteran's Agent for the Western Franklin Vets, accruing 27 years, 8 months of creditable service. DOD was 12/08/2021 at the age of 94.

Larocque, Marcia – Option A retiree since 06/13/2002, Mrs. Larocque worked as a school nurse for the Mahar Regional School District, accruing 10 years, 10 months of creditable service. DOD was 12/02/2021 at the age of 81.

### **General Business:**

#### **Review of Staff Evaluations and possible merit increases**

Gabriele Voelker leaves the meeting for a call at 9:16 AM and returns at 9:18 AM.

*A motion was made by Gabriele Voelker and seconded by Angel Bragdon, to give Dale Kowacki, Deborah Frenzoz and Patricia Hume a 4% merit raise plus the COLA increase.*

Paul Mokrzecki mentioned it sounds like the motion is asking to approve the COLA of 1.93% twice. Paul suggests an amendment.

*An amendment was made by Gabriele Voelker and seconded by Angel Bragdon to give Dale Kowacki, Deborah Frenzoz and Patricia Hume a 4% merit raise, and to revisit the issue of the annual 6.59% rate raise for Dale Kowacki and Deborah Frenzoz again next year.*

*Sandra Hanks called for a vote on the amended motion for the 4% merit increase for Dale Kowacki, Deborah Frenzoz, and Patricia Hume, which was Made by Gabriel Voelker and seconded by Angel Bragdon. The vote was unanimously passed.*

#### **Extra staff through period of impending staff retirements**

Director Dale Kowacki presented the Board with a recommendation to hire a new member to the retirement team because of the impending multiple retirements in the next several years in order to have a smooth transition when the retirements occur. After a lengthy discussion:

*A motion was made by Gabriele Voelker and seconded by Mary Stokarski, to table the discussion to hire a new member until the January meeting. The motion passed with all Ayes.*

Paul Mokrzecki left the meeting at 9:49 AM.

#### **Upcoming discussion on Investment Return Assumption**

Director Dale Kowacki discussed with the Board the upcoming conversation with the Board's actuary, Linda Bournival of KMS in regard to the assumed rate of investment returns used in the biennial actuarial

valuation and the pressure on Linda to convince the Board to lower the assumed rate. The point that Director Kowacki wanted to make to the Board was that recent and long-term history of actual investment returns remains higher than the Board's current assumed rate (7.75%) and higher than the dire predictions of the larger actuarial industry. Lowering the assumed rate shifts the funding expense to the employer units via the annual assessments, and doubly so while the system is still not fully funded. Director Kowacki's recommendation is to hold firm at the 7.75% until the system is fully funded, and barring that, only drop an eighth of a percent as a gesture of good faith and accommodation to the pressures to lower the assumed rate. Once the Retirement System is fully funded, he suggests the Board could go down one-fourth percent, but to remain mindful to share excess earnings with the units (via a realistic assumed rate of return reflective of actual returns).

**New Business:**

There was no new business.

**Adjournment**

*On a motion made by Gabriele Voelker and seconded by Mary Stokarski, the Board voted unanimously to adjourn the meeting at 10:03 AM.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
November 23, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:02 AM by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, and Angelina Bragdon present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale Kowacki and Assistant Director Deborah Frentzos, as well as staff Data Maintenance Clerk Patricia Hume joining remotely. Visitors via Zoom during the meeting were Samuel Hooper, journalist from With.Intelligence; Kevin Condy, Associate Consultant with Dahab Associates; Francesco Daniele, Director of Client Services with PRIM – PRIT; Joseph Beauparlant, Vice President, Relationship Manager with Loomis, Sayles & Company. Board member Gabriele Voelker joined the meeting at 8:26. Greg McNeillie, with DAHAB joined the meeting at 9:45 AM.

Angelina Bragdon arrived at 8:03 a.m.

**Review and Acceptance of Meeting Minutes**

*On a motion made by Mary Stokarski and seconded by Angel Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on October 27, 2021.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by Paul Mokrzecki and seconded by Angel Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll		\$1,076,243.28
Refunds		\$33,275.13
Transfers		\$29,426.45
Invoices	2021	\$97,009.96
	2022	\$329.10
For a total of:		<u>\$1,236,283.92</u>

## **Cash Transfer between Investments and Bank**

*On a motion made by Mary Stokarski and a second by Angel Bragdon, the Board voted unanimously to transfer \$595,000.00 from Aberdeen to cover next month's warrants.*

## **Membership**

*On a motion made by Mary Stokarski and seconded by Angel Bragdon, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Atkins, Tracy L	8/30/2021	100%		HLT	Paraprofessional
Conaway, Sarah A	10/12/2021	90%		PNR	Instructional Assistant
Cross, Charlene	11/8/2021	100%		OGE	Special Education Paraprofessional
Davis, Hannah R	10/25/2021	100%		WTY	Assistant Town Administrator
Fuller, Jacqueline	11/1/2021	100%		MOH	Long Term Sub
Gancarz, McKenzie	11/2/2021	100%		MOH	Paraprofessional
Hazen, Melinda	10/26/2021	50%		DER	Cafeteria Assistant
Langer, John	8/30/2021	100%		MHR	Building substitute
Lavallee, Amy E	10/4/2021	60%		WTY	Administrative Assistant
LeBlanc, Roslynn	11/8/2021	100%		OGE	Special Education Paraprofessional
Levasseur, Ashley	10/4/2021	80%		FRN	Instructional Assistant
Licata, Gretchen F	10/25/2021	100%		PNR	Facilities Director
Parker, Kelly	11/8/2021	100%		MHR	Administrative
Peteren, Dana S	9/13/2021	100%		NSW	Evening Custodian
Phillips, Kathryn I	9/27/2021	100%		MOH	Paraprofessional
Salone, Cornelia	8/26/2021	100%		MHR	District Outreach Social Worker
Savage, Nichole	10/18/2021	100%		DER	Pre K Instructional Assistant
Starbard, Andrew W	10/26/2021	100%		OGE	Police Officer
Vidal, Viney	10/12/2021	100%		MOH	School Nurse
Wilder, Michelle	8/30/2021	100%		NSW	Paraprofessional
Zubair, Rachel M	8/30/2021	90%		STB	Paraprofessional
<b><u>New Positions</u></b>					
Blinn, Kelly	9/7/2021	100%		MHR	Paraprofessional
Bragdon, Owen	8/30/2021	100%	0%	MOH	on-call substitute
Bragdon, Owen	10/18/2021	0%	100%	MOH	Paraprofessional
<b><u>Additional Position</u></b>					
Boyden, Jeanne	10/26/2021	0%		CON	Cafeteria Sub
Bromberg, Caron	9/27/2021	100%		MOH	Para mentor

Donohue, Patricia	11/2/2021	50%		MOH	Curriculum Assistant
Fuller, Susan	11/1/2021	100%		MOH	Planning for PD Facilitation
Gusev, Alexei	10/4/2021	80%	100%	SND	OST Teacher
Gusev, Alexei	10/13/2021	80%	100%	DER	OST Teacher
Lively, Marilyn	9/27/2021	100%		MOH	Para mentor
Mailloux, Ryan	10/19/2021	50%	100%	LEV	Treasurer
Massa, Thomas	12/1/2021	100%		MOH	Curriculum PD
Modestow, Adena	8/26/2021	100%		SND	OST Teacher
Potts, Carla	9/20/2021	100%		MOH	Communications Outreach Coordinator
Potts, Carla	9/20/2021	100%		MOH	Trailblazer Team
Ravish, Brian	8/23/2021	100%		FRN	Coach stipend
Rush, Lillian	9/1/2021	100%		MOH	Para mentor
Russell, Michelle	10/1/2021	80%	100%	DER	Out of School Program Teacher
Stone, Cara	8/23/2021	100%		DER	OST Site Coordinator
Stone, Cara	10/5/2021	100%		DER	LT sub IA
Taylor, Mia	9/20/2021	100%		MOH	Equity Council
Unaitis, Andrea M	9/1/2021	50%		MOH	Para mentor
Woofenden, Alia	12/1/2021	100%		MOH	Curriculum PD
Wozniak, Alice	9/25/2021	100%		LED	Assessor's Clerk

### **Disability Application for Christopher Blair**

Sandra Hanks, Board Chair called for the Board to enter executive session, “We will now take a roll call vote to go into executive session to discuss and decide the Board’s legal options regarding the report from the PERAC medical panel examination prompted by the application for an accidental disability under the “Heart Law” presumption submitted by Christopher Blair. After we vote, and before we enter executive session, Christopher Blair and related parties are not allowed to be in the executive session and must leave the Zoom meeting - only Board members and staff can remain. All votes taken in executive session will be done by roll call.”

Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:13 AM, the Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, and Angel Bragdon. Also present were Executive Director Dale Kowacki, Assistant Director Deb Frenzoz and Data Management Clerk Pat Hume.

After a brief discussion of the differences between Accidental and Ordinary Disability, and on the recommendation of Board Counsel Michael Sacco by letter, the board voted the following:

*A motion was made by Paul Mokrzecki, and seconded by Mary Stokarski, to accept Ordinary Disability for Chief Blair.*

Executive Director Dale Kowacki suggested amending the motion with the terminology suggested by Board Counsel Michael Sacco to include: "but deny his claim for accidental disability". On Dale Kowacki's suggestion,

*An amended motion was made by Paul Mokrzecki and seconded by Mary Stokarski to grant Chief Blair an ordinary disability but deny his claim for accidental disability.*

*The Board voted by roll call vote. Roll Call vote: Sandra Hanks – aye; Mary Stokarski – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

*A motion to come out of executive session was made at 8:25 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye Angel Bragdon – aye; Paul Mokrzecki – aye.*

Gabriele Voelker joined the meeting via ZOOM at 8:26 AM.

### **New Retirees:**

*On a motion made by Mary Stokarski and seconded by Paul Mokrzecki, the Board voted unanimously to approve the following retirements:*

Anderson, Brenda – The retirement packet has been submitted to PERAC to retire Brenda Anderson for a Superannuation, Option A retirement allowance. Her last day of work was November 1, 2021 and her retirement benefit will begin on November 2, 2021. Ms. Anderson was a group 1 member working as an administrative assistant for the Police Department in the Town of Orange, accruing 35 years, 7 months of creditable service.

Blair, Christopher – The retirement packet has been submitted to PERAC to retire Christopher Blair for a Superannuation, Option C retirement allowance. His last day of work was September 30, 2021 and his retirement benefit will begin on October 1, 2021. Mr. Blair was a group 4 member working as the Police Chief for the Town of Erving, accruing 25 years, 2 months of creditable service.

Patterson, Dennis – The retirement packet has been submitted to PERAC to retire Dennis Patterson for a Superannuation, Option B retirement allowance. His last day of work was October 29, 2021 and his retirement benefit will begin on October 30, 2021. Mr. Patterson was a group 4 member working as the Deputy Chief for the South Deerfield Fire District, accruing 18 years, 4 months of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by Mary Stokarski and seconded by Angel Bragdon, the Board voted unanimously to accept the liability for the following buybacks and Makeups:*

Euvrard, Dawne: The North Attleborough Retirement System has asked FRRS to accept creditable service liability if their current member, Dawne Euvrard, re-deposits a refund taken from this system. The refund, approved by the Board effective as of May 31, 2011, was for deductions of \$10,326.61 and interest of \$762.88. Ms. Euvrard worked as a Paraprofessional for the Mahar Regional School District contributing to this system from 04/04/2005 through 04/14/2011. Total service FRRS will accept is 6 years, 25 days.

Grazioso, Barrett: The Hampshire Regional Retirement System has asked FRRS to accept creditable service liability if their current member, Barrett Grazioso, redeposits a refund taken from this system. The refund, approved by the Board effective as of January 31, 2019, was for deductions of \$6,281.43 and interest of \$333.30. Mr. Grazioso worked as a Food Service Director for the New Salem Wendell School District contributing to this system from 09/01/2015 through 12/01/2017. Total service FRRS will accept is 2 years, 4 months, 8 days on a 12-month basis.

### **Buybacks and Makeups:**

*On a motion made by Mary Stokarski and a second by Angel Bragdon, the Board voted unanimously to approve the following makeup:*

Sibley, Lynn – current member in the Town of Whately has requested a make-up of service, prior to her enrollment on 12/1/1987, as the Secretary to the Selectmen for the Town of Whately. Service purchase is for 11 months, 5 days for the period 2/7/1983 – 11/30/1987 calculated on an hour for hour basis. W2's were provided. The cost of the purchase is \$2,408.64 if paid by 12/31/2021; otherwise interest will accrue as allowed by law.

### **4(2)b Service Purchase:**

*On a motion made by Mary Stokarski and a second by Angel Bragdon, the Board voted unanimously to approve the following 4(2)b Service Purchase:*

Tibbetts, Walter – current member in the Town of Shutesbury has requested a purchase of service prior to his enrollment in the Franklin Regional Retirement System. Mr. Tibbetts worked as a call firefighter in the Town of Shutesbury prior to his membership on 08/01/1995. Eligible 4(2)b service begins with Shutesbury as a call firefighter on 05/01/1978 up to 06/30/1984. Total service is 5 years at a cost of \$72.99 if paid by 12/31/2021; otherwise interest will accrue as allowed by law.

In addition, information provided indicated he has additional service as a call firefighter in the Town of Shutesbury between 07/1/1984 and 06/30/1986. Service is based on actual hours worked for a total of 22 days at a cost of \$125.80 if paid by 12/31/2021; otherwise interest will accrue as allowed by law.

### **Deaths:**

Davis, Pollyanna – Option A retiree since 12/31/1998, Ms. Davis worked as a school nurse for the Pioneer Valley Regional School District, accruing 18 years, 3 months of creditable service. DOD was 11/12/2021 at the age of 92.

Martinelli, Virginia – died on 11/03/2021 at the age of 84. Virginia was the Option C survivor of Primo who retired from the Highway Department in the Town of Orange on 09/05/2008, accruing 38 years, 9 months of creditable service. Primo died on 09/04/2021 at the age of 82.

Smith, Charles Thompson – Option A retiree since 02/15/2002, Mr. Smith worked as a Transfer Station Attendant in the Highway Department in the Town of Wendell, accruing 10 years, 4 months of creditable service. DOD was 10/24/2021 at the age of 84.

### **General Business:**

#### **2022 Meeting Schedule:**

*On a motion made by Paul Mokrzecki and seconded by Angel Bragdon, the Board voted unanimously to accept the 2022 Meeting Schedule. See addendum A.*

#### **Status of 3(8)(c) bill to State Retirement:**

Due to Dale Kowacki's recommendation not to send any money to the State Retirement Board, as we do not have a bill for 2020 yet, and since \$1,000,000.00 was sent on 12/30/2020:

*A motion was made by Mary Stokarski and seconded by Paul Mokrzecki not to send money to the State Retirement Board at this time. The Board voted unanimously not to send the money.*



## **Quarterly Investment managers**

### **Investment Consultant, Dahab Associates**

Kevin Condy, Associate Consultant joined the meeting at 8:38 AM and reviewed the third quarter 2021 results. Kevin then explained what the OSAM sale to Franklin Templeton and the Chartwell sale to Raymond James would entail concerning any need for the Board to officially consent. Kevin explained that a vote was not needed by the Board for the Chartwell sale to Raymond James as our contract is with Comerica.

*A motion was made by Mary Stokarski and seconded by Paul Mokrzecki to consent to the acquisition of O'Shaughnessy by Franklin Templeton. The motion passed unanimously.*

### **Multiple Funds, PRIM – PRIT (State)**

Francesco Daniele, Director of Client Services join the meeting at 9:33 AM and presented to the Board the General Allocation Fund, Real Estate Fund, International Equity Fund, Emerging Markets and Value-added Fixed Income insights. Francesco informed the Board of some of PRIM – PRIT's core philosophies. Francesco made mention of two new staff members: Helen Huang—Senior Investment Officer Private Equity and Michael McElroy, CFA—New Director of Public Markets and Senior Investment Officer. Francesco left the meeting at 10:10 AM.

Greg McNeillie joined the meeting via ZOOM at 9:47 AM.

### **Fixed Income (Bonds) – Loomis, Sayles & Company**

Joseph Beauparlant, Vice President, Relationship Manager joined the meeting at 10:15 AM and presented Loomis' concentration on Core Bonds. Joseph let the Board know there are no changes to the Loomis team, but pointed out Dan Conklin was promoted from within. Joseph left the meeting at 10:41 AM.

Kevin and Greg left the meeting at 10:44 AM.

### **New Business:**

There was no new business.

### **Adjournment**

*On a motion made by Paul Mokrzecki and seconded by Mary Stokarski, the Board voted unanimously to adjourn the meeting at 10:45 AM.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
November 23, 2021

These are placeholder page(s) of the executive session minutes the release of which have not been authorized by the Board. They will remain private until released.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
 BOARD MEETING MINUTES  
 October 27, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:02 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, and Gabriele Voelker present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale Kowacki and Assistant Director Deborah Frentzos.

Angelina Bragdon arrived at 8:04 a.m.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on September 29, 2021.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,070,236.56
Refunds	30,560.83
Transfers	20,673.45
Invoices	<u>105,202.48</u>
For a total of:	\$1,226,673.32

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board, voted unanimously to transfer \$883,000.00 from PRIT Core Fund to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board, voted unanimously to approve the new members, new positions and additional positions as follows:*

**Membership**

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Ball, Scott A	9/2/2021	100%		PNR	Network Administrator

Bloom, Emily J	8/31/2021	90%		PNR	Instructional Assistant
Brouillet, Alisha B	7/21/2021	90%		WEN	Town Coordinator
Brown, Ashley E	9/23/2021	60%		ROW	Administrative Assistant
Buedinger, Hanna P	9/1/2021	90%		PNR	Paraprofessional
Cairl, Bethany A	8/31/2021	90%		PNR	Instructional Assistant
Cakounes, Evangeline N	9/8/2021	90%		OGE	Patrol Officer
Cantrell, Avah E	10/18/2021	100%		OGE	Specialized Paraprofessional
Carvalho, Alicia M	8/25/2021	80%		FRN	Instructional Assistant
Cooke, Jeffrey	9/21/2021	100%		OGE	Building Commissioner
Fontaine, Christopher R	8/16/2021	100%		PNR	IT Director
Gauthier, Sara	8/31/2021	90%		PNR	Instructional Assistant
Girard, Sara	9/20/2021	50%		DER	LPN
Jefferson, Rebecca L	10/1/2021	100%		MOH	Paraprofessional
Jenks, Warren A	9/16/2021	50%		OGE	Electrical Inspector
Kaepfel, Neesha E	8/30/2021	60%		PNR	School Nurse
Kingsbury, Katrina M	8/30/2021	50%		STB	Kitchen Assistant
Lemm, Eric D	8/31/2021	90%		PNR	Instructional Assistant
Mason, Teresa M	11/1/2021	100%		FCR	Member Services Accountant
Mizula, Leanne C	9/7/2021	100%		DER	Instructional Assistant
Peloquin, Melissa I	8/31/2021	90%		PNR	Instructional Assistant
Prunier, William J	8/25/2021	100%		SND	Instructional Assistant
Ravish, Lucy A	9/7/2021	100%		DER	Instructional Assistant
Ray, Sara B	8/31/2021	90%		PNR	Instructional Assistant
Romanelli, Ella O	8/25/2021	80%		FRN	Instructional Assistant
Seaman, Kurt W	9/27/2021	100%		SDF	Captain
Sevigne, Brandon A	9/27/2021	100%		DER	Equipment Operator
Vassar, Nicholette J	10/4/2021	80%		PNR	Cafeteria Helper
Walker, Kara E	8/31/2021	90%		PNR	Instructional Assistant
Willis, Kimberly A	8/31/2021	90%		PNR	Instructional Assistant
Wilson, Robert S	9/29/2021	100%		MOH	Head Custodian
Wolfe, Michelle	10/4/2021	100%		NSW	Teacher's Aide
Wonkka, Julie A	9/21/2021	50%		ASH	Treasurer
			-		
<b><u>New Positions</u></b>					
Thayer, Sarah A	8/30/2021	100%		HLT	Paraprofessional
<b><u>Additional Position</u></b>					

Brisson, Rebecca	9/7/2021	100%		MOH	Afterschool program
Donohue, Patricia	10/15/2021	50%	100%	MOH	Long-term substitute custodian
Eastman, Ryan I	9/1/2021	100%		MOH	Afterschool para
Fay, Jennifer M	8/30/2021	50%	100%	NSW	Assistant Secretary
Finn, Krystal M	9/1/2021	100%		MOH	Afterschool para
Koncz, Tori A	7/5/2021	100%		MOH	Summer Program Director
Romanelli, Ella	9/28/2021	80%	100%	DER	OST Teacher
Shero, Amanda	9/6/2021	100%		MOH	Before School Para
Taylor, Mia M	8/30/2021	100%		MOH	Class Advisor
Unaitis, Andrea	9/1/2021	50%		MOH	Afterschool para
White, Stephanie M	9/1/2021	100%		MOH	Afterschool para

**New Retirees:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

Aldrich, Nancy – The retirement packet has been submitted to PERAC to retire Nancy Aldrich for a Superannuation, Option B retirement allowance. Her last day of work was September 6, 2021 and her retirement benefit will begin on September 7, 2021. Ms. Aldrich was a group 1 member working as the Town Coordinator for the Towns of Wendell and New Salem, accruing 17 years, 11 months of creditable service.

Craven, Debra – The retirement packet has been submitted to PERAC to retire Debra Craven for a Superannuation, Option B retirement allowance. Her last day of work was September 24, 2021 and her retirement benefit will begin on September 25, 2021. Ms. Craven was a group 1 member working as a custodian for the Town of Conway and as a call firefighter for the Town of Ashfield, accruing 15 years, 8 months of creditable service.

Dufresne, Walter Jr. – The retirement packet has been submitted to PERAC to retire Walter Dufresne, Jr. for a Superannuation, Option C retirement allowance. His last day of work was October 1, 2021 and his retirement benefit will begin on October 2, 2021. Mr. Dufresne was a group 1 member working as a maintenance technician for the Mohawk Trail Regional School District, accruing 11 years, 3 months of creditable service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following buyback:*

King, Colleen: The Massachusetts Teacher’s Retirement System has asked FRRS to accept creditable service liability if their current member, Colleen King, re-deposits a refund taken from this system. The refund, approved by the Board effective as of August 31, 2010, was for deductions of \$10,220.43 and interest of \$1,151.93. Ms. King worked as a Paraprofessional for the Town of Rowe contributing to this system from 09/01/2000 through 06/30/2005. Total service FRRS will accept is 5 years.

**Buybacks and Makeups:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks:*

Gilmore, Kurt – current member in the Town of Buckland has requested a make-up of service, prior to his enrollment on 12/27/2010, as a part-time police officer for the Towns of Charlemont, Deerfield and Shelburne. Service purchase is for 3 months, 27 days for the period 6/28/2008 - 11/19/2010 calculated on an hour for hour basis using payroll records provided. The cost of the purchase is \$1,408.52 if paid by 11/30/2021; otherwise, interest will accrue as allowed by law.

McNamara, Pamela – current member with the Town of Erving has requested a buyback of a refund taken on September 30, 1998, in the amount of \$162.68 for 2 months, 28 days of service calculated on an hour for hour basis. Service was as a call firefighter for the Town of Erving from July 1, 1992, to December 1996. Amount of repayment is \$923.40 if paid by November 30, 2021; otherwise, the interest will accrue as allowed by law. Interest added to the above service purchase has been calculated at the full actuarial rate which is currently 7.75%.

### **Grant Service for Unpaid Leaves:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to grant the following service:*

Blair, Christopher – inactive member in the Town of Erving who worked as the Police Chief and retired as of September 30, 2021. During the retirement process an unpaid leave of 2 months, 11 days between 07/01/2005 and 9/11/2005 was discovered. He returned to his normal schedule of work on 9/12/2005. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave. If granted, his total creditable service will be 25 years, 2 months, 21 days.

### **Deaths:**

Eaton, Janet – died on 09/24/2021 at the age of 86. Janet was the Option C survivor of Wendell who retired from the Mohawk Trail Regional School District on May 15, 2009 where he worked as a bus driver, accruing 16 years, 3 months of creditable service. Wendell died on 12/22/2009 at the age of 77.

Parker, Floyd – Option A retiree since 06/30/1986, Mr. Parker was a custodian in the Mohawk Trail Regional School District, accruing 22 years, 2 months of creditable service. DOD was 09/29/2021 at the age of 97.

Scoville, Nancy – died on 10/23/2021 at the age of 86. Nancy was the Option C survivor of Richard who retired from the Frontier Regional School on 12/01/1996 where he worked as a custodian, accruing 21 years, 2 months of creditable service. Richard died on 10/07/2002 at the age of 66.

### **Adjournment**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 8:38 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
September 29, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, and Gabriele Voelker present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale

Kowacki, Assistant Director Susan Bobe and Assistant Director Deborah Frentzos. Visitors via Zoom during the meeting were Kevin Balaod, Journalist with Pageant Media.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on August 25, 2021  
Private minutes of the Executive Session held on August 25, 2021*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,067,809.63
Refunds	17,627.65
Transfers	86,852.22
Invoices	<u>64,316.70</u>
For a total of:	\$1,236,606.20

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board, voted unanimously to transfer \$843,000.00 from Polen to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board, voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

**Membership**

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Archibald, Jenna M	8/26/2021	100%		OGE	COTA
Behrens, Elizabeth M	8/26/2021	100%		OGE	Special Ed Para
Brisson, Lydia A	8/23/2021	100%		ROW	School Nurse
Chlosta, Raquel L	8/25/2021	100%		WTY	Instructional Assistant
Costa, Kelly M	8/26/2021	100%		MHR	Paraprofessional
Dery, Mollie R	9/23/2021	90%		ROW	Teacher's Aide
Drisdelle, Terri A	8/30/2021	100%		ERV	Paraprofessional
Elliott, Eric J	9/13/2021	100%		WTY	Operator/Laborer
Gancarz, Kelsey M	8/30/2021	100%		HLT	Support Coordinator
Gernert, Jennifer L	9/7/2021	100%		OGE	Special Ed Para
Gusev, Alexei V	8/25/2021	80%		FRN	Instructional Assistant
Henry, Bradley	8/27/2021	100%		MOH	Paraprofessional
Horton, Stephen G	8/25/2021	80%		FRN	Instructional Assistant
Hutt, Laura J	8/30/2021	100%		DER	Instructional Assistant
Jacobs, Mary C	8/25/2021	50%		FRN	Cafeteria Assistant

Jean-Louis, Jessica RT	8/30/2021	90%		LEV	1:1 Paraprofessional
Jefferson, Jamie M	8/30/2021	100%		MOH	Paraprofessional
Johnston, Jessica	9/13/2021	100%		OGE	Paraprofessional
Keevan, Emrys E	8/30/2021	100%		HLT	Paraprofessional
Kelley, Brandon T	8/23/2021	50%		FRN	Part-time Custodian
Kingsbury, Julie A	8/30/2021	100%		HLT	Paraprofessional
Lewis, Kymberly J	8/26/2021	100%		OGE	Building Substitute
Martin, Abigail R	8/30/2021	100%		MOH	Paraprofessional
Mimitz, Dennis W	9/27/2021	100%		MOH	Maintenance
Neal, Kathleen M	7/19/2021	70%		NEW	Town Coordinator
O'Connell, Ryan P	8/9/2021	100%		NTD	Truck Driver
O'Dea, Denis P	9/7/2021	100%		MOH	Custodian
Paessel, Hannah	8/30/2021	90%		LEV	Library Director
Patenaude, Alyssa M	9/13/2021	50%		MOH	After School Director
Perkins, Karen F	9/7/2021	100%		OGE	Paraprofessional
Ramos, Maggie M	9/13/2021	100%		FCH	Housing Representative
Robidoux, Amber L	8/30/2021	90%		OGE	HR Generalist
Sawyer, Julie A	8/30/2021	100%		MOH	Paraprofessional
Sibley, Julie T	8/25/2021	80%		FRN	Instructional Assistant
Sleeper, Matthew J	9/9/2021	100%		OGE	FireFighter/EMT
Stevens, Jeremy T	8/27/2021	100%		MOH	Paraprofessional
Stevens, Melissa L	8/26/2021	100%		OGE	Special Ed Para
Stoddard, Jessica C	8/30/2021	90%		STB	Paraprofessional
Thompson, Devin M	8/25/2021	80%		FRN	Instructional Assistant
Torrey, Jessica L	9/8/2021	100%		MOH	Cafeteria
Touloumtzis, Aris M	8/30/2021	100%		ERV	Paraprofessional
Vaillancourt, Brooklyn P	8/26/2021	100%		OGE	Special Ed Para
Walker, Nathaniel R	9/1/2021	100%		DER	Police Officer
White, Stephanie M	8/30/2021	100%		MOH	Paraprofessional
Whitsett, Lillian, P	8/30/2021	100%		MOH	Library Manager
Whittier, Maranda R	8/26/2021	100%		OGE	Special Ed Para
Wickline, Alyson M	8/30/2021	100%		ERV	Paraprofessional
Wilson, Robin G	8/30/2021	100%		MOH	Library Manager
Woofenden, Alia K	9/8/2021	100%		MOH	Liaison for Community Enjoyment
Yahman, Mohamad	8/25/2021	100%		DER	Instructional Assistant
Zanga, Farrah L	8/26/2021	90%		OGE	Paraprofessional
			-		

<b><u>New Positions</u></b>					
Bashaw, Kirsten M	8/26/2019	90%		OGE	Assistant Cook/Cashier
Burt, Melanie	8/23/2021	100%		CON	OST Site Coordinator
<b><u>Additional Position</u></b>					
Benson, Lynn	8/26/2021	100%		ASH	Temporary Treasurer
Burton, Lisa	7/15/2021	100%		MOH	Summer Paraprofessional
Donahue, Cynthia	8/16/2021	100%		HLT	Summer Academy Paraprofessional
Dupree, Pamela	8/30/2021	100%		MOH	Class Advisor
Henry, Tiffany	8/30/2021	100%		MOH	Paraprofessional Mentor
Kearney, Mary	8/30/2021	100%		MOH	Instructional Leadership Team
Lovett, Shannon	8/16/2021	100%		HLT	Summer Academy Paraprofessional
Shippee, Karen	8/30/2021	100%		MOH	Before/After School
<b><u>Reinstated</u></b>					
Belder, Brian C	7/17/2021	0%		WTY	Call fire

### **New Retirees:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

**Hamilton, Richard** – The retirement packet has been submitted to PERAC to retire Richard Hamilton for a Superannuation, Option A retirement allowance. His last day of work was August 31, 2021 and his retirement benefit will begin on September 1, 2021. Mr. Hamilton was a group 1 member working as the Highway Department Foreman for the Town of Northfield and as the Assistant Highway Superintendent for the Town of Rowe, accruing 19 years, 1 month of creditable service.

**Hicks, James** – The retirement packet has been submitted to PERAC to retire James Hicks for a Superannuation, Option C retirement allowance. His last day of work was September 9, 2021 and his retirement benefit will begin on September 10, 2021. Mr. Hicks was a group 4 member working as the Chief of Police for the Town of Buckland, accruing 31 years, 7 months of creditable service. The State Board of Retirement holds liability of 1 month of the total service.

**Porter, Melissa** – The retirement packet has been submitted to PERAC to retire Melissa Porter for a Superannuation, Option A retirement allowance. Her last day of work was September 8, 2021 and her retirement benefit will begin on September 9, 2021. Ms. Porter was a group 1 member working as an instructional assistant for the Pioneer Valley Regional School District, accruing 19 years, 4 months of creditable service.

**Shippee, Valerie** – The retirement packet has been submitted to PERAC to retire Valerie Shippee for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2021 and her retirement benefit will begin on August 28, 2021. Ms. Shippee was a group 1 member working as a paraprofessional/library manager for the Mohawk Trail Regional School District, accruing 32 years, 11 months of creditable service.

**Yager, Barbara** – The retirement packet has been submitted to PERAC to retire Barbara Yager for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2021 and her



retirement benefit will begin on July 1, 2021. Ms. Yager was a group 1 member working as a paraprofessional for the Mohawk Trail Regional School District, accruing 21 years, 7 months of creditable service.

### **Buybacks and Makeups:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks:*

Noschese, Jason – current member in the Town of Leverett has requested a buyback of a refund taken from the Worcester Regional Retirement System. Total creditable service is 2 years, 5 months, 15 days. Worcester Regional will accept liability for 4 months, 15 days for time worked 07/19/2004 to 12/1/2004 and Hampshire County Retirement Board will accept liability for 2 years, 1 month for time worked June 2002 to 07/16/2004. Total cost is \$39,083.38 if paid by October 31, 2021; otherwise interest will accrue as allowed by law.

Turner, Michele – current member with the Town of Erving and the Town of Northfield has requested a make-up of service for erroneously excluded time between 5/7/2012-7/31/2012 while working as the elected Collector for the Town of Erving. Total service allowed is 2 months, 25 days. Cost of the purchase is \$275.68 if paid by 10/31/21; otherwise interest will accrue as allowed by law.

### **Deaths:**

Ambros, Wanda – died on 09/19/2021 at the age of 79. Wanda was the Option D survivor of Zygmunt who worked as a custodian for the Frontier Regional School District, accruing 34 years, 6 months of creditable service. Zygmunt died on 11/22/2010 at the age of 72.

Fellows, Oliver – Option B retiree since 07/31/1992, Mr. Fellows worked as a truck driver/laborer for the Town of Warwick, accruing 11 years, 7 months of creditable service. DOD was 08/24/2021 at the age of 92. No annuity balance remains.

Martinelli, Primo – Option C retiree since 09/05/2008, Mr. Martinelli worked in the Highway Department for the Town of Orange, accruing 38 years, 9 months of creditable service. DOD was 09/04/2021 at the age of 82. His wife, Virginia, is his Option C beneficiary.

### **General Business:**

#### **Discuss possible salary adjustment for certain staff**

Dale Kowacki presented to the Board for them to consider a salary adjustment for Patty Leveille given that the new person coming in at her same position level might have no direct retirement experience yet would be paid within \$7,500.00 of her salary.

After some discussion, the Board voted the following motion:

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve a \$10,000.00 salary increase for Patty Leveille effective 09/29/2021.*

#### **Second discussion of budget for 2022**

The final version of the budget for 2022, reflecting an increase in the budget for Salaries and Wages was presented to the Board. Copy appended to these minutes as addendum A.

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve a total budget of \$1,816,680.00 for calendar year 2022.*

**Adjournment**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted to adjourn the meeting at 9:22 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
August 25, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:01 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, and Gabriele Voelker present. Also present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Dale Kowacki, Assistant Director Susan Bobe and staff Auditor Deborah Frenzoz. Visitors via Zoom during the meeting were Gar Chung, journalist with Financial Investment News, Cyril Espanol, Journalist with Pageant Media, Greg McNeillie and Kevin Condy of Dahab, Mark Giovanniello and Chuck Barrett of Copeland and Tom Harvey and Matt Murdoch of Aberdeen.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on July 27, 2021.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,068,496.26
Refunds	17,424.34
Transfers	67,300.42
Invoices	<u>96,727.45</u>
For a total of:	\$1,249,948.47

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$243,000.00 from Polen to cover next month's warrants.*

**Disability application for Christopher Blair**

Sandra Hanks, Board Chair called for the Board to enter executive session to consider the Board's legal options regarding approval of the submittal for a PERAC medical panel examination the application for an accidental disability under the "Heart Law" presumption submitted by Christopher Blair. Sandra in addition, stated that the Board would reconvene at the end of the executive session.

*At 8:10 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

After some discussion, the Board voted the following motion:

*On a motion made by P. Mokrzecki, and a second by G. Voelker, the Board voted by roll call vote, to request that PERAC convene a regional medical panel to address Chris Blair's direct causation accidental disability claim. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

A motion to come out of executive session was made at 8:12 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.

**Membership**

On a motion made by G. Voelker and a second by A. Bragdon, the Board, voted unanimously to approve the new members, new positions and additional positions as follows:

**Membership**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Barnes, Chad E	6/28/2021	100%		OGE	Parks/Cemetery
Barrows, Kathryn K	8/1/2021	60%		HTH	Library Director
Bonaiuto, Joshua P	8/2/2021	100%		NTD	Highway Foreman
Doney, Michael G	7/6/2021	100%		SND	Head Custodian
Garcia, Shana	8/2/2021	100%		MOH	Registrar
Graves, Duane P	7/5/2021	100%		HLT	Custodian
Koncz, Tori A	8/30/2021	100%		MOH	Paraprofessional
Miller, Christopher F	8/4/2021	100%		DER	Assistant Highway Superintendent
Modestow, Adena	8/25/2021	100%		DER	Instructional Assistant
Ovalle-Perez, Alison	6/30/2021	100%		FCH	Receptionist
Pease, Cody J	8/17/2021	100%		ERV	Building and Grounds Maintenance
Regan-Ladd, Erin A	8/25/2021	100%		WTY	Instructional Assistant
Robertson, Emily P	7/20/2021	60%		ASH	Treasurer
Waldsmith, Ingeborg	7/6/2021	100%		MOH	District Treasurer
Walker, Kyle E	7/8/2021	100%		ASH	Fire Chief
Walsh, Nicole C	8/25/2021	100%		SND	Long-term substitute teacher
Youmell, Sean	7/19/2021	100%		MOH	Custodian
<b><u>New Positions</u></b>					
Duffy, Thomas	7/19/2021	100%		ERV	Equipment Operator/Bldg Maint Laborer
Holst, Robert	4/12/2021	100%		ERV	Police Chief
Zaykoski, Jessalyn	7/12/2021	100%		NSW	HR/Payroll Coordinator
<b><u>Additional Positions</u></b>					
Agustin, Krista-Lynn	7/1/2021	100%		CON	Summer IA
Aldrich, Denise R	7/12/2021	100%		MHR	Summer school para
Bashaw, Kirsten	7/12/2021	100%		OGE	Summer cafeteria worker
Baxter, Edward	7/12/2021	100%		OGE	Summer cafeteria worker
Berggren, Grace	7/1/2021	100%		DER	Summer IA
Blinn, Kelly	7/12/2021	100%		OGE	Summer school para

Callahan, Jessica	6/30/2021	100%		SND	Summer IA
Carrier, Regina	7/1/2021	80%		DER	Summer Camp RVDC
Chapdelaine, Sarah	7/6/2021	100%		DER	Summer Teacher
Coy, Krista	7/12/2021	100%		OGE	Summer cafeteria worker
David, Andrew	7/21/2021	100%		OGE	Summer school para
Dillenback, Jacqueline	7/12/2021	100%		OGE	Summer cafeteria worker
Donahue, Cynthia	8/30/2021	100%		HLT	Paraprofessional Mentor
Fisher, Ashley	9/1/2021	100%		MOH	Afterschool Prog. Assistant
Galluzzo, Rebecca	7/12/2021	100%		OGE	Summer school para
Gilmore, Carolyn	7/12/2021	100%		OGE	Summer school para
Gilmore, Jessica H	7/12/2021	100%		MHR	Summer school teacher
Graves, Duane P	8/30/2021	100%		HLT	Crossing Guard
Hamlett, Roger	7/12/2021	100%		MHR	Summer school para
Hart, Tarrah	7/12/2021	90%		OGE	Summer school para
Howard, Elizabeth J	8/7/2021	80%		DER	Substitute Library Assistant
Jenkins, Robin	7/1/2021	100%		MOH	RTI Summer Tutor
Lupien, Stephanie	7/12/2021	100%		OGE	Summer school para
Lyesiuk, Nicole	7/12/2021	90%		OGE	Summer school para
McLatchy, Paul III	7/26/2021	100%		ASH	Interim Town Administrator
McMahon, Lillian	7/12/2021	100%		MHR	Summer school para
Melanson, Kelly	7/12/2021	100%		MHR	Summer school teacher
Monette, Tonya	7/12/2021	100%		OGE	Summer school para
Ostberg, Amy	7/12/2021	100%		OGE	Summer school para

Randall, Grace C	7/20/2021	100%		SND	Summer IA
Rousseau, Alyss	7/12/2021	50%		OGE	Summer school para
Sanok, David	7/6/2021	100%		DER	Summer IA
Shearer, Eugenia	8/30/2021	100%		MOH	Paraprofessional Mentor
Sheridan, Susan	7/12/2021	100%		MHR	Summer school para
Smith, Carrie	7/12/2021	100%		OGE	Summer school para
Taylor, Brenda	7/12/2021	100%		OGE	Summer school para
Turner, Michele M	8/2/2021	100%		NTD	Treasurer/Collector
Vitols, Judith	7/12/2021	100%		OGE	Summer cafeteria worker
Vuong, Riri	7/12/2021	80%		OGE	Summer cafeteria worker
Woodard, Tammy	7/12/2021	100%		OGE	Summer cafeteria worker

**New Retirees:**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

Kern, Debra – The retirement packet has been submitted to PERAC to retire Debra Kern for a Superannuation, Option B retirement allowance. Her last day of work was July 15, 2021 and her retirement benefit will begin on July 16, 2021. Ms. Kern was a group 1 member working as the Library Director for the Town of Northfield, accruing 27 years, 8 months of creditable service. Following is a table of Retirement Boards and the liability of creditable service they hold:

<b>Board</b>	<b>Years</b>	<b>Months</b>	<b>Days</b>
Greenfield	3	10	26
Hampden County	2	2	0
Springfield		11	0

Leighton, Robert – The retirement packet has been submitted to PERAC to retire Robert Leighton for a Superannuation, Option C retirement allowance. His last day of work was July 8, 2021 and his retirement benefit will begin on July 9, 2021. Mr. Leighton was a group 4 member working as the Chief of Police for the Town of Northfield, accruing 33 years, 9 months of creditable service.

Paulin, James – The retirement packet has been submitted to PERAC to retire James Paulin for a Superannuation, Option C retirement allowance. His last day of work was July 29, 2021 and his retirement benefit will begin on July 30, 2021. Mr. Paulin was a group 1 member working as an equipment operator for the Town of Erving, accruing 15 years, 7 months of creditable service. The Montague Retirement Board holds liability for 3 months of the total service.

Shearer, Roxanne – The retirement packet has been submitted to PERAC to retire Roxanne Shearer for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2021 and her retirement benefit will begin on July 1, 2021. Ms. Shearer was a group 1 member working as a cafeteria worker for the Mohawk Regional School District, accruing 19 years, 5 months of creditable service.

**Deaths:**

Marshall, Alice – died on 07/31/2021 at the age of 86. Alice was the Option D survivor of Harry who was an elected official in the Bernardston Fire & Water District, accruing 25 years of creditable service. Harry died on 08/01/2000 at the age of 63.

Smith, Robert Sr. – Option C retiree since 06/30/2011, Mr. Smith worked as a laborer/equipment operator for the Town of Orange, accruing 13 years, 8 months of creditable service. DOD was 07/24/2021 at the age of 72. His wife, Alice, is his Option C beneficiary.

**General Business:**

**Second discussion of budget for 2022**

The second draft of the 2022 budget for the system was presented to the Board. The Board congratulated Susan on her retirement effective November 13, 2021 and thanked her for her 16 years of service.

Dale Kowacki, Executive Director asked the Board to promote Deborah Frentzos to Assistant Director effective August 21, 2021 to be paid the annual rate of salary of \$80,188.42.

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to promote Deborah Frentzos to Assistant Director effective August 21, 2021.*

In addition, Dale Kowacki, Executive Director asked the Board for permission to hire two people to fill two “Member Services Accountant” positions, each with a starting annual rate of salary of \$50,093.94.

The Board discussed and suggested to stagger the hiring. Hire for one position now, then review at the 3-month point to see how it is working out, then at that point decide whether a second hire is necessary.

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to hire one person at this time to fill one "Member Services Accountant" position.*

### **Quarterly Investment Managers**

#### **Investment Consultant – DAHAB Associates**

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Director of Research with Dahab Associates joined the meeting at 9:05 a.m. and reviewed the first quarter returns for the investment portfolio.

#### **Small Cap Core Manager – Copeland Capital**

Mark Giovanniello, Chief Investment Officer, Portfolio Man and Chuck Barrett, Director of Sales and Marketing joined the meeting at 9:37 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

#### **Small Cap Core Manager – Aberdeen Asset**

Tom Harvey, Senior Equity Specialist and Matt Murdoch, Director, U.S. Institutional joined the meeting at 10:12 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments and a report on the investment manager's current investment outlook and forecast as well as strategy for the future. Mr. Murdock informed the Board that Aberdeen Standard Investments name has changed to Abrdn. Mr. Murdock also reported that Rod Paris, CIO is retiring at the end of the year.

Paul Mokrzecki left at 11:07 a.m.

### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 11:17 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
August 25, 2021

These are placeholder page(s) of the executive session minutes the release of which have not been authorized by the Board. They will remain private until released.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
July 27, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:01 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitors via Zoom during the meeting were Reneé Davis and Rebecca Gamsby of Powers & Sullivan.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on June 30, 2021.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,050,395.75
Refunds	23,977.70
Transfers	10,121.50
Invoices	<u>109,593.13</u>
For a total of:	\$1,194,088.08

**Cash Transfer between Investments and Bank**

*On a motion made by A. Bragdon and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$5,000,000.00 from Unibank Money Market with \$3,000,000.00 to Loomis Sayles and \$2,000,000.00 to PRIT General Allocation Fund to invest excess cash.*

**Membership**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted (4 – ayes, 1 – abstention, Angelina Bragdon) to approve the new members, new positions and additional position as follows:*

**Membership**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Bartlett, Maxwell C	7/12/2021	100%		WTY	Laborer/Operator
Blanchard, Veronique C	6/28/2021	100%		CON	Town Administrator
Browsky, Michael G	6/14/2021	100%		FCH	Maintenance
Feltman, Laura E	7/1/2021	100%		STB	Admin
Jackowitz, Miles H	7/6/2021	50%		ERV	Substitute Custodian
Jiggetts, Anthony	7/6/2021	50%		FRT	Janitor
Letourneau, Colleen R	7/6/2021	100%		NTD	Director of Senior Center
McManus, Rebecca A	5/19/2021	100%		NTD	Paramedic
Tillona, Benjamin L	7/6/2021	50%		ERV	Custodian
<b><u>New Positions</u></b>					
Storm, Misha S	7/6/2021	100%		NTD	Library Director
<b><u>Additional Position</u></b>					
Amet, Nori	7/6/2021	100%		MOH	SPED Summer Prog Para
Amet, Nori	8/23/2021	100%		MOH	Summer Math Academy
Bragdon, Angelina	7/1/2021	100%		SHB	Collector
Chandler, Wilma	7/6/2021	100%		MOH	SPED Summer Prog Para
Donahue, Cynthia	7/1/2021	100%		HLT	Gardner
Donahue, Cynthia	7/1/2021	100%		HLT	Summer Tutor
Cole, Rose M	7/13/2021	100%		SFF	Clerical
Degnan, Erin	6/7/2021	50%		NTD	Treasurer/Collector
Eastman, Ryan	7/12/2021	100%		MOH	SPED Summer Prog Para
Finn, Krystal	7/6/2021	100%		MOH	SPED Summer Prog Para
Gammell, Rachel	6/28/2021	100%		HLT	Summer Eats
Gougeon, Rebecca	7/6/2021	100%		MOH	SPED Summer Prog Para
Hallenbeck, Ann	7/12/2021	100%		MOH	SPED Summer Prog Teacher
Hoff, Robin	7/6/2021	100%		MOH	SPED Summer Prog Para
Jenkins, Robin	7/1/2021	100%		MOH	Tutor
Kearney, Mary	5/12/2021	100%		MOH	MAC PD
Kersavage, Carrie	7/6/2021	100%		MOH	SPED Summer Prog Para
Lengieza, Heather	6/28/2021	100%		HLT	Summer Eats
McKenna, Heather	7/6/2021	100%		HLT	SPED Summer Prog Teacher
Murphy, Melissa	7/1/2021	60%		BER	Assessor
Noyes, Pamela	7/6/2021	100%		MOH	SPED Summer Prog Para
Rau, Karen	7/6/2021	100%		MOH	SPED Summer Prog Para
Rau, Karen M	8/23/2021	100%		MOH	Summer Early Literacy
Roberts-Crawford, Amy	7/1/2021	100%		MOH	Summer Tutor
Roberts-Crawford, Amy	7/5/2021	100%		MOH	SPED Summer Prog
Sessions, Denise	8/30/2021	100%		MOH	Sub caller



Stanton, Theodore	7/12/2021	100%		HLT	SPED Summer Prog Para
Unaitis, Andrea	8/16/2021	50%		MOH	Summer Early Literacy
Upright, Anita	8/30/2021	100%		MOH	Mentor Paraprofessional

### **New Retirees:**

*On a motion made by A. Bragdon and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

**Abbott, Phyllis** – The retirement packet has been submitted to PERAC to retire Phyllis Abbott for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2021 and her retirement benefit will begin on July 1, 2021. Ms. Abbott was a group 1 member working as an instructional assistant for the Deerfield Elementary School, accruing 17 years, 7 months of creditable service.

**Bergantino, Elizabeth** – The retirement packet has been submitted to PERAC to retire Elizabeth Bergantino for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2021 and her retirement benefit will begin on July 1, 2021. Ms. Bergantino was a group 1 member working as a library aide for Erving School Union #28, accruing 15 years, 1 month of creditable service.

**Grace, David** – The retirement packet has been submitted to PERAC to retire David Grace for a Superannuation, Option B retirement allowance. His last day of work was June 30, 2021 and his retirement benefit will begin on July 1, 2021. Mr. Grace was a group 1 member working as a custodian at the Sunderland Elementary School, accruing 12 years, 9 months of creditable service.

**Johnston, Kathleen** – The retirement packet has been submitted to PERAC to retire Kathleen Johnston for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2021 and her retirement benefit will begin on July 1, 2021. Ms. Johnston was a group 1 member working as an instructional assistant for the Deerfield Elementary School, accruing 26 years, 9 months of creditable service.

**Pike, Maureen** – The retirement packet has been submitted to PERAC to retire Maureen Pike for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2021 and her retirement benefit will begin on July 1, 2021. Ms. Pike was a group 1 member working as the Collector and as an assistant in the Sewer Department for the Town of Shelburne, accruing 40 years, 4 months of creditable service.

### **Buybacks and Makeups:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buyback and change of service previously approved:*

**Carlson-Belanger, Jessica** – current member with the Shutesbury Elementary School has requested a make-up of service for work in the New Salem/Wendell Union School District. She was employed part-time as a CPC and CNC Program Assistant and as a Story Hour and Play Group Provider prior to membership. Service for work from September 15, 2008 through December 8, 2013 is based on actual hours worked, 12 for 10, for a total of 3 years, 1 month, 15 days at a cost of \$7,984.36 if paid in full by 8/31/2021, otherwise interest will accrue as allowed by law.

### **Change of service previously approved**

Fortier, Mark D – Upon review of this member’s previously approved call firefighter service, it was determined that the original service of 1 year, 1 month, 12 days for the period 9/3/1992-5/26/2009 should be revised to 1 year, 1 month, 24 days. Creditable service for 1992 and 1993 was erroneously omitted from the original calculation.

**Deaths:**

Donoghue, Shirley – Option B retiree since 09/18/1989, Ms. Donoghue worked as a school nurse for the Town of Erving, accruing 10 years, 4 months of creditable service. DOD was 07/04/2021 at the age of 91. No annuity balance remains.

Caron, Malcom – Option C (pop-up to Option A), Accidental Disability retiree since 01/31/2007, Mr. Caron worked as a laborer/mechanic in the Highway Department for the Town of Colrain, accruing 21 years, 9 months of creditable service. DOD was 07/19/2021 at the age of 76. No annuity balance remains.

**General Business:**

**Preliminary budget for 2022**

The first draft of the 2022 budget for the system was presented to the Board.

No action, or votes, taken at this time.

**Staff COLA**

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted to grant a 1.93% increase to the base salaries of the staff beginning January 1, 2022.*

**Audit exit conference**

At 8:34 a.m. Reneé Davis, CPA, MBA, Partner and Rebecca Gamsby, CPA, Manager, of Powers & Sullivan joined the Board as an exit conference for the recently concluded audit performed by them and the team at Powers & Sullivan of calendar year 2020. A draft audit report was provided to the Board in advance of the meeting. A final report will be issued within weeks of this meeting (and will be uploaded to the system’s website).

Reneé first explained what an audit is and then went over the Financial statements and reported that there were no weaknesses found. She described their auditing of the GASB 67 report produced by the retirement system’s actuary, Linda Bournival, and how that data is used by the retirement system’s employer units to include in their individual audits to report their share of the financial condition of the retirement system. In the Management letter, there were two comments that are not material, but are suggestions to help the system improve.

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board unanimously voted to approve the audit as presented by Powers and Sullivan of calendar year 2020.*

Paul Mokrzecki left at 9:17 a.m.

**Adjournment**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted to adjourn the meeting at 9:33 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
June 30, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:04 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deborah Frenzoz.

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on May 26, 2021  
Private minutes of the Executive Session held on May 26, 2021  
Public minutes of the Executive Session held on May 26, 2021  
Private minutes of the Executive Session held on June 15, 2021  
Public minutes of the Executive Session held on June 15, 2021*

Paul Mokrzecki joined the meeting at 8:06 a.m.

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,025,193.33
Refunds	20,042.68
Transfers	134,278.37
Invoices 06-21W	73,647.13
Invoices 0621Wa	<u>15,240.00</u>
For a total of:	\$1,268,401.51

**Cash Transfer between Investments and Bank**

None needed.

**Membership**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members and additional position as follows:*

**Membership**

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Blinn, Kelly R.S.	4/8/2021	100%		OGE	Building Substitute
Chaisson, Kathryn A	6/7/2021	90%		OGE	Children's Library Assistant
Collins, Kyle F	5/24/2021	100%		OGE	Operator/Laborer
Cornejo, Stephanie	5/17/2021	80%		FRT	Call Center Rep
Coutu, Steven W	5/4/2021	100%		MOH	Paraprofessional
Dodd, Scott E	5/25/2021	100%		WEN	Highway
Hamlett, Jr., Roger W	4/28/2021	100%		MHR	Paraprofessional

Kindle, Crystal L	5/10/2021	100%		FCH	Property Manager
Langer, John	4/26/2021	100%		MHR	Building Substitute
Spencer, Ian H	6/1/2021	100%		MHR	Facilities Director
Stanton, Theodore R	5/24/2021	100%		HLT	Long-term substitute paraprofessional
Sumrall, Diane M	5/12/2021	50%		GIL	Assistant to the Board of Assessors
Waldron, Mitchell C	5/24/2021	100%		ERV	Patrolman
<b><u>Additional Position</u></b>					
Coutu, Steven W	5/4/2021	100%		MOH	Assistant Softball Coach
DuPree, Pamela	4/15/2021	100%		MOH	Scholarship Prep
DuPree, Pamela	4/15/2021	100%		MOH	Student Activities
Plesnar, Melissa M	6/1/2021	100%		MOH	Curriculum Office Support
Shearer, Timothy W	4/26/2021	90%		MOH	Boys Track Coach
Swasey, Robert W	5/1/2021	100%		DER	On-Call EMT

**Deaths:**

Bittenbender, Doris – Option B retiree since 04/21/2001, Ms. Bittenbender worked as a town accountant for the Town of Orange, accruing 20 years, 5 months of creditable service. DOD was 05/26/2021 at the age of 80. No annuity balance remains.

Ware, John – Option C retiree since 08/31/2000, Mr. Ware worked as head custodian for the Pioneer Valley Regional School District and as a fireman for the Town of Northfield, accruing 38 years, 9 months of creditable service. DOD was 05/23/2021 at the age of 83. His wife, Shirley, is his Option C beneficiary.

**General Business:**

Progress report on office move

Dale Kowacki, Executive Director updated the Board on the office move. It looks like we are packing on July 28<sup>th</sup>, being moved on the 29<sup>th</sup>, then cleaning here and puttering there on the 30<sup>th</sup>.

Our copier vendor (deRenzy) will move the copier for us. Dale will move all the electronics using his truck.

Susan, Deb, Patty, and Pat having been in multiple days each week scanning, and scanning, and scanning, and scanning.

- We are only taking 6 of the 33 filing cabinets with us. The other 27 will be listed on Craigs List.
- CC does not allow space heaters or toaster ovens – so new homes will be found for them as well.
- Anything we cannot find a home for will be hauled away by M&M Removal and Recycling.

We are responsible for getting the internet and network wiring set up.

- It entails:
- Comcast running the internet service feed across the building and into our suite.
  - Crocker pulling the network wiring from our server location, through our walls and into each office.
  - Mark Smith coordinating the efforts of Comcast and Crocker, and then getting our electronics plugged in successfully.
  - Moving our conference room projector and related equipment and getting it operational.

The lease negotiations with the Greenfield Corporate Center (“CC”) went smoothly and without much back-and-forth. Sandy signed the lease on June 15<sup>th</sup> and the crew over there went to work right away getting the space ready.

There is an interesting provision in the lease, which seems to be standard with commercial leases (or so the internet tells me), where the tenant pays the landlord the tenant’s proportionate share of any increase in taxes and insurance. I asked Michael Sacco about it, and he says they have it also for the offices of Worcester Regional Retirement.

No action or votes taken at this time.

#### Retiree deaths – adjust \$200 threshold for prorated checks in month of death

Dale Kowacki, Executive Director presented to the Board, The Board policy regarding prorated checks in month of death. The policy is that we prorate\* the monthly benefit of a retiree that dies after the monthly retiree payroll has been processed only if the reimbursement to the system is greater than \$200. (\*To “prorate” we ask the deceased retiree’s family to send us a check for the amount that equals benefit related to the number of days the person was not alive during the month.)

- Staff has two questions for the Board:
  - Is the amount of \$200 outdated and maybe would be adjusted to reflect inflation over the past 20 years.
  - When there is an option C beneficiary that will start with a prorated first benefit for the partial month would the Board like to include the option C benefit in the \$200 in the calculation? See the example below.

Current policy:

February 28, 2002 – Moved and seconded, to approve the issuance of full payroll checks to deceased retirees after the payroll register has been finalized provided the cost to the system will be \$200.00 or less.

After some discussion, the Board voted the following addition to the current policy:

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to add the wording to the current policy “not to include Option C benefit in the \$200 threshold calculation”.*

Gabriel Voelker left the meeting at 9:43 a.m.

Further discussion ensued and the Board decided to table and revisit at a future meeting.

#### Annual review of Investment consultant performance

Each year the Board takes a few minutes to reflect on the last twelve months of service from Greg McNeillie and DAHAB Associates. The Board is pleased.

No action or votes taken at this time.

#### Annual review of Legal counsel performance

Each year the Board takes a few minutes to reflect on the twelve months of service from Michael Sacco and his staff. The Board is pleased.

No action or votes taken at this time.

#### Hand out “Standard Rules for Disclosure of Information”

Each year the Board is given a copy of the Standard Rules for Disclosure of Information for their review.

No action or votes taken at this time.

## **Adjournment**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted to adjourn the meeting at 10:14 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
June 15, 2021

This meeting took place in the offices of the retirement system at 278 Main Street, Greenfield. A quorum of three members of the board were present on site, with the remaining two members attending via the online program known as Zoom.

Sandra Hanks, Board Chair called for the Board to enter executive session to conduct a hearing regarding the submittal of an application for a PERAC medical panel examination for an accidental disability under the "Heart Law" presumption submitted by Christopher Blair. Sandra in addition stated that the Board would reconvene at the end of the Executive session.

*At 8:04 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Angel Bragdon – aye; Gabriele Voelker – aye; Paul Mokrzecki – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Mary Stokarski, Angel Bragdon in the office, while Paul Mokrzecki, and Gabriele Voelker were in attendance via Zoom. Also present in the office were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Board legal counsel Attorney Michael Sacco. The applicant Christopher Blair, and the applicant's spouse, Jennifer Blair. Attorney James Quirk Jr., counsel for the applicant, was in attendance via Zoom.

**The following minutes were provided by Attorney Michael Sacco, Counsel to the Board:**

The Board convened in executive session to conduct an evidentiary hearing regarding Town of Erving Police Chief Christopher Blair's ("Chief Blair") Member's Application for Disability Retirement ("Application") which was filed with the Board on October 5, 2020 pursuant to M.G.L. c. 32, §§ 7 and 94, the so-called "Heart Law".

**These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.**

Attorney Sacco thanked Attorney Quirk and Chief Blair, and he recommended that the Board move the matter to a medical panel contingent upon the Physician Statement being modified to identify which incident(s) have aggravated or caused his condition to worsen.

*On a motion by Paul Mokrzecki seconded by Mary Stokarski, the Board voted unanimously to accept Attorney Sacco's recommendation. Roll call vote: Chair Sandra A. Hanks, yes; Paul J. Mokrzecki, Vice Chair, yes; Mary A. Stokarski, yes; Gabriele H. Voelker, yes and Angelina J. Bragdon, yes.*

*Motion to come out of executive session at 8:45 am by roll call vote: Chair Sandra A. Hanks, yes; Paul J. Mokrzecki, Vice Chair, yes; Mary A. Stokarski, yes; Gabriele H. Voelker, yes and Angelina J. Bragdon, yes.*

Attorney Sacco remained for a few minutes to generally visit with the Board (having not yet met face-to-face with Gabriele and Angel).

The Board remained in open session to hear status updates from Sandra and Dale on progress with lease procurement and preparations for moving.

### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 9:21 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
May 26, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:04 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Mary Stokarski, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzios present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitors via Zoom during the meeting were Gar Chung, journalist with Financial Investment News, Greg McNeillie and Kevin Condy of Dahab, Dave Dalrymple, Ryan Harkin and Eric Lareau of Chartwell and Mark Harrell and Jeffrey Wyer of Fiera.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on April 28, 2021  
Private minutes of the Executive Session held on April 28, 2021  
Public minutes of the Executive Session held on April 28, 2021  
Minutes of the Regular Meeting held on May 13, 2021  
Private minutes of the Executive Session held on May 13, 2021  
Public minutes of the Executive Session held on May 13, 2021*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,028,106.13
Refunds	53,101.67
Transfers	62,778.48
Invoices	<u>89,747.66</u>
For a total of:	\$1,233,733.94

### **Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board, voted unanimously to transfer \$365,000.00 from Polen to cover next month's warrants.*

## **Membership**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the new members and additional position as follows:*

## **Membership**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Bleau, James T	3/31/2021	100%		ROW	Custodian
Hamlett, V. Ronald S	4/20/2021	100%		NTD	Laborer/DPW
Martinez, Deven J	3/29/2021	100%		MOH	Paraprofessional
McCarthy, Marc G	4/14/2021	100%		MOH	Grounds Custodian
<b><u>New Positions</u></b>					
Bragdon, Owen	5/3/2021	100%		MOH	Long-term substitute paraprofessional
Campbell, Michael	4/5/2021	50%		FRN	Part-time custodian
DuPree, Pamela	4/12/2021	100%		MOH	Payroll Coordinator
Leone, Frank	3/1/2021	100%		FRN	Coach
<b><u>Additional Position</u></b>					
Mans, Caitlin	4/26/2021	90%		MOH	Varsity Tennis Coach

## **Buybacks and Makeups:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the following buybacks:*

Beck, Brenda – current member with the Pioneer Valley Regional School District has requested a make-up of service for work in Pioneer Valley Regional School district. She was employed part-time as a bookkeeper, financial clerk, and early education coordinator prior to membership. Service for the work from December 9, 2002 through April 1, 2004 and then September 13, 2007 through August 31, 2012 is based on actual hours worked for a total of 2 years, 4 months, 3 days at a cost of \$7,852.09 if paid in full by 6/30/2021, otherwise interest will accrue as allowed by law.

Pachalis, William – current member with the Bernardston Fire and Water District has requested a make-up of service for work in the BFW as an operator and a commissioner prior to membership. Service for part time work from July 1, 1997 through March 31, 2020 is based on actual hours worked for a total of 4 years, 3 months, 6 days at a cost of ~~\$38,124.76~~ if paid in full by 6/30/2021, otherwise interest will accrue as allowed by law. *Director's edit: After the meeting it was discovered that the correct amount should have been \$22,166.51.*

Paciorek, Jr, John – current member in the Town of Deerfield has requested a make-up of service for work in Deerfield. The position held is unknown, but the earnings are documented by W-2's provided by the Town Treasurer for 1987, 1989, and 1990. Allowable creditable service is based on actual hours worked determined by applying 2 times the minimum wage to the earnings for a total of 25 days at a cost of \$257.30 if paid in full by 6/30/2021, otherwise interest will accrue as allowed by law.

Williams, Randall – current member in the Town of Conway has requested a make-up of service for work in Conway and Ashfield prior to his membership on 5/20/2000. Mr. Williams worked as a police officer for Conway beginning in December 1996 and Ashfield beginning in 1997. In May 2000 he was hired by the Town of Whately and the combined hours made him eligible for enrollment in FRRS. His service in



Conway and Ashfield between 12/7/1996 and 5/19/2000 is eligible for purchase as actual hours worked for a total of 10 months, 2 days. The cost is \$3,742.41 if he completes the purchase by June 30, 2021. Otherwise interest will accrue as allowed by law.

### **Change of service previously approved:**

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to change service for the following service previously approved:*

**Abramson, Valerie:** Upon review of this former member's previously transferred service, it was determined that the original transfer letter, dated 7/27/2000, accepted 3 months of creditable service liability whereby the regulations at the time allowed 1 month, 20 days for part-time service between 9/16/1983 thru 12/16/1983 as a paraprofessional in Deerfield. Upon Board approval, MTRS will be informed that FRRS accepts liability of 1 month, 20 days for this MTRS member.

### **Deaths:**

**Frost, Vivian** – Option A retiree since 06/30/1989, Ms. Frost was a cafeteria worker in the Frontier Regional School District, accruing 19 years, 9 months of creditable service. DOD was 04/21/2021 at the age of 94.

### **General Business:**

#### **Discuss lease options for office space beginning August 1, 2021**

Sandra Hanks, Board Chair called for the Board to enter executive session to consider the Board's negotiation options regarding options for and terms of various lease spaces because having a discussion in an open session may be detrimental to the Board's negotiating position. Sandra in addition, stated that the Board would reconvene at the end of the executive session.

*At 8:13 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Angel Bragdon – aye; Gabriele Voelker – aye; Paul Mokrzecki – aye.*

After some discussion, the Board voted the following motion:

*On a motion made by G. Volker, and a second by M. Stokarski, the Board voted by roll call vote, to move the retirement office to the Greenfield Corporate Center. Roll call vote: Angel Bragdon – aye; Mary Stokarski - aye; Gabriele Voelker – aye; Paul Mokrzecki – no; Sandra Hanks – aye.*

*A motion to come out of executive session was made at 9:17 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Angel Bragdon – aye; Gabriele Voelker – aye; Mary Stokarski - aye; Paul Mokrzecki – aye.*

### **Quarterly Investment Managers**

#### **Investment Consultant – DAHAB Associates**

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Director of Research with Dahab Associates joined the meeting at 9:18 a.m. and reviewed the first quarter returns for the investment portfolio.

#### **Mid Cap Value Manager – Chartwell Investment Partners**

Dave Dalrymple, Managing Partner, Sr Portfolio Manager, Ryan Harkin, DFA, Sr Portfolio Manager and Eric Lareau, Director of Client Development joined the meeting at 9:35 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments and a report on the investment manager's current investment outlook or forecast as well as strategy for the future. Mr. Dalrymple reported that there have been no changes to the team.

### Mid Cap Growth Manager – Fiera Capital

Mark Harrell, CIMA, Senior Vice President and Jeffrey Weyer, Assistant VP, Institutional Markets joined the meeting at 10:19 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments and a report on the investment manager's current investment outlook and forecast as well as strategy for the future. Mr. Weyer informed the Board that Govind Menon left Fiera Capital to return to Canada to be near family. Mr. Harrell reported no changes to the nine-member team; however, Nitin Kumbhani will be retiring at the end of the year and Sunil Reddy will be taking over the leadership duties of the team.

### Suspend required notarized signatures on Benefit Verifications

The Board was presented with information that MTRS in January had suspended the requirement for notarized signatures during this period of pandemic. After a brief discussion, the Board agreed to continue with the current policy of requiring notarized signatures on Benefit Verifications.

### Juneteenth Day

Dale Kowacki, Executive Director informed the Board that June 19, "Juneteenth Day", is a state holiday where government offices are closed. The Board's policy for most holidays is that staff are paid. Would the Board like to add Juneteenth day to the policy?

Juneteenth is recognized each year on June 19. On that day in 1865, Major General Gordon Granger and his Union troops landed in Galveston, TX and announced that the Civil War had ended. Major General Gordon read a proclamation declaring that all enslaved people were free. The first Juneteenth was celebrated a year later in Texas and today is recognized across the country to mark this important milestone.

*On a motion made by A. Bragdon, and a second by M. Stokarski, the Board voted unanimously to keep the current holiday policy and add Juneteenth Day as an additional paid holiday for staff.*

### Adjournment

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 11:07 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
May 26, 2021

Sandra Hanks, Board Chair called for the Board to enter executive session to consider the Board's negotiation options regarding options for and terms of various lease spaces because having a discussion in an open session may be detrimental to the Board's negotiating position. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:13 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski - aye; Angel Bragdon – aye; Gabriele Voelker – aye; Paul Mokrzecki – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Mary Stokarski, Paul Mokrzecki, Gabriele Voelker and Angel Bragdon. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

# These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.

*A motion to come out of executive session was made at 9:17 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Angel Bragdon – aye; Gabriele Voelker – aye; Mary Stokarski - aye; Paul Mokrzecki – aye.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES May 13, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Angelina Bragdon and Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzios present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Board member Paul Mokrzecki joined the meeting at 8:04 am.

Sandra Hanks, Board Chair called for the Board to enter immediately into executive session to consider the Board's negotiation options regarding options for and terms of various lease spaces because having a discussion in an open session may be detrimental to the Board's negotiating position. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:01 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Mary Stokarski – aye; Angel Bragdon – aye.*

After some discussion, the Board voted the following motion:

*On a motion made by G. Voelker, and a second by Paul Mokrzecki, the Board voted by roll call vote to accept the changes as written in Section 9a of the lease and to add an exit clause similar to the exit clause in our current lease. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Mary Stokarski – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

*A motion to come out of executive session was made at 8:31 a.m. and accepted by roll call vote. Roll call vote Sandra Hanks – aye; Gabriele Voelker – aye; Mary Stokarski – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

### **Current office space and staff**

The Board discussed having staff work one day per week in the office on a rotating basis and continue to work from home the rest of the time. In addition, the Board discussed the renovations to the current space and the securing of a new lease.

Gabriele Voelker and Paul Mokrzecki left the meeting at 8:43 am.

Further discussion included the CDC recommendations for offices such as separate office space or partitions are recommended.

### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 8:54 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
May 13, 2021

Sandra Hanks, Board Chair called for the Board to enter executive session to consider the Board's negotiation options regarding options for and terms of various lease spaces because having a discussion in an open session may be detrimental to the Board's negotiating position. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:01 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Mary Stokarski – aye; Angel Bragdon – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Mary Stokarski, Gabriele Voelker and Angel Bragdon. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz. Board member Paul Mokrzecki joined the meeting at 8:04 am.

**These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.**

*A motion to come out of executive session was made at 8:31 a.m. and accepted by roll call vote. Roll call vote Sandra Hanks – aye; Gabriele Voelker – aye; Mary Stokarski – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
April 28, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:04 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Board member Mary Stokarski was absent.

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on March 31, 2021.*

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the closed session held on March 31, 2021.*

On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the open session held on March 31, 2021.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$1,026,198.67
Refunds	83,307.68
Invoices	<u>159,879.55</u>
For a total of:	\$1,269,385.90

**Cash Transfer between Investments and Bank**

On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board, voted unanimously to transfer \$512,000.00 from Aberdeen and \$500,000.00 from Copeland for a total transfer of \$1,012,000.00 to cover next month's warrants.

**Membership**

On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional position as follows:

**Membership**

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Carothers, Evalie J	3/15/2021	100%		DER	Long-term substitute instructional assistant
Conlon, Laurie J	3/22/2021	100%		DER	Long-term substitute instructional assistant
Fowler, Allen	4/18/2021	90%		PNR	Instructional Assistant
Frost, Allen W	4/5/2021	100%		OGE	Laborer/Truck Driver
Manna, Danielle S	3/17/2021	100%		FRN	Long-term substitute teacher
Regan, Liam M	2/22/2021	100%		FRN	Long-term substitute instructional assistant
<b><u>Additional Position</u></b>					
Capuano, Timothy R	4/3/2021	100%		DER	Part-time Police Officer

**New Retirees:**

On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirement:

Bates, Thomas – The retirement packet has been submitted to PERAC to retire Thomas Bates for a Superannuation, Option B retirement allowance. His last day of work was April 16, 2021 and his retirement benefit will begin on April 17, 2021. Mr. Bates was a group 1 member working as the Director of Facilities for the Mahar Regional School District, accruing 31 years of creditable service.

**General Business:**

Possible nullification of John McDonough membership

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding possible nullification of membership of John McDonough. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:22 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

After some discussion, the Board voted the following motion:

*On a motion made by P. Mokrzecki, and a second by G. Voelker, the Board voted by roll call vote, on the recommendation of Board Counsel, Michael Sacco to rescind 07/01/2007 membership and to offer John McDonough the opportunity to purchase\* creditable service from 2007 back with interest as allowed by law. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

*\*Note: After the meeting it was remembered that inactive members can not purchase service. John McDonough retired from the State retirement system on January 8, 2021. Therefore, John McDonough will not be allowed to purchase service. Dale Kowacki, Executive Director.*

*A motion to come out of executive session was made at 8:43 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

#### Approval of lease to continue office at 278 Main

Dale Kowacki, Executive Director presented the lease agreement to the Board for approval.

The Board discussed the lease and asked Dale to ask the landlord to strike the wording in Section 8 “Landlord’s Obligation to Repair”, (excluding plate glass. windows and doors) ..., and that Section 7 “Landlord’s Right to Inspect” and Section 30 “Landlord’s access” standardize wording to “no less than 24 hours”.

The initial term of the lease is for 10 years with three five-year extensions and an increase every year according to the Consumer Price Index “CPI”. Also, the landlord agrees to reimburse the system \$5,000.00 towards the restoring the hardwood floor and AC renovations to upgrade to a heat pump and UV light pathogen exterminator filter.

*A motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to accept the 10-year lease with yearly CPI increase, \$5,000.00 reimbursement towards renovations, strike the wording, “(excluding plate glass. windows and doors)” in section 8, and standardize wording in sections 7 and 30 to add, “upon no less than twenty-four hours prior notice”.*

#### Adjournment

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted to adjourn the meeting at 10:01 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
April 28, 2021

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding the possible nullification of John McDonough’s membership. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:22 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Gabriele Voelker and Angel Bragdon. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz. Board member Mary Stokarski was absent.

These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.

*A motion to come out of executive session was made at 8:43 a.m. and accepted by roll call vote. Roll call vote Sandra Hanks – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Paul Mokrzecki – aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
March 31, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation using the online videoconferencing program Zoom to stem the spread of COVID-19, on the above date was called to order at 8:04 a.m. by Board Vice Chair Paul Mokrzecki, with Board Members, Mary Stokarski, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitors via Zoom during the meeting were Kevin Balaod, journalist with Fundmap, Gar Chung, journalist with Financial Investment News and John McDonough, member with discussion topic on the agenda. Board Chair Sandra Hanks joined the meeting at 8:13 am.

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on February 24, 2021.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,028,053.78
Refunds 03-21R	111,498.42
Refunds 03a-21R	4,948.50
Transfers	948.70
Invoices	<u>795,294.15</u>
For a total of:	\$1,940,779.55

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board, voted unanimously to transfer \$1,704,000.00 to cover next month’s warrants in two separate draws as follows: \$464,000.00 from Fiera by 4/9/2021 and the remaining \$1,240,000.00 from O’Shaughnessy by 4/26/2021.*

**Membership**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members and new position as follows:*

## **Membership**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>		<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Blom, Karen J	2/23/2021	100%		BUC	Appointed Town Clerk
Bloom, Tana A	3/3/2021	100%		FCH	Program Administrator
Comly-Green, Julia E	2/22/2021	100%		FRN	Long-term substitute guidance counselor
Cook, Lily N	2/1/2021	80%		FRN	Long-term instructional assistant substitute
Croteau, Carrie	2/22/2021	50%		CON	Cafeteria assistant
Fleurant, Kaylee E	3/8/2021	100%		OGE	Paraprofessional
Hager, Donald B	2/24/2021	100%		OGE	Police Officer
Holmes, Heather	11/30/2020	100%		NSW	Food Service Director
Jonassen, Jamie	2/17/2021	100%		FCH	Program Administrator, Temporary
Leva, Nancy T	3/4/2021	100%		WTY	Long-term instructional assistant substitute
Martin, Bianca M	1/11/2021	100%		DER	Long-term instructional assistant substitute
Pelle, Jahlisa K	3/1/2021	100%		SND	Long-term instructional assistant substitute
Smith, Laura L	2/22/2021	100%		ERV	Paraprofessional
<b><u>New Position</u></b>					
Rose, Arnold G	3/15/2021	100%		SND	Highway Truck Driver/Laborer

## **New Retirees:**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

**Galbraith, Jean** – The retirement packet has been submitted to PERAC to retire Jean Galbraith for a Superannuation, Option C retirement allowance. Her last day of work was February 12, 2021 and her retirement benefit will begin on February 13, 2021. Ms. Galbraith was a group 1 member working as a paraprofessional for the Erving Elementary School, accruing 21 years of creditable service. The State Retirement Board holds liability of 1 year, 5 months, 13 days of the total service and the Hampshire County Retirement System holds liability of 2 years, 6 months of the total service.

**Wisniewski, Valerie** – The retirement packet has been submitted to PERAC to retire Valerie Wisniewski for a Superannuation, Option B retirement allowance. Her last day of work was January 6, 2021 and her retirement benefit will begin on January 7, 2021. Ms. Wisniewski was a group 1 member working as a paraprofessional for the Shutesbury Elementary School, accruing 15 years, 5 months of creditable service. The Massachusetts Teachers' Retirement System holds liability for 9 years, 7 months, 29 days of the total service.

Board Chair Sandra Hanks joined the meeting at 8:13 am

## **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following buyback:*

**Cassidy, (Guzowski) Erin:** The Hampshire County Retirement Board has asked FRRS to accept creditable service liability if their current member, Erin Cassidy, re-deposits a refund taken from this system. The refund, approved by the Board effective as of March 30, 1999, was for deductions of



\$8,175.54 and no interest. Ms. Cassidy worked as a Leased Housing Representative for the Franklin County Regional Housing and Redevelopment Authority contributing to this system from 9/5/1994 through 1/21/1999. Total service FRRS will accept is 4 years, 4 months, 17 days.

### **Military Buybacks:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the following military buyback:*

Fay, Jennifer – current member of the Town of Erving has requested a purchase of her military active-duty time. A DD214 has been provided showing a total of 3 years, 11 months, 7 days. Per M.G.L. 32, § 4(1)(h) an eligible veteran has the right to purchase up to four years. The total cost of her buyback based on her first 12 months of earnings as a member of the Retirement System is \$5,694.72 (\$1,446.88 x 3 years, 11 months, 7 days) if paid by April 30, 2020 otherwise interest will accrue as allowed by law (1<sup>st</sup> year salary was \$14,468.75 based on actual wages with payroll provided by the Treasurer.)

### **Deaths:**

Bonnett, Larry – died on 03/15/2021 at the age of 70. Larry was the Option D survivor of Katalin who was an instructional aide in the Pioneer Valley Regional School District, accruing 29 years of creditable service. Katalin died on 07/01/2014 at the age of 61.

Otto, Patrick Sr. – Option B retiree since 08/01/2007, Mr. Otto worked as a foreman/heavy equipment operator in the Highway Department for the Town of Deerfield, accruing 38 years, 4 months of creditable service. DOD was 03/12/2021 at the age of 75. No annuity balance remains.

### **General Business:**

#### **Annual Retirees COLA for July 1**

Following a lengthy discussion and research done by Sandra Hanks, Board Chair, revealed that out of the 663 retirees, 359 retirees make less than \$17,000 and 499 makes less than \$25,000, the Board voted the following motion:

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted (3 – ayes, 2 – abstentions, Sandra Hanks and Mary Stokarski) to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2021.*

#### **Possible nullification of John McDonough membership**

Board Chair Sandra Hanks introduced John McDonough, Police Chief, Town of Heath to the Board and John requested that the Board allow his membership to stand starting 7/1/2007 when he was elected constable for the Town of Shelburne and continue membership to his retirement in January 2021.

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding possible nullification of membership of John McDonough. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:37 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Paul Mokrzecki – aye; Angel Bragdon – aye.*

After some discussion, the Board voted the following motion:

*On a motion made by P. Mokrzecki, and a second by M. Stokarski, the Board voted*

*by roll call vote, to defer membership decision pending further clarification from Board Attorney, Michael Sacco. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye.*

*A motion to come out of executive session was made at 9:27 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye.*

After executive session, Board Chair Sandra Hanks informed John McDonough that the Board is taking this matter back to Board Attorney, Michael Sacco for further clarification.

#### Review and approve 2020 annual report to PERAC

Dale Kowacki, Executive Director presented and reviewed the 2020 Annual report with the Board. The Board members approved the annual report.

Gabriele Volker left the meeting at 9:36 a.m.

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the 2020 Annual report.*

#### Review of draft letter to legislators regarding 3 years for “Essential Workers”, and “Municipal Building Officials” to group 2

Dale Kowacki, Executive Director presented a draft letter only for the “essential workers” legislation. He was short on time and prioritized that issue because the “municipal officials” issue was of far lesser impact.

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the letter to legislators regarding 3 years for “Essential Workers”.*

#### Update on search for new office space or new lease in present space

Dale Kowacki, Executive Director reminded the Board that our lease is up at the end of July and his search for new office space that fits our needs as well as does our present space, has not surfaced. The focus will remain on staying in our present office space with possible renovations to the flooring, AC, and the installation of partitions and sneeze barriers. Dale and the landlord Timothy are working on a 20-year lease, with 5-year segments to evaluate and update the lease amount periodically.

The Board discussed possible renovations and agreed that the current space fits the needs of the system. The Board members also asked Dale to ask if the landlord would be willing to share the costs of any renovations that are done.

No actions or votes taken at this time.

Paul Mokrzecki left the meeting at 10:55 a.m.

#### Review of vendor disclosures as submitted to PERAC.

Each year the Board is required to review and acknowledge the receipt of vendor disclosures. Dale Kowacki, Executive Director informed the Board that these disclosures can be reviewed via Prosper.

No actions or votes taken at this time.

#### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 11:04 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
March 31, 2021

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding the possible nullification of John McDonough's membership. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:37 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Paul Mokrzecki – aye; Angel Bragdon – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Gabriele Voelker and Angel Bragdon. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

**These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.**

*A motion to come out of executive session was made at 9:27 a.m. and accepted by roll call vote. Roll call vote Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
February 24, 2021

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitors via Zoom during the meeting were Louis Bennet, journalist with Fundmap and Gar Chung, journalist with Financial Investment News, Greg McNeillie and Kevin Condy of Dahab Associates, Anthony Xuereb and Roland Cole of Polen Capital and Chris Loveless and Ehren Stanhope of O'Shaughnessy.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on January 27, 2021*

*Private minutes of the executive session held on January 27, 2021*

*Public minutes of the executive session held on January 27, 2021*

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$1,037,376.78
Refunds	12,522.33
Transfers	59,360.38
Invoices 14-2020W	31,846.31
Invoices 02-2021W	<u>249,950.71</u>
For a total of:	\$1,391,056.51

**Cash Transfer between Investments and Bank**

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$1,030,000 from Aberdeen to cover next month's warrants in two separate draws: \$200,000 by 3/3/2021 and the remaining of \$830,000 by 3/26/2021.

**Membership**

On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the new members and additional position as follows:

**Membership**

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Adams, Lauren M	1/19/2021	100%		DER	Long-term substitute instructional assistant
Bartkus, Elisabeth	1/19/2021	100%		DER	Long-term substitute instructional assistant
Bedini, Alexis R	1/20/2021	100%		ROW	Teaching Assistant
Benedict, Rebecca L	1/11/2021	100%		OGE	Paraprofessional
Bryant, Brandon M	2/1/2021	100%		ERV	Patrol Officer
Fitzgibbons, Sarah K	1/11/2021	100%		FCH	Temporary Housing Counselor
Golay, Andrew B	1/12/2021	100%		DER	Long-term substitute instructional assistant
Gould, Steven D	1/4/2021	100%		LEV	Police Officer
Jenkins, Tucker M	2/7/2021	100%		SHB	Police Officer
Leone, Frank E	1/22/2021	100%		DER	Long-term substitute instructional assistant
Moore, Charles F	11/23/2020	80%		STB	Highway Laborer
Moretti, Gregory M	2/1/2021	100%		ERV	Police Officer
Newton, Cheryl L	1/19/2021	100%		OGE	Paraprofessional
Olszewski, Nicholas TW	1/11/2021	100%		WTY	Long-term substitute instructional assistant
<b><u>Additional Position</u></b>					
Rudden, Kevin G	1/25/2021	50%	90%	SND	Assessor

**New Retirees:**

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Annear, Susan – The retirement packet has been submitted to PERAC to retire Susan Annear for a Superannuation, Option B retirement allowance. Her last day of work was January 22, 2021 and her retirement benefit will begin on January 23, 2021. Ms. Annear was a group 1 member working as a

secretary for the Hawlemont Regional School and as the Tax Collector for the Town of Charlemont, accruing 30 years, 10 months of creditable service.

Mosher, Susan – The retirement packet has been submitted to PERAC to retire Susan Mosher for a Superannuation, Option A retirement allowance. Her last day of work was November 5, 2020 and her retirement benefit will begin on November 6, 2020. Ms. Mosher was a group 1 member working as the Town Clerk and Assistant Town Clerk for the Town of Shutesbury, accruing 18 years, 1 month of creditable service. The Massachusetts Teachers’ Retirement System holds liability for 10 years, 4 months, 9 days of the total service.

Steiner, Kevin – The retirement packet has been submitted to PERAC to retire Kevin Steiner for a Superannuation, Option C retirement allowance. His last day of work was January 21, 2021 and his retirement benefit will begin on January 22, 2021. Mr. Steiner was a group 1 member working for the Highway Department in the Town of Northfield, accruing 12 years, 3 months of creditable service.

**Buybacks and Makeups:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following buybacks:*

Billiel, Edward Jr. – current member with the Town of Orange has requested a make-up of service for work in the town’s Water Department prior to membership. Service for part time work from May 1982 through August 1982 is based on actual hours worked for a total of 2 months, 24 days at a cost of \$476.81. Full creditable service will be given for the period of July 19, 1983 through February 1, 1984 for a total of 6 months, 13 days at a cost of \$1,969.44. Total service available for purchase is 9 months, 7 days at a cost of \$2,446.25 if paid by February 28, 2021; otherwise interest will accrue as allowed by law.

Kehoe, Joyce – current member in the Mohawk Trail Regional School District, has requested approval for a make-up of service in the MTRSD prior to membership. Service as an instructional assistant was between 12/14/1998 and 04/04/1999 for a total of 2 months, 3 days allowable service. Cost of the purchase is \$385.28 if paid by March 31, 2020. Interest will continue to accrue if paid past this date.

**Deaths:**

Hunt, Ralph – Option B retiree since 06/30/1993, Mr. Hunt was the Highway Superintendent, Tree Warden and Special Police Officer for the Town of New Salem, accruing 23 years, 1 month of creditable service. DOD was 01/04/2021 at the age of 85. No annuity balance remains.

**General Business:**

Vote Reallocation of last year’s budget line items

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following transfers between lines for 2020:*

\$15,546.59 from:	Management Fees
\$46.00 to:	Board Stipends
\$10.00 to:	Dues
\$350.00 to:	Actuarial Study Expense
\$15,140.59 to:	COVID-19

Quarterly Investment Managers  
Investment Consultant – Dahab Associates

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Director of Research with Dahab Associates joined the meeting at 8:40 a.m. and reviewed the fourth quarter 2020 returns for the investment portfolio.

#### Large Cap Growth Manager – Polen Capital Management

Anthony Xuereb, Senior Relationship Manager and Roland Cole, Research Analyst joined the meeting at 9:29 a.m. Mr. Xuereb reported that the employee ownership has stayed the same, the firm is now 71% employee owned. One new person added to the investment team, Rana Pritanjali. Mr. Xuereb also reported that Polen has been named to Pension & Investment's Best Places to Work for the fifth year in a row. In addition, Mr. Xuereb stated that most of the firm is working remotely – folks in Florida have the option to come into the office versus working remotely. Mr. Cole gave a performance update and confirmed that the large cap focus of the fund remains the same.

#### Large Cap Value Manager – O'Shaughnessy Asset Management

Chris Loveless, Principal, President and Ehren Stanhope, CFA, Principal, Client Portfolio Manager joined the meeting at 10:07 a.m. Mr. Loveless reported that the firm added net 3 people to organize around technology and client services. Mr. Stanhope gave a performance update and confirmed that the large cap focus of the fund remains the same.

#### **Discussion topics**

##### Michael Sacco's memo regarding how the Carengelo DALA decision impacts 3(8)(c) liability

The Board discussed Michael Sacco's memo that informed the Board not to accept liability you should not, and under what circumstances the Board would accept liability.

No action, or votes taken, taken at this time.

##### Legislation to add 3 years service to essential workers.

Dale Kowacki, Executive Director presented to the Board Bills HD.1794 and SD.1696 (192<sup>nd</sup> General Court – Massachusetts Legislature) "...Act(s) relative to providing a COVID-19 retirement credit to essential public-sector workers."

The Board discussed and requested that Dale draft a letter to send to our Senators and Representatives regarding this legislation and present to the Board.

##### Legislation to move "municipal building officials" from group 1 to group 2.

Dale Kowacki, Executive Director was asked about the Bill H1666 an Act Relative to Municipal Building Officials by one of our Town Administrators and wondering what the ramifications for towns would be if H1666 passes in the Legislature.

The Board discussed and requested that Dale draft one letter to present to the Board regarding both legislations to send to our Senators and Representatives.

#### **Adjournment**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted to adjourn the meeting at 10:52 a.m.*

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:02 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitor via Zoom during the meeting was Maja Ben, Journalist with Fundmap.

### **Review and Acceptance of Meeting Minutes**

Board members noticed a couple of changes to be made to the December 22, 2020 minutes. Change the motions and seconds on “New Retirees” and “Staff Evaluations”.

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on December 22, 2020 with the changes to the motions and seconds on “New Retirees” and “Staff Evaluations”.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,020,603.47
Refunds	31,084.60
Invoices 13-2020W	97,516.83
Invoices 01-2021W	<u>156,131.78</u>
For a total of:	\$1,305,336.68

### **Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board, voted unanimously to transfer \$708,000.00 from Fiera to cover next month’s warrants.*

### **Membership**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

### **Membership**

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Brennan, Edmund J	12/21/2020	100%		NTD	Maintenance
Brown, Cheryl R	1/11/2021	50%		PNR	Cafeteria Helper
Bancroft, Jill M	10/29/2020	0%		LEV	Part-time Police Officer
Burgess, Kristen	12/2/2020	100%		STB	Police Officer
Burke, Pamela P	1/4/2021	100%		ERV	School Librarian
Devine, Colleen M	1/11/2021	90%		PNR	Paraprofessional
Dicaire, Andrea D	12/14/2020	100%		FRN	Instructional Assistant
Dragicevich, Bojana	11/30/2020	100%		CON	Instructional Assistant
Grenier, David J	10/26/2020	100%		STB	Highway worker
Hatch, Cheavon A	1/4/2021	90%		PNR	Title 1 Tutor

LaDuke, Erin K	12/7/2020	90%		PNR	Instructional Assistant
McCally, Magdalene C	12/7/2020	100%		DER	Long-term substitute instructional assistant
McDonald, Geoffrey R	12/15/2020	100%		FRN	Food Service Director
Reynolds, Sarah E	1/5/2021	100%		CHT	Administrator
Sanok, David M	11/30/2020	100%		CON	Long-term substitute instructional assistant
Sprague, Caitlin E	1/4/2021	100%		FCH	Leased Housing Rep
<b><u>New Positions</u></b>					
Cheek, Jacqueline	11/30/2020	100%		SND	Long-term substitute teacher
<b><u>Additional Position</u></b>					
Bancroft, Jill M	10/29/2020	0%		WCK	Part-time Police Officer
Campbell, Michael P	12/10/2020	50%		SND	Custodial substitute

**New Retirees:**

*On a motion made by M. Stokarski and a second by A. Bradgon, the Board voted unanimously to approve the following retirement:*

DuCharme, Christine – The retirement packet has been submitted to PERAC to retire Christine DuCharme for a Superannuation, Option A retirement allowance. Her last day of work was December 23, 2020 and her retirement benefit will begin on December 26, 2020. Ms. DuCharme was a group 1 member working as an assistant manager in the cafeteria for the Pioneer Valley Regional School District, accruing 24 years, 4 months of creditable service.

**Deaths:**

Bardwell, Richard Jr. – Option B retiree since 11/30/2018, Mr. Bardwell was the Fire Chief and a call firefighter for the Shelburne Falls Fire District, accruing 15 years, 2 months of creditable service. DOD was 01/17/2021 at the age of 66. His wife, Lisa, will be receiving the balance in his annuity account.

Hurtle, Bonnie – Option A retiree since 01/01/2003, Ms. Hurtle was a cook at Butterfield Elementary School in the Town of Orange, accruing 17 years, 8 months of creditable service. DOD was 01/04/2021 at the age of 76.

**General Business:**

Disability Application submitted by Christopher Blair

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding approval of the submittal of an application for a PERAC medical panel examination for an accidental disability under the “Heart Law” presumption submitted by Christopher Blair. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:11 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Sandra Hanks – aye.*

After some discussion, the Board voted the following motion:

*On a motion made by M. Stokarski, and a second by P. Mokrzecki, the Board voted*



*by roll call vote, to table an accidental disability application pending further documentation for Christopher Blair. Roll call vote: Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Sandra Hanks – aye.*

*A motion to come out of executive session was made at 8:29 a.m. and accepted by roll call vote. Roll call vote: Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Sandra Hanks – aye.*

#### Retirees' COLA for July 1, 2021

After some discussion, the Board voted the following:

*On a motion made by Paul Mokrzecki and a second by A. Bragdon, the Board voted to recommend a 3% COLA for July 1, 2021 to be brought to the March 31, 2021 Board meeting.*

#### Travel approval for MACRS meetings

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2021 MACRS meeting on Cape Cod, and the Fall 2021 MACRS meeting.*

#### Contemplate purchase of employee self-service (ESS) online module from PTG

Dale Kowacki, Executive Director informed the Board that we are getting more requests from members for online access to their retirement information. Dale asked the Board members if they wanted to purchase the online self-service module to go with our annual software subscription to PTG's Pension Pro and start orienting to that style of service. The cost for the PTG Pension Pro ESS portal is \$3,250. After some discussion, the Board voted the following and requested staff to review yearly the usage of the module.

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to purchase the Employee Self-Service module from PTG for a yearly fee of \$3,250.00.*

#### Sacco memo on PERAC memo 38 re: "Gomes" 4(2)(b) SJC decision

Dale Kowacki, Executive Director reported to the Board the decision issued by SJC. PERAC opined. Michael Sacco has opined the following:

Off duty detail pay is not included in the calculation of the purchase cost for "five years police or fire "on-list" service".

It is confirmed by all three parties that firefighters must be appointed to the same fire department. Police only need to be hired to a membership position in the same retirement system.

No actions, or votes, taken at this time.

#### Vernava complaint against PERAC – SJC judgement issued.

Dale Kowacki, Executive Director informed the Board that Michael Sacco won the case against PERAC that supplemental pay while receiving workers comp is not "regular compensation", however, he believes PERAC might appeal but even so he thinks PERAC will not prevail and so retirement systems should continue to not take retirement deductions from pay in these circumstances.

On another count, Michael Sacco wishes that the court had declared in favor of allowing retirement systems to appeal directly to the court of its choice (instead of waiting 4 years for a DALA/CRAB appeal). Two boards, the ERRB and the WRRB have voted to appeal this second count. Michael Sacco is asking the FRRB if they would like to join in the appeal.

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to add support to this civil action and join the appeal to allow retirement systems to proceed directly to the Superior Court to resolve legal questions.*

### **New Business**

#### **Office space lease expires in July – new space needs?**

Dale Kowacki, Executive Director informed the Board that our lease expires in July. Dale stated that he will start a conversation with the landlord Tim. The monthly rent is good, and staff likes the space. Dale plans to get the office lighter from paper by scanning which would reduce the number of cabinets in the office; therefore, reducing the amount of space needed. Some things to upgrade especially with COVID would be office cubicles for each person and an air filtration system. The Board suggested keeping options open and look around to see what other office space is available.

The Board asked Dale his thought on staff returning to work/working from home after COVID. Dale to propose a mix – work from home and work in the office.

### **Adjournment**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 9:32 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
January 27, 2021

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding approval of the submittal for a PERAC medical panel examination the application for an accidental disability under the “Heart Law” presumption submitted by Christopher Blair. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:11 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Sandra Hanks – aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Gabriele Voelker and Angel Bragdon. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

**These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.**

*A motion to come out of executive session was made at 8:29 a.m. and accepted by roll call vote. Roll call vote: Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye; Angel Bragdon – aye; Sandra Hanks – aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
December 22, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:02 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitor via Zoom during the meeting was Maja Ben, Journalist with Fundmap.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on November 24, 2020.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,025,463.27
Refunds	11,576.71
Invoices 12-2020W	1,032,216.24
Invoices 0A-2021W	<u>4,509.64</u>
For a total of:	\$2,073,765.86

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board, voted unanimously to transfer \$659,000.00 from Aberdeen to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

**Membership**

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Barnes, Noah H	10/19/2020	100%		CON	Instructional Assistant
Bass, Jamey M	12/1/2020	100%		OGE	Parks and Cemetery
Betsold, Chelsea R	11/23/2020	60%		ROW	Town Nurse
Campbell, Michael P	10/19/2020	50%		CON	Custodian
Cruz, Sonia D	11/30/2020	100%		FCH	Housing Counselor
Deforge, Patricia	10/16/2020	100%		MHR	Special Education Paraprofessional
Gilmore, Carolyn E	11/16/2020	100%		OGE	Paraprofessional
Harrison, Ashley	11/9/2020	100%		MOH	Payroll coordinator
Lamory, Shaun P	10/26/2020	80%		FRN	Long-term substitute instructional assistant
Provencher, Lisa M	11/19/2020	100%		BUC	WWTP Assistant Operator

Yahman, Mohamad Zachary	10/19/2020	100%		DER	Long-term substitute instructional assistant
<b><u>New Positions</u></b>					
Gutierrez, Anthony M	10/13/2020	100%		BUC	Highway Worker
Narkewicz, Tylor	11/2/2020	100%	80%	PNR	Instructional Assistant
<b><u>Additional Position</u></b>					
Bromberg, Caron	9/1/2020	100%		MOH	Para Mentor
Campbell, Michael P	10/26/2020	50%		FRN	Part-time custodian
Campbell, Michael P	10/28/2020	50%		DER	Substitute custodian
Donahue, Cynthia	9/1/2020	100%		HLT	Literary Team
DuPree, Pamela	7/1/2020	100%		MOH	Mass Ideas Team
Henry, Tiffany	9/1/2020	100%		MOH	Class of 2025 Class Advisor
Kearney, Mary	9/1/2020	100%		MOH	Instructional Leadership Team
Lively, Marilyn	9/1/2020	100%		MOH	Para Mentor
McKenna, Heather S.	10/30/2020	100%		HLT	Math Academy
Potts, Carla	7/1/2020	100%		MOH	Mass Ideas Team
Potts, Carla	9/1/2020	100%		MOH	Mass Ideas Communications Outreach
Taylor, Mia	9/1/2020	100%		MOH	Mass Ideas

**New Retirees:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following retirements:*

Deleo, Kerri – The retirement packet has been submitted to PERAC to retire Kerri Deleo for an Ordinary Disability, Option A retirement allowance effective December 4, 2019. The Board granted the benefit on October 28, 2020 and PERAC reviewed and approved the Board’s decision signing the Disability Transmittal to the Commission form on November 24, 2020. Ms. Deleo’s last day of regular compensation was on December 13, 2016 and her benefit will begin on December 4, 2019. She was employed as a paraprofessional for the Mohawk Trail Regional School District, accruing 12 years, 4 months of creditable service.

Harrison, Gilbert – The retirement packet has been submitted to PERAC to retire Gilbert Harrison for a Superannuation, Option C retirement allowance. His last day of work was November 16, 2020 and his retirement benefit will begin on November 17, 2020. Mr. Harrison was a group 1 member working as a professional water operator for the Town of Orange, accruing 15 years, 1 months of creditable service. The New Bedford Retirement System holds liability of 13 years, 2 months of the total service.

Loynd, James – The retirement packet has been submitted to PERAC to retire James Loynd for a Superannuation, Option C retirement allowance. His last day of work was December 6, 2020 and his retirement benefit will begin on December 7, 2020. Mr. Loynd was a group 4 member working as a police officer for the Town of Erving, accruing 18 years, 9 months of creditable service. The Montague Retirement Board holds liability of 13 years, 1 month, 9 days of the total service.

Pruner, Charmange – The retirement packet has been submitted to PERAC to retire Charmagne Pruner for a Superannuation, Option B retirement allowance. Her last day of work was October 21, 2020 and her retirement benefit will begin on October 22, 2020. Ms. Pruner was a group 1 member working as an instructional assistant for the Conway Grammar School in the Frontier Regional School District, accruing 11 years, 1 month of creditable service.

## **Deaths:**

Mankowsky, David – Option A retiree since 12/28/2001, Mr. Mankowsky was the Administrator of the Franklin Regional Transit Authority, accruing 21 years of creditable service. DOD was 11/27/2020 at the age of 73.

Pearce, Roger – Option B retiree since 03/31/1988, Mr. Pearce worked in the Highway Department in the Town of Ashfield, accruing 18 years, 1 month of creditable service. DOD was 12/05/2020 at the age of 92. No annuity balance remains.

Taferner, Richard – Option B retiree since 04/04/1993, Mr. Taferner was the Police Chief in the Town of Northfield, accruing 10 years, 1 month of creditable service. DOD was 11/25/2020 at the age of 90. No annuity balance remains.

## **General Business:**

### **Investment managers meetings 2021**

Dale Kowacki, Executive Director, presented the Board with a 2021 schedule for quarterly meetings with our Investment Managers.

Wednesday, February 24, 2021 - Dahab (Greg) (8:45 am)  
Polen (9:30 am)  
O'Shaughnessy (10:15 am)

Wednesday, May 26, 2021 - Dahab (Greg) (8:45 am)  
Chartwell (9:30 am)  
Fiera (10:15 am)

Wednesday, August 25, 2021 - Dahab (Greg) (8:45 am)  
Copeland (9:30 am)  
Aberdeen (10:15 am)

**Tuesday**, November 23, 2021 - Dahab (Kevin) (8:45 am)  
PRIT (9:30 am)  
Loomis (10:15 am)

No actions, or votes, taken at this time.

### **Staff evaluations**

The members of the Board discussed and reviewed the staff evaluations. The Board members requested that all staff be provided printers, shredders (envelopes and stamps) to aide in working from home.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to provide all staff at home with printers, shredders, stamps and envelopes.*

In addition, the Board discussed what merit to give to the staff. In view of the positive staff evaluations, the Board voted the following:

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to award a 1.46% merit increase to all staff effective January 1, 2021.*

### **Accept only direct deposit from units and systems**

Dale Kowacki, Executive Director asked the Board if they would consider making it policy that we only accept electronic payments from member employer units and other retirement systems?

After some discussion, the Board voted the following:

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve a policy that any payments from member employer units and other retirement systems must be in the form of electronic payments to FRRS.*

### **New Business**

#### **Tablets issued to the Board members**

Dale Kowacki, Executive Director initiated a conversation about the tablets that were issued to the Board members to be used to conduct retirement business. He asked who is using theirs and are there any issues. Angel informed Dale that she would like to use the tablet for the monthly Board meetings via Zoom, but her current tablet is unable to support the upgrades needed for Zoom. Gabe, Mary and Sandy said they are not using the Board issued tablet. Paul uses his PC for the Zoom meetings and uses the tablet to scroll through the reports while the meeting is in process. The current tablet that Paul uses is fine. Dale will connect with Angel around what tablet would work for her to use for the monthly board meetings via Zoom.

#### **James Basil**

The Board members asked for an update on James Basil's 2019 earnings. A letter from PERAC was received that James has excess earnings for 2019 and needs to refund FRRS. Letter has been sent to James and his monthly retirement benefit is being withheld until the excess earnings have been recouped.

### **Adjournment**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 9:27 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
November 24, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon and with Assistant Director Susan Bobe and staff Auditor Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

Visitors via Zoom during the meeting were Greg McNeillie and Kevin Condy of Dahab Associates, Mark Giovanniello and Chuck Barrett of Copeland Capital and Scott Conlon and Matt Murdock of Aberdeen Asset.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on October 28, 2020*

*Private minutes of the executive session held on October 28, 2020*

*Public minutes of the executive session held on October 28, 2020*

### **Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$1,024,353.65
Refunds	9,179.12
Transfers	18,766.11
Invoices	90,068.43
Invoices 00-21W	<u>329.10</u>
For a total of:	\$1,142,696.41

### **Cash Transfer between Investments and Bank**

On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board, voted unanimously to transfer \$689,000.00 from PRIT Core Fund to cover next month's warrants.

On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board, voted unanimously to amend the transfer to \$1,689,000.00 from \$689,000.00 from PRIT Core Fund to cover next month's warrants.

### **Membership**

On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions and additional positions as follows:

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Boucher, Caleb A	10/5/2020	100%		SND	Instructional Assistant
Claussell, Brianna E	10/13/2020	60%		FRN	Long-term substitute
Cole, Douglas M	10/26/2020	100%		MOH	Custodian
Finn, Krystal M	11/5/2020	100%		MOH	Paraprofessional
Friedrichs, Joseph	10/7/2020	100%		DER	Head Custodian
Green, Terry I	10/11/2020	50%		ROW	Treasurer
Haskins, Dawn M	10/26/2020	100%		MOH	Long-term substitute
Herzig, Karen C	9/28/2020	100%		MOH	Cafeteria
Holloway, Rebecca L	10/8/2020	90%		PNR	Instructional Assistant
Hosley, Penelope G	10/7/2020	100%		CON	Long-term substitute instructional assistant
Knapp, Kelly M	10/13/2020	100%		OGE	Special Education Paraprofessional
Law, Rebecca A	9/8/2020	100%		DER	Long-term substitute instructional assistant
Martineau, Sean M	11/9/2020	100%		PNR	Custodian
Prue, Timothy O	10/19/2020	100%		WCK	Highway
Rodgers, John L	10/19/2020	100%		PNR	Custodian
Rousseau, Alyssa M	10/7/2020	50%		OGE	Paraprofessional
Smith, Carrie A	9/21/2020	100%		OGE	Special Education Paraprofessional
Thomas, Bryanne M	10/2/2020	100%		FRN	Instructional Assistant
Williams, Iman H	9/23/2020	100%		SND	Instructional Assistant
<b><u>New Positions</u></b>					
Butler, Sarah L	8/24/2020	100%		FRN	Receptionist

Parker, Erika L	10/19/2020	100%		DER	Long-term substitute teacher
Seredejko, Janet E	9/14/2020	100%		FRN	Library Aide
Steele, Melinda	9/28/2020	100%		FRN	Instructional Assistant
<b><u>Additional Position</u></b>					
Donahue, Cynthia	8/31/2020	100%		HLT	Para Mentor
Lovett, Shannon	9/16/2020	100%		HLT	Sub caller

**New Retirees:**

*On a motion made by P. Mokrzeck and a second by M. Stokarski, the Board voted unanimously to approve the following retirement:*

Donelan, Kevin – The retirement packet has been submitted to PERAC to retire Kevin Donelan for a Superannuation, Option C retirement allowance. His last day of work was October 4, 2020 and his retirement benefit will begin on October 5, 2020. Mr. Donelan was a group 4 member working as a police officer for the Town of Orange, accruing 33 years, 6 months of creditable service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by A. Bragdon and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks:*

Nouri, Tracey: The Greenfield Regional Retirement Board has asked FRRS to accept creditable service liability if their current member, Tracey Nouri, re-deposits a refund taken from this system. The refund, approved by the Board effective as of February 29, 2020, was for deductions of \$1,718.89 and interest of \$7.84 for a total refund of \$1,726.73. Ms. Nouri worked as a custodian with the Mohawk Trail Regional School District from 7/1/2019 through 1/9/2020. Total service FRRS will accept is 6 months, 9 days.

Dunn, Andrew: The Westfield Contributory Retirement Board has asked FRRS to accept creditable service liability if their current member, Andrew Dunn, re-deposits a refund taken from this system. The refund, approved by the Board effective as of February 29, 2020, was for deductions of \$11,187.39 and interest of \$124.44 for a total refund of \$11,311.83. Mr. Dunn worked as the Water

**Buybacks and Makeups:**

Bancroft, Jill: Current member in the Police Department, Towns of Leverett and Warwick had eligible membership service prior to enrollment on 10/28/2020. A service purchase has been requested and calculated as follows:

04/24/2018-06/12/2018 – full time service allowable = 1 month, 19 days  
06/13/2018-09/02/2019 – actual hours worked = 4 months  
09/03/2019-10/10/2019 – full time service allowable = 1 month, 8 days  
10/01/2019-10/20/2020 – actual hours worked = 3 months, 8 days

**For a total of 10 months, 5 days creditable service.**

Cost of the purchase is \$2,566.73 if paid by 12/31/2020 otherwise interest will continue to accrue as allowed by law.

Additionally, Ms. Bancroft has 16 days of service available for purchase at a cost of \$161.85.

**Deaths:**

Kilhart, Madena – Option B retiree since 07/18/1983, Ms. Kilhart was a secretary at the Dexter Park School in the Town of Orange, accruing 12 years, 10 months of creditable service. DOD was 10/29/2020 at the age of 96. No annuity balance remains.



Rice, Irene – Option A retiree since 06/30/1990, Ms. Rice worked in the cafeteria and the office at the Ralph C. Mahar Regional School, accruing 24 years, 9 months of creditable service. DOD was 10/28/2020 at the age of 92.

### **General Business:**

#### **Hearing for Daniel Atkins re: section 91A compliance**

Dan is a disability retiree (since 1996) and is required to report annual income to PERAC. His mailing of paperwork (February 2020) did not make it to PERAC, and subsequent mailings by PERAC to Dan did not make it to Dan, so it was not until Susan called him in September that he was aware that he was about to lose his benefit.

Before his benefit is revoked, he is allowed the opportunity to have a hearing with this Board to explain his situation.

In the meantime, Dan came by the office and gave Dale his paperwork so Dale could forward it to PERAC (Wednesday, November 18, 2020), which Dale has done. So, in theory all is well and there is no need for a hearing. Thus, Dale believes we can hold off on suspending his benefit until we hear from PERAC. Follow-up at the December 22, 2020 meeting.

No actions, or votes, taken at this time.

#### **Review and approval of contract with Comerica for the Chartwell CIT**

The Board discussed and reviewed the contract with Comerica for the Chartwell commingled investment trust (“CIT”)

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the contract with Comerica for the Chartwell commingled investment trust (“CIT”).*

#### **Board require proof that name is on account for direct deposits**

At the October 28, 2020 board meeting, the Board made the decision to require that any payment to members for refunds or refund of deductions in error and payments to retirees be deposited to an account that shows the member’s or retiree’s name. Payments to retirees in nursing homes, vendors, employer units, or other retirement systems will not require proof of the name being on the account being deposited to. The Board instructed Dale to find in the Board’s regulations all the places to edit to implement the new policy, and to bring them to today’s Board meeting for review and approval.

#### **Modify the existing Direct Deposit of Retiree’s checks policy to include the Italicized wording:**

June 30, 2009 – The Board voted that all monthly retirement allowances must be processed by direct deposit to the retiree’s institutional account of choice, ***and that the account must belong to, and bear the retiree’s name.***

#### **Create this new policy:**

Direct Deposit of refunds to members:

***Any payment to members for refunds, or refund of deductions in error, must be processed by direct deposit to an account that belongs to and bears the name of the member.***

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the revised Direct Deposit of Retiree’s checks policy and the new policy for Direct Deposit of refunds to members.*

#### **Board Meeting Schedule for 2021**

The members of the Board were in agreement to continue the regular monthly meeting schedule generally the last Wednesday of each month, at 8:00 a.m., with a change to the November meeting from Wednesday, November 24, 2021 to Tuesday, November 23, 2021 and the December meeting from the last Wednesday of the month, December 29, 2021 to the third Wednesday, December 22, 2021 (see addendum A to these minutes for copy of calendar).

*On a motion made by A. Bragdon and a second by M. Stokarski, the voted unanimously to approve the meeting schedule as presented, choosing November 23, 2021 and December 22, 2021 as the meeting dates for those months.*

#### Status of 3(8)(c) bill to State Retirement

The Board received a 2020 invoice from the State Board of Retirement for the 2019 benefit year. This year's invoice has been significantly reduced by removing approximately 80 names from the invoice while they are being investigated for discrepancies.

FRRS has not made a payment to the State for this benefit liability since 2014. The liability is determined by creditable service transferred for individuals by this Board to the State Board and further determined by the amount of benefit that individual receives upon retirement. If the retiree receives a benefit that is determined by a salary average greater than the average salary earned while a member of this System, FRRS staff asks PERAC to reduce the 3(8)c liability owed to the State.

The Board carries a payable balance on the ledger reflecting the balance owed to the State and periodically, the Board is asked to review this balance and determine if a payment in full, or in good faith should be processed.

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the voted unanimously to approve a payment to the State for 3(8)c liability owed in the amount of \$1,000,000.00 to be on the December 2020 bill warrant.*

#### Quarterly Investment Managers

##### Investment Consultant – DAHAB Associates

Kevin Condy, Director of Research and Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at and reviewed the third quarter returns for the investment portfolio.

##### Small Cap Dividend Growth Manager – Copeland Capital Management

Mark Giovannello, Chief Investment Officer, Portfolio Manager and Chuck Barrett, Director of Sales and Marketing joined the meeting at 9:25 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

##### Small Cap Core Manager – Aberdeen

Scott Conlon, Senior Equity Specialist, and Matt Murdoch, Director, U.S. Institutional joined the meeting at 10:02 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

#### Adjournment

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted to adjourn the meeting at 10:40 a.m.*

October 28, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:01 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

**Kerri Deleo**

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding granting an ordinary disability retirement benefit to Kerri Deleo. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:01 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

After some discussion, the Board voted the following motion:

*On a motion made by P. Mokrzecki, and a second by M. Stokarski, the Board voted by roll call vote, to grant an ordinary disability retirement benefit to Kerri Deleo. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

*A motion to come out of executive session was made at 8:04 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker – aye.*

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on September 30, 2020  
Private minutes of the executive session held on September 30, 2020  
Public minutes of the executive session held on September 30, 2020*

Angel Bragdon joined the meeting at 8:07 a.m.

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,020,684.70
Refunds	20,906.98
Transfers	15,526.05
Invoices	<u>87,747.10</u>
For a total of:	\$1,144,864.83

**Cash Transfer between Investments and Bank**

On a motion made by M. Stokarski and a second by G. Voelker, the Board, voted unanimously to transfer \$804,000.00 from PRIT Core Fund to cover next month's warrants.

### **Membership**

On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the new members, new positions and additional positions as follows:

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Abramson, Kelsey G.	9/22/2020	100%		DER	Long-term Instructional Assistant substitute
Bachini, Michael J	9/30/2020	100%		PNR	Custodian
Carrier, Regina L.	9/1/2020	80%		FRN	Instructional Assistant
Forsythe, Jaime	9/21/2020	100%		FRN	Instructional Assistant
Fritz, James C	9/15/2020	90%		LEV	Teacher Aide
Guy, Kathy M	10/14/2020	100%		OGE	Paraprofessional
Hanley, Sara C	9/14/2020	90%		PNR	Paraprofessional
Lambert, Georgette	10/1/2020	50%		PNR	Café Helper
Martin, Anne M	10/5/2020	90%		LEV	School Nurse
Moon, Myeong-Ok	8/26/2020	100%		SND	Instructional Assistant
Ogden, Brianna M	10/5/2020	90%		PNR	Instructional Assistant
Purinton, Jeremy P	9/28/2020	100%		BUC	Driver/Laborer
Shippee, Julie	7/5/2020	50%		ROW	Police Chief
Singer, Christopher J	9/10/2020	100%		DER	Long-term Instructional Assistant substitute
Stafford, Mary L.	10/8/2020	60%		ROW	Cafeteria Assistant
Storm, Misha S	9/8/2020	100%		LEV	Library Director
Stytsenko, Inna	8/25/2020	50%		FRN	Treasurer
Tela, Renee A	9/28/2020	50%		PNR	Café Helper
Ursprung, Ian M	9/3/2020	80%		FRN	Instructional Assistant
Wozniak, Matthew J	9/21/2020	100%		DER	Police Officer
Yelle, Raymond S	9/1/2020	100%		FRN	Instructional Assistant
Young, Dawn M	9/3/2020	80%		FRN	Instructional Assistant
<b><u>New Positions</u></b>					
Capuano, Timothy	9/15/2020	100%		FRN	Instructional Assistant
Cheek, Jacqueline	9/1/2020	100%		FRN	Instructional Assistant
Jarvenpaa, Scott M	9/8/2020	100%		WEN	Driver/Laborer
Mans, Caitlin	9/1/2020	100%	90%	HLT	Paraprofessional
Shearer, Timothy	9/1/2020	100%	90%	HLT	Paraprofessional
<b><u>Additional Position</u></b>					
Littleton, Caitlin	7/13/2020	80%		DER	summer IA/tutor
Louison, Jacob	7/1/2020	0%		CHT	Call Fire
Rau, Karen M	7/1/2020	100%		CHT	Elected Assessor

Skalski, Judith	8/6/2020	50%		FRN	Summer Clerk
-----------------	----------	-----	--	-----	--------------

**New Retirees:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the following retirement:*

Duarte, Virginia – The retirement packet has been submitted to PERAC to retire Virginia Duarte for a Superannuation, Option A retirement allowance. Her last day of work was September 15, 2020 and her retirement benefit will begin on September 16, 2020. Ms. Duarte was a group 1 member working as an instructional assistant for the Pioneer Valley Regional School District, accruing 18 years, 2 months of creditable service.

**Buybacks and Makeups:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following buyback:*

Budrewicz, Timothy – current member in the Town of Shelburne Police Department, has requested a purchase of service for time worked prior to membership in Franklin Regional Retirement. Both Ashfield and Shelburne provided payroll records service beginning in 2007 through 2011. It has been determined that this member is eligible for a service purchase equal to actual time worked beginning 7/1/2007 through 12/5/2011, his date of membership with the Town of Buckland. Total allowable service is 1 year, 5 months, 7 days at a cost of \$5,575.05 if paid by 11/30/2020 otherwise interest will accrue as allowed by law.

*Director’s edit: After the Board meeting, better detail was learned regarding pay and hours and as a result the corrected creditable service is 1 year, 4 months, 17 days, and the corrected cost if paid by 11/30/2020 is \$5,350.15.*

**Deaths:**

Rafuse, Eleanor – Option A retiree since 01/01/2001, Ms. Rafuse worked as a bookkeeper for the Pioneer Valley Regional School District, accruing 20 years, 11 months of creditable service. DOD was 09/26/2020 at the age of 87.

Willard, Suzanne – Option B retiree since 10/31/1999, Ms. Willard was a cafeteria manager at the Hawlemont Regional School, accruing 28 years, 8 months of creditable service. DOD was 10/09/2020 at the age of 81. No annuity balance remains.

Veber, Florence – Option B retiree since 2/18/2007, Ms. Veber was the Town Hall Custodian for the Town of Rowe, accruing 15 years, 11 months of creditable service. DOD was October 21, 2020 at the age of 78. No annuity balance remains.

**General Business:**

**Jill Bancroft membership**

It came to the attention of FRRS that Jill Bancroft had been appointed twice to membership eligible position but worked for short periods and never became a member of FRRS. Jill currently works in positions that are not membership eligible. Board Counsel Michael Sacco was asked if FRRS is required to grant membership to Jill retroactive to the date of her first membership eligible position. Michael Sacco opined that legally when an error is discovered it should be corrected and advised the Board to offer membership retroactive to her first appointment to fill a full-time position temporarily as a police officer with the Town of Leverett.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to offer Jill Bancroft membership retroactively to her first appointment to fill a full-time position temporarily as a police officer with the Town of Leverett.*

Review and approval of contract with Comerica for the Chartwell CIT

Dale Kowacki, Executive Director relayed his surprise to learn that the CIT that Chartwell has invited the Board to join will have the Board signing an agreement with Comerica, and not Chartwell. Apparently, it should not be of any concern, but it was nonetheless a surprise that was not revealed until the new paperwork was sent over for review and signature – which will not be until the November meeting.

Dale was told that it is not uncommon that commingled investment trusts (“CIT”) are owned by custodian banks that hire managers to run them.

The Board discussed and will revisit at the November 24, 2020 meeting when Michael Sacco’s office has completed the review of the contract with Comerica and the finished copy can be provided the Board for review prior to the meeting.

No action, or votes, taken at this time.

Board Chair

Sandy’s term ends on December 31, 2020 and it is the responsibility of the other board members to (re)appoint a chair for the next six-year term (Jan 1, 2021 to Dec 31, 2026).

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to reappoint Sandra Hanks as chair of the Franklin Regional Retirement Board for a term of six years beginning January 1, 2021. Vice Chair Paul Mokrzecki asked “all those in favor” – unanimous aye. Sandra Hanks abstained.*

Board require proof that name is on account for direct deposits

Dale Kowacki, Executive Director informed the Board that most payments going out of the office (payments to vendors, retirees, refunds to members) are now being done by ACH. The question to the Board, does the Board want to require proof that the account being deposited to has the intended recipient’s name on the account.

After some discussion, the Board will require that any payment to members for refunds or refund of deductions in error and payments to retirees be deposited to an account that shows the member’s or retiree’s name. Payments to retirees in nursing homes, vendors, employer units, or other retirement systems will not require proof of the name being on the account being deposited to. The Board instructed Dale to find in the Board’s regulations all the places to edit to implement the new policy, and to bring them to the November 24, 2020 Board meeting for review and approval.

No action, or votes, taken at this time.

Adjournment

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted to adjourn the meeting at 9:24 a.m.*

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding granting an ordinary disability retirement benefit to Kerri Deleo. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:01 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski and Gabriele Voelker. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

**These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.**

*A motion to come out of executive session was made at 8:04 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
September 30, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitor via Zoom Tara Kuzmeskus.

**Tara Kuzmeskus**

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding Tara Kuzmeskus' appeal for an earlier date of disability retirement. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:02 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

After some discussion, the Board voted the following motion:

*On a motion made by P. Mokrzecki, and a second by G. Voelker, The Board voted by roll call vote, to deny Tara Kuzmeskus' request for an earlier disability retirement date. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

*A motion to come out of executive session was made at 8:09 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker – aye.*

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on August 26, 2020.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,033,033.41
Seward ACH payroll 9/1/2020	1,523.61
Refunds	40,177.06
Transfers	5,434.12
Invoices	<u>75,435.64</u>
For a total of:	\$1,155,603.84

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board, voted unanimously to transfer \$919,000.00 from Polen Capital to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Fedorjaczenko, Alexis G	9/14/2020	60%		ASH	Town Clerk
George, Cheryl T	8/31/2020	50%		PNR	Library IA
Hobin, Raymond E	8/20/2020	100%		OGE	Firefighter/Paramedic
Joao, Amanda V	9/8/2020	100%		SHB	Senior Center Director
Kanash, Hayden T	9/28/2020	100%		SND	Highway
O'Lari, Nathaniel R	8/31/2020	100%		OGE	Firefighter/Paramedic
Radzuik, Christopher J	8/17/2020	100%		GIL	Truck driver/laborer
<b><u>New Positions</u></b>					
Ortiz, Quincy L	8/31/2020	100%		WTY	Operator/Laborer
<b><u>Additional Position</u></b>					
Crochier, Alision	6/19/2020	90%		FRN	Summer Cafeteria
Fierro, Jr., David	8/7/2020	50%		ROW	Accountant
Hamilton, Jamie	6/22/2020	80%		FRN	Summer Cafeteria
Leighton, Robert	7/1/2020	100%		NTD	Elected Sewer Commissioner
Jouannet, Jeanne	6/22/2020	100%		FRN	Summer Cafeteria
Simmons, Kathleen	6/24/2020	100%		FRN	Summer Cafeteria



### **New Retirees:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

Blake, Peter – The retirement packet has been submitted to PERAC to retire Peter Blake for a Superannuation, Option B retirement allowance. His last day of work was September 14, 2020 and his retirement benefit will begin on September 15, 2020. Mr. Blake was a group 1 member working as a custodian for the Pioneer Valley Regional School District, accruing 24 years of creditable service.

Clark, Sheryl – The retirement packet has been submitted to PERAC to retire Sheryl Clark for a Superannuation, Option A retirement allowance. Her last day of work was August 31, 2020 and her retirement benefit will begin on September 1, 2020. Ms. Clark was a group 1 member working as an administrative assistant for the Town of Buckland and as the Library Director for the Town of Charlemont, accruing 30 years, 9 months of creditable service. The Greenfield Retirement System holds liability of 3 years, 10 months, 18 days of the total service.

Kuzmeskus, Tara – The retirement packet has been submitted to PERAC to retire Tara Kuzmeskus for an Ordinary Disability, Option B retirement allowance. Her last day of work was May 23, 2017 and her retirement benefit will begin on November 20, 2019. Ms. Kuzmeskus was a group 1 member working as an instructional assistant for the Town of Deerfield schools and as a teacher for the Amherst-Pelham Regional School District, accruing 14 years, 4 months of creditable service. The Massachusetts Teachers' Retirement System holds liability of 13 years, 7 months, 17 days of the total service.

Tuttle, Cathleen – The retirement packet has been submitted to PERAC to retire Cathleen Tuttle for a Superannuation, Option B retirement allowance. Her last day of work was September 14, 2020 and her retirement benefit will begin on September 15, 2020. Ms. Tuttle was a group 1 member working in the cafeteria for the Pioneer Valley Regional School District, accruing 20 years, 5 months of creditable service.

Wainshilbaum, Rhonda – The retirement packet has been submitted to PERAC to retire Rhonda Wainshilbaum for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on June 28, 2020. Ms. Wainshilbaum was a group 1 member working as a teacher for the Pioneer Valley Regional School District and for the Town of Rowe, accruing 26 years, 9 months of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks:*

Barrett, Brent: The Worcester Regional Retirement Board has asked FRRS to accept creditable service liability if their current member, Brent Barrett, re-deposits a refund taken from this system. The refund, approved by the Board effective as of November 30, 1999, was for deductions of \$16,629.31 and interest of \$946.09 for a total refund of \$17,575.40. Mr. Barrett worked as a custodian with the Ralph C. Mahar Regional School District from 02/09/1989 through 09/03/1999. Total service FRRS will accept is 10 year, 6 months, 25 days.

### **Buybacks and Makeups:**

Anderson, Brenda: This member has requested a service purchase for work in the Town of Orange, Police Department, beginning 4/1/1986 through 9/30/1986. Member was working full time during the

probationary period. Deductions started on 10/1/1986. Allowable creditable service is 6 months at a cost of \$1376.26 if paid by 10/31/2020 otherwise interest will accrue as allowed by law.

### **Deaths:**

Hurt, Phyllis – Option B retiree since 6/30/1990, Ms. Hurt worked in the cafeteria at the Butterfield School in the Town of Orange, accruing 16 years, 5 months of creditable service. DOD was 9/01/2020 at the age of 95. No annuity balance remains.

Snow, Nancy – Option C beneficiary of Kenneth Snow died 09/01/2020. Mr. Snow will pop-up to an Option A monthly benefit.

### **General Business:**

#### **Final discussion of budget for 2021**

The final version of the budget for 2021, reflecting a decrease in the budget for Investment Manager Fees was presented to the Board. Copy appended to these minutes as addendum A.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve a total budget of \$1,582,518.00 for calendar year 2021.*

#### **Advisory Council Annual Meeting**

The Board asked Dale Kowacki, Executive Director the results of his polling the advisory council regarding meeting after the regular board meeting on October 28, 2020. Dale informed the Board that responses received lean towards having the meeting late morning (10:30 a.m.) after the October 28, 2020 regular board meeting.

Discussion was had to maybe have the advisory council meeting at 8:00 a.m. on October 28, 2020 with the regular board meeting after. It was decided to schedule the advisory council meeting for 9:00 a.m. after the regular board meeting.

Mary Stokarski left the meeting at 8:52 a.m.

### **Adjournment**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 9:04 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
September 30, 2020

Sandra Hanks, Board Chair called for the Board to enter executive session to discuss legal strategy regarding Tara Kuzmeskus' appeal for an earlier date of disability retirement. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:02 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angel Bragdon and Gabriele Voelker. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

# These are the PUBLIC version of the executive session minutes; the release of the PRIVATE version has not been authorized by the Board.

*A motion to come out of executive session was made at 8:09 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES August 26, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with Assistant Director Susan Bobe and staff Auditor Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Visitors via Zoom during the meeting were Greg McNeillie and Kevin Condy of Dahab Associates, Dave Dalrymple and Eric Lareau of Chartwell Investment Partners and Govind Menon and Jeffrey Wyer of Fiera Capital.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on July 29, 2020.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,024,285.47
Refunds	24,136.01
Transfers	175,831.52
Invoices	<u>49,654.66</u>
For a total of:	\$1,273,907.66

### **Cash Transfer between Investments and Bank**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board, voted unanimously to transfer \$1,010,000.00 from Polen Capital to cover next month's warrants.*

### **Membership**

On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional positions as follows:

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Bator, Mathew	7/5/2020	100%		DER	Patrolman
Cerone, ElizabethA	7/1/2020	100%		BUC	Town Clerk
Christenson, David W	6/30/2020	100%		ASH	Highway Laborer
Clark, Byran W	7/27/2020	100%		ASH	Highway Laborer
Morse, Paula M	8/17/2020	50%		SHB	Assistant Assessor
Plesnar, Melissa	7/1/2020	100%		MOH	Secretary
Pratt, William R	7/14/2020	100%		BER	Laborer/Highway
Taylor, Michael J	8/17/2020	100%		FCH	Property Manager
Townsley, Raymond F	8/10/2020	100%		SHB	Laborer/Equipment Operator
<u>Additional Position</u>					
Baxter, Edward J	7/1/2020	100%		MHR	Summer food program
Coy, Krista	7/1/2020	100%		MHR	Summer food program
Dillenback, Jacki Scot	7/1/2020	100%		MHR	Summer food program
Fillion, Peggy S	7/1/2020	100%		MHR	Summer food program
Mumblo, Yvonne D	7/1/2020	70%		MHR	Summer food program
Shufelt, Eric R	7/1/2020	100%		WEN	Custodian
Vitols, Judith M	7/1/2020	100%		MHR	Summer food program
Vuong, Riri	7/1/2020	80%		MHR	Summer food program
Woodard, Tammy L	7/1/2020	100%		MHR	Summer food program

### **New Retirees:**

On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following retirements:

Hagar, Debra – The retirement packet has been submitted to PERAC to retire Debra Hagar for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2020 and her retirement benefit will begin on July 1, 2020. Ms. Hagar was a group 1 member working as an instructional aide for the Frontier Regional School District, accruing 14 years, 10 months of creditable service.

Heidkamp, Rosemary – The retirement packet has been submitted to PERAC to retire Rosemary Heidkamp for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2020 and her retirement benefit will begin on July 1, 2020. Ms. Heidkamp was a group 1 member working on the Board of Health and as the Library Director for the Town of Wendell, accruing 32 years, 9 months of creditable service.

Phillips, Michael – The retirement packet has been submitted to PERAC to retire Michael Phillips for a Superannuation, Option B retirement allowance. His last day of work was August 10, 2020 and his retirement benefit will begin on August 11, 2020. Mr. Phillips was a group 1 member working as the Foreman in the Town of Deerfield Highway Department, accruing 37 years of creditable service.

Purington, Janice – The retirement packet has been submitted to PERAC to retire Janice Purington for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2020 and her retirement benefit will begin on July 1, 2020. Ms. Purington was a group 1 member working as the Town Clerk for the Town of Buckland, accruing 30 years, 1 month of creditable service.

Ruddock, Harry, III – The retirement packet has been submitted to PERAC to retire Harry Ruddock, III for a Superannuation, Option C retirement allowance. His last day of work was June 26, 2020 and his retirement benefit will begin on June 27, 2020. Mr. Ruddock was a group 4 member working as a police sergeant for the Town of Deerfield, accruing 32 years, 5 months of creditable service. The Hampshire County Retirement Board holds liability for 4 months of the total service.

### **Grant Service for Unpaid Leaves:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to grant the following service:*

Wainshilbaum, Rhonda – inactive member in the Pioneer Valley Regional School District who worked as an art teacher and retired as of June 28, 2020. During the retirement process an unpaid leave of 4 months, 10 days between November 1991 and March 1992 while working in the Town of Rowe was discovered. She returned to work in April 1992. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave. If granted, her total creditable service will be 26 years, 9 months, 12 days.

### **Deaths:**

Hunter, Bruce – Option C retiree since 02/21/2013, Mr. Hunter served the Franklin County Regional Housing Authority as Assistant Director of Community Development and was an elected Water Commissioner for the South Deerfield Water Supply, accruing 17 years, 11 months of creditable service. DOD was 08/09/2020 at the age of 72. His wife, Diana, is his Option C beneficiary.

Riendeau, Paul – Option C beneficiary of Maureen Riendeau died 08/09/2020. Ms. Riendeau will pop-up to an Option A monthly benefit.

### **General Business:**

#### **FRRS prevails in appeal of Elizabeth Bell v. FRRS for section 9 death benefit**

Dale Kowacki, Executive Director informed the Board that Michael Sacco, board attorney won the appeal of the original DALA decision to award Elizabeth Bell the accidental death benefit she believed she could receive because she believed her husband died from the cause of his disability (for which he was receiving a retirement benefit).

No action, or votes, taken at this time.

#### **Schedule Advisory Council annual meeting**

The Board discussed the annual Advisory Council meeting which is usually held in October. The meeting will be via Zoom and can be held anytime. The Board was asked if there were any dates in October that would create scheduling conflicts for them. The board suggested to either have the meeting after hours or after the October 28, 2020 regular board meeting. The Board asked Dale Kowacki, Executive Director to poll the advisory council to see who is available to meet after the regular board meeting on October 28, 2020.

#### **Second discussion of budget for 2021**

The second draft of the 2021 budget for the system was presented to the Board. The Board discussed increasing the annual stipend of the Board Chair.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to increase the annual stipend for 2021 by 3.9% for an annual stipend of \$11,544.00.*

### Quarterly Investment Managers

#### Investment Consultant – DAHAB Associates

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Director of Research with Dahab Associates joined the meeting at 8:40 a.m. and reviewed the first quarter returns for the investment portfolio.

The Board discussed investment allocation moves for the purpose of rebalancing between managers with Greg and Kevin. Greg suggested that rebalancing between managers for less than 1% is not going to accomplish much. Greg recommended taking money out of Polen for our cash flow needs.

The Board discussed the Collective Investment Trust (“CIT”) proposal from Chartwell. Chartwell has a new comingled fund. This CIT fund comingles assets of different pension funds together. It is the same exact investment but is run as one account instead of dozens of accounts. This proposal to transfer to the new CIT comingled fund will allow Chartwell to lower costs and FRRS to save money. Management fees for the new comingled fund are 40 bps vs 55 bps for the separate account. Both Greg and Kevin recommend that the Board transfer to the new Chartwell comingled fund.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board unanimously voted to transfer from a separate account with Chartwell to their new mid cap collective investment trust fund.*

Angel Bragdon left the meeting at 8:57 a.m.

The Board discussed with Greg and Kevin the policy index versus actual allocation. Greg stated that the policy index is constructed by DAHAB and is a pretty high bar. A big piece of performance is over time and we have one of the better performing plans in the State. It was suggested to maybe introduce a secondary index (shadow index) as the policy index is asset class specific and we cannot control the allocation of PRIT. Greg suggested that we pay attention to how we are doing in domestic equity without the PRIT pieces rather than introduce a secondary index - look at how our managers are doing. Our ultimate benchmark is 7.75% and over the last ten years our managers have been doing a decent job, 9.1% over the benchmark.

#### Mid Cap Value Manager – Chartwell Investment Partners

Dave Dalrymple, Managing Partner, Sr Portfolio Manager and Eric Lareau, Director of Client Development joined the meeting at 9:36 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system’s investments and a report on the investment manager’s current investment outlook or forecast as well as strategy for the future. Mr. Lareau reported that there have been no changes to the team and talked about FRRS transitioning to Chartwell’s new comingled fund with lower fees.

#### Mid Cap Growth Manager – Fiera Capital

Govind Menon, Senior VP, Product Specialist and Jeffrey Wyer, Assistant VP, Institutional Markets joined the meeting at 10:18 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system’s investments and a report on the investment manager’s current investment outlook and forecast as well as strategy for the future. Mr. Menon informed the Board of one change to the team, team member, Nimesh Kshatriya passed away suddenly. Mr. Wyer reported on the organizational change, which has been in the works for several years. Fiera is shifting from regional divisions to a globally focused structure. These changes will not impact FRRS investment with Fiera.

**Adjournment**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted to adjourn the meeting at 11:08 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
July 29, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with staff Auditor Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on June 24, 2020.*

Gabe Voelker joined the meeting at 8:02 a.m.

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,005,248.67
Refunds	5,711.27
Transfers	80,911.95
Invoices	<u>134,348.41</u>
For a total of:	\$1,226,220.30

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$5,700,000.00 from Unibank Money Market to PRIT General Allocation Fund to invest excess cash.*

**Membership**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
-------------	------------------	---------------	--------------	-------------	-----------------

Degnan, Erin L	6/29/2020	50%		NTD	Financial Assistant
Eichorn, Jennifer L	6/24/2020	100%		ERV	Treasurer - elected
Lawrence, Anna K	5/26/2020	90%		WEN	Library Director
Malek, Jason A	7/7/2020	100%		FCH	Maintenance
<b><u>New Positions</u></b>					
Halasz, Natene	6/15/2020	100%		ERV	Librarian
Jarvenpaa, Scott M	6/2/2020	100%		WCK	Highway
<b><u>Additional Position</u></b>					
Bean, Brenna M	3/16/2020	100%		FRN	Coach
Capuano, Timothy	3/16/2020	100%		FRN	Coach
Mousseau, Stacey Lyn	5/1/2019	100%		BER	Elected Assessor
<b><u>Reinstated</u></b>					
Whitney-Lussier, Faye A	7/3/2013	0%		SHB	ZBA & Con Comm Recording Secretary

### **New Retirees:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

### **New Retirees:**

**Boehmer, Mary** – The retirement packet has been submitted to PERAC to retire Mary Boehmer for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2020 and her retirement benefit will begin on July 1, 2020.

Ms. Boehmer was a group 1 member working as a library manager & paraprofessional for the Hawlemont Regional School District, accruing 23 years, 4 months of creditable service.

**Brown, Donald** – The retirement packet has been submitted to PERAC to retire Donald Brown for a Superannuation, Option A retirement allowance. His last day of work was May 18, 2020 and his retirement benefit will begin on June 14, 2020. Mr. Brown was a group 1 member working in the Highway Department for the Town of Colrain, accruing 26 years, 8 months of creditable service.

**Litchfield, Sheila** – The retirement packet has been submitted to PERAC to retire Sheila Litchfield for a Superannuation, Option B retirement allowance. Her last day of work was June 29, 2020 and her retirement benefit will begin on June 30, 2020. Ms. Litchfield was a group 1 member working as a nurse for the Town of Rowe, accruing 11 years, 6 months of creditable service.

**Phillips, Caroline** – The retirement packet has been submitted to PERAC to retire Caroline Phillips for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2020 and her retirement benefit will begin on July 1, 2020. Ms. Phillips was a group 1 member working as a paraprofessional for the Mohawk Trail Regional School District, accruing 32 years of creditable service.

**Robidoux, Deborah** – The retirement packet has been submitted to PERAC to retire Deborah Robidoux for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2020 and her retirement benefit will begin on July 1, 2020. Ms. Robidoux was a group 1 member working as a special education secretary for the Mohawk Trail Regional School District, accruing 33 years, 8 months of creditable service.

### **Buybacks and Makeups:**



*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following buyback:*

Richardson, Jr, John – current member in the Town of Bernardston, has requested approval for a make-up of service in the Town of Sunderland prior to membership. Service as a police officer was between 12/27/2003 through 4/29/2005 for a total of 1 year, 28 days allowable service. Cost of the purchase is \$4,622.03 if paid by August 31, 2020. Interest will continue to accrue if paid past this date.

**Change of service previously approved:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to change service for the following service previously approved:*

Brook, Richard – This person's record was transferred to the Greenfield Retirement Board in 1999 with 4 months, 1 week of service for 108 days worked as a "spare" corrections officer at the jail. On closer review the service should be stated as 5 months (108 days worked out of 260 workdays in a typical year). The previous service amount could not be replicated using any known method.

**Deaths:**

Farrington, Richard – Option A retiree since 07/30/1993, Mr. Farrington worked in the Highway Department for the Town of Colrain, accruing 21 years, 1 month of creditable service. DOD was 07/11/2020 at the age of 85.

Fifield, Dorothy – Option A retiree since 06/30/2001, Ms. Fifield worked as a paraprofessional for the Town of Conway and the Frontier Regional School District, accruing 19 years, 6 months of creditable service. DOD was 07/18/2020 at the age of 85.

Gross, Muriel – Option B retiree since 6/30/1985, Ms. Gross was a cafeteria manager at the Shutesbury Elementary School, accruing 21 years, 9 months of creditable service. DOD was 7/22/2020 at the age of 95. No annuity balance remains.

Slaunwhite, Donald – Option A retiree since 03/03/2010, Mr. Slaunwhite worked as a custodian for the Hawlemont Regional School District, accruing 9 years, 3 months of creditable service. DOD was 06/27/2020 at the age of 82.

**General Business:**

**Preliminary budget for 2021**

The first draft of the 2021 budget for the system was presented to the Board.

No action, or votes, taken at this time.

**Staff COLA**

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted to grant a 1.54% increase to the base salaries of the staff beginning January 1, 2021.*

**Audit exit conference**

At 8:53 a.m. Reneé Davis, CPA, MBA, Partner and Rebecca Gamsby, CPA, Manager, of Powers & Sullivan joined the Board as an exit conference for the recently concluded audit performed by them and the team at Powers & Sullivan of calendar year 2019. A draft audit report was provided to the Board in advance of the meeting. A final report will be issued within weeks of this meeting (and will be uploaded to the system's website).

Reneé first explained what an audit is and then went over the Financial statements and reported that there were no weaknesses found. She described their auditing of the GASB 67 report produced by the retirement system's actuary, Linda Bournival, and how that data is used by the retirement system's employer units to include in their individual audits to report their share of the financial condition of the retirement system. In the Management letter, there were two comments that are not material, but are suggestions to help the system improve.

**Adjournment**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted to adjourn the meeting at 9:45 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
June 24, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:02 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with staff Assistant Director Susan Bobe and Auditor Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on May 27, 2020.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$1,024,861.18
Refunds	24,088.84
Transfers	71,218.20
Invoices	<u>35,471.47</u>
For a total of:	\$1,155,639.69

**Cash Transfer between Investments and Bank**

None needed.

## **Visitors**

Gar Chung a reporter with Financial Investment News joined the meeting via Zoom at 8:22 am to listen in on the Board's discussion regarding the annual review of our Investment consultant performance. Gar left the meeting at 8:44 am

## **Membership**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the new member and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Boissonnault, Kevin M	5/1/2020	100%		ASH	Chief Operator
Golding, Isaac T	5/4/2020	100%		NTD	Chief Operator
Peduzzi-Nelson, Sophia	6/1/2020	80%		FRT	Janitorial/Maintenance
<b><u>Additional Position</u></b>					
Blackmer, Lisa	7/1/2020	100%		BFD	Tax Collector
Guyette, Herbert	7/1/2020	100%		BFD	Fire Chief
Guyette, Pamela	7/1/2020	100%		BFD	Clerk & Assessor
Morin, Janice	7/1/2020	100%		BFD	Treasurer

## **New Retirees:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following retirements:*

**Buntin, Cathleen** – The retirement packet has been submitted to PERAC to retire Cathleen Buntin for a Superannuation, Option B retirement allowance. Her last day of work was May 22, 2020 and her retirement benefit will begin on May 23, 2020. Ms. Buntin was a group 1 member working as the Senior Center Director for the Town of Shelburne, accruing 28 years, 2 months of creditable service.

**Nichols, Elizabeth** – The retirement packet has been submitted to PERAC to retire Elizabeth Nichols for a Superannuation, Option B retirement allowance. Her last day of work was May 1, 2020 and her retirement benefit will begin on May 2, 2020. Ms. Nichols was a group 1 member working as the Chief Operator of the Wastewater Treatment Plant for the Town of Ashfield, the Treasurer/Collector for the Town of Hawley, and the Collector for the Town of Heath accruing 25 years, 9 months of creditable service.

## **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks:*

**Albertson, Douglas** – Hampshire County Retirement System has asked FRRS to accept creditable service liability for a refund taken by Mr. Albertson on 11/30/1992. The refund was for deductions only, no interest was included, in the amount of \$1,559.54. Mr. Albertson served as the Transportation Planner for the Franklin Regional Council of Governments from 07/16/1990 through 04/02/1991 accruing 8 months, 17 days.

Hughes, Ellen – The State Board of Retirement has asked FRRS to accept creditable service liability for a refund taken by Ms. Hughes on 09/30/2001. The refund was for deductions only, no interest was included, in the amount of \$3,456.91. Ms. Hughes worked in the Mohawk Trail Regional School as an aide and later for the Town of Buckland as a Town Secretary. Total creditable service liability is 2 years, 5 months, 10 days, as follows:

09/29/1997-2/28/1998~~7~~ – 5 months, 10 days Instructional Aide – MTRSD

08/02/1999-07/31/2001 – 2 years Town of Buckland

### **Buybacks and Makeups:**

Hallenbeck, Ann – current member in the Mohawk Trail Regional School District, has requested approval for a make-up of service in the MTRSD and the Hawlemont School prior to membership. Service as a substitute paraprofessional and teacher was between 1/27/2008 through 4/30/2009 for a total of 5 months, 5 days allowable service. Cost of the purchase is \$627.34 if paid by July 31, 2020, otherwise interest will continue to accrue if paid past this date.

### **Change of service previously approved:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to change service for the following service previously approved:*

Raymer Jr., John – This Board transferred John Raymer's record to Hampshire Regional Retirement System in 2004 with **2 years, 2 months**, of creditable service. Staff was recently asked to review the service. Payroll records, enrollment forms and deductions were reviewed, and it was determined that he worked as a full-time patrolman for Deerfield from 7/1/2001 through 6/30/2003. He worked concurrently for Gill and South Deerfield Fire Department for a total of 27.5 hours. After his full-time employment with Deerfield, he did work 17.5 hours for which FRRS received deductions between September 2003 and March 2004. It has been determined that the allowable creditable service is **2 years, 2 days** and staff recommends a change to this Board's service liability transferred to Hampshire Regional.

### **Deaths:**

Martinelli, Arlene – Option A retiree since 01/01/2008, Ms. Martinelli worked as a cafeteria worker and aide for the Orange Elementary Schools, accruing 20 years, 4 months of creditable service. DOD was 06/17/2020 at the age of 76.

Wilson, Arleen – died on 06/03/2020 at the age of 94. Arleen was the Option C Ordinary Disability survivor of Raymond Rivers who retired from the Town of Orange on November 5, 1977, where he worked as the Highway Superintendent, accruing 23 years, 1 month of creditable service. Raymond died on 07/22/1981 at the age of 55.

Wood, Sue – Option B retiree since 6/30/2018, Ms. Wood was a cafeteria manager for the Pioneer Valley Regional School District, accruing 33 years, 9 months of creditable service. DOD was 5/30/2020 at the age of 63. Her husband, Robert, will be receiving the balance in her annuity account.

### **General Business:**

#### **Annual review of Investment consultant performance**

Each year the Board takes a few minutes to reflect on the last twelve months of service from Greg McNeillie and DAHAB Associates. Of note, over the last ten years the asset allocation that was set up by DAHAB has lagged with the policy index, which is not a good match for our asset allocation – numbers seemed to be skewed. The Board asked Dale to contact Greg and have him bring the policy index up to date to reflect our asset allocation more accurately. The Board was unanimous that Greg has done a good job for the Franklin Regional Retirement System and when compared with the other Massachusetts public pension systems we have always ranked in the top quarter for investment returns.

In addition, Dale informed the Board that to date we have not received the annual investment report from PERAC. The Board asked Dale to check with PERAC as to when we might expect the annual investment report.

Annual review of Legal counsel performance

Each year the Board takes a few minutes to reflect on the twelve months of service from Michael Sacco and his staff. The Board is pleased.

No action or votes taken at this time.

Annual salary survey and review of staff pay scale

Each year the Board takes a few minutes to review the staff pay scale for consistency with salaries in our area, and similar positions in our field.

No action or votes taken at this time.

Hand out "Standard Rules for Disclosure of Information"

Each year the Board is given a copy of the Standard Rules for Disclosure of Information for their review.

No action or votes taken at this time.

January 1, 2020 actuarial valuation delivered

The Board received the January 1, 2020 actuarial valuation. Dale informed the Board that there was a glitch in the funding schedule which added to the amortization a little bit, but everything else stayed the same.

No action or votes taken at this time.

**New Business:**

Tara Kuzmeskus Ordinary Disability Medical Panel Report review

Board members reviewed the medical panel reports in which the opinion was unanimous that Tara Kuzmeskus is permanently unable to perform the essential duties of her position due to a medical condition. Furthermore, Attorney Sacco opines that it is within the Board's discretion to grant the application and award her an ordinary disability retirement.

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to grant the application and award ordinary disability retirement benefits for Tara Kuzmeskus, Town of Deerfield former Instructional Assistant.*

**Adjournment**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted to adjourn the meeting at 9:25 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
May 27, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:03 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with staff Assistant Director Susan Bobe and Deborah Frentzos present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on April 29, 2020.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$975,925.78
Refunds	37,441.11
Transfers	25,593.60
Invoices	<u>727,768.49</u>
For a total of:	\$1,766,728.98

### **Cash Transfer between Investments and Bank**

None needed.

### **Membership**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the new member and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Fortier, Matthew F	3/2/2020	100%		OGE	Health Agent
Pachalis, William M	4/1/2020	50%		BFW	Operator/Commissioner
Rathbun, John W	4/21/2020	100%		ASH	Chief Operator

### **New Retirees:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:*

**Clark, Jack** – The retirement packet has been submitted to PERAC to retire Jack Clark for a Superannuation, Option A retirement allowance. His last day of work was March 31, 2020 and his retirement benefit will begin on April 1, 2020. Mr. Clark was a group 1 member working as a truck driver for the Town of Ashfield, accruing 33 years, 10 months of creditable service.

**Johnson, Ruth** – The retirement packet has been submitted to PERAC to retire Ruth Johnson for a Superannuation, Option C retirement allowance. Her last day of work was April 13, 2020 and her retirement benefit will begin on April 14, 2020.

Ms. Johnson was a group 1 member working as a custodian for the Mahar Regional School District, accruing 23 years, 1 month of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following buyback:*

Dodge, Theresa –Massachusetts Teachers’ Retirement System has asked FRRS to accept creditable service liability for a refund taken by Ms. Dodge on 1/26/1996. The refund was for deductions only, no interest was included, in the amount of \$2,491.57. Ms. Dodge served as the elected Town Clerk for the Town of Erving and also worked part-time in the Treasurer/Tax Collector office from 5/6/1991 through 12/31/1995 accruing 4 years, 7 months, 26 days

### **Deaths:**

Greuling, Frances – Option A retiree since 10/08/1990, Ms. Greuling worked in the cafeteria for the Erving Elementary School, accruing 18 years of creditable service. DOD was 05/06/2020 at the age of 91.

Melnick, Lucy – Option C pop-up retiree since 06/30/1993, Ms. Melnick worked as a guidance secretary for the Frontier Regional School District, accruing 31 years, 9 months of creditable service. DOD was 05/02/2020 at the age of 89.

Rose, Anne – Option B retiree since 07/21/1986, Ms. Rose worked as a librarian for the Town of Deerfield, accruing 19 years, 4 months of creditable service. DOD was 05/02/2020 at the age of 88. No annuity balance remains.

Sawyer, Wayne – Option C beneficiary of Patricia Sawyer died 4/26/2020. Ms. Sawyer will pop-up to an Option A monthly benefit.

Thuillard-Rohrs, Sharon – Option C beneficiary of David Rohrs died 4/28/2020. Mr. Rohrs will pop-up to an Option A monthly benefit.

### **General Business:**

#### **Quarterly Investment Managers**

#### **Investment Consultant – Dahab Associates**

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Director of Research with Dahab Associates joined the meeting at 8:13 a.m. and reviewed the first quarter returns for the investment portfolio.

Greg McNeillie informed the Board that Kevin Condy was promoted to Director of Research in January 2020.

The Board discussed and approved the revised investment policy. The revised policy replaces Systematic Financial Management L.P. with Copeland Capital Management to manage a small-cap fund for the benefit of the retirement system, as well as reflect a Board vote to reduce the allocation to PRIT general core fund from 45% to 40%, and increase the allocation to Loomis fixed income from 4% to 9%. (see addendum A).

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the revised investment policy.*

#### **Onboarding Copeland**

The Board discussed, reviewed, and approved the Investment Management Agreement with Copeland.

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the investment management agreement for Copeland as presented.*

The Board discussed voting a term not to exceed seven years from July 1, 2020 to June 30, 2027.

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve a term not to exceed seven years from July 1, 2020 to June 30, 2027.*

Dale Kowacki, Executive Director presented to the Board the funding of the small cap allocation:

The funds for Copeland are coming from Aberdeen.

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to transfer on July 1, 2020, \$7 million from Aberdeen to Copeland Capital Management to manage a small-cap core allocation.*

The Board discussed, reviewed, and approved the Investment guidelines for Copeland Capital Management.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the investment guidelines for Copeland as presented.*

#### Large Cap Growth Manager – Polen Capital Management

Anthony Xuereb, Senior Relationship Manager and Roland Cole, Research Analyst joined the meeting at 9:27 a.m. Mr. Xuereb reported that the employee ownership has stayed the same, the firm is now 71% employee owned. No changes to the investment team, and all employees are healthy and safe, remote working has been seamless as part of the culture of Polen is to work remotely. Mr. Xuereb also reported that an office was opened in London early this year. Mr. Cole gave a performance update and confirmed that the large cap focus of the fund remains the same.

#### Large Cap Value Manager – O'Shaughnessy Asset Management

Chris Loveless, Principal, President and Ehren Stanhope, CFA, Principal, Client Portfolio Manager joined the meeting at 10:16 a.m. Mr. Loveless reported that the firm added 2 new hires since last year, a research analyst and a programmer. One employee from Chris's team is leaving as of June 2, 2020. Mr. Loveless also stated that the firm opted to close the office on April 11 and reopened on May 20. The traders with the firm have been setup to work remotely, which is going well. Mr. Stanhope gave a performance update and confirmed that the large cap focus of the fund remains the same.

#### Review applicants for 5<sup>th</sup> member of the Board

As a result of an ad placed for the 5<sup>th</sup> member of the Board, four letters of interest and resumes were received. A letter of interest and resume was received from Paul Mokrzecki, affirming that he would like to continue as the appointed fifth member of the Board.

The Board members discussed the resumes received and opted not to interview any of the applicants because the other three were far less qualified and the Board decided to reappoint Paul Mokrzecki, current fifth member of the Board to another 5-year term from July 1, 2020 to June 30, 2025.

*On a motion made by G. Voelker and second by M. Stokarski, the other members of the Board, voted unanimously to reappoint Paul Mokrzecki to the 5th position on the Board for a five-year term from July 1, 2020 through June 30, 2025.*

#### Adjournment

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted to adjourn the meeting at 11:01 a.m.*



BOARD MEETING MINUTES  
APRIL 29, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:07 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon, Gabriele Voelker and with staff Assistant Director Susan Bobe and Deborah Frenzoz present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*March 25, 2020 minutes of regular meeting  
April 1, 2020 minutes of SCC manager interviews*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$971,761.23
Refunds	14,022.21
Transfers	21,000.43
Invoices	<u>148,171.96</u>
For a total of:	\$1,154,955.83

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to transfer \$764,500.00 from Polen Capital and \$764,500.00 from Loomis Sayles to cover next month's warrants.*

**Membership**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the new member and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Croteau, Elizabeth A	1/2/2020	100%		LEV	Paraprofessional
Finck, Joseph A	3/17/2020	100%		SHB	Highway
Gallo, Meghan	3/29/2020	100%		LEV	Police Officer
Gannett, Jennifer A	3/23/2020	100%		DER	Asisstant Town Administrator
Helou, James	2/24/2020	100%		SND	Instructional Assistant
<u>Additional Position</u>					

Austin, Debra A	3/17/2020	100%		SDF	Assistant Clerk/Treasurer
Hoyt, Marla	3/5/2020	100%		MOH	After School Program Aid
Potts, Carla	2/1/2020	100%		MOH	Mass Ideas
Shearer, Timothy	2/1/2020	100%		MOH	Mass Ideas
Wallace, Jennifer K	3/17/2020	100%		SDF	Assistant Clerk/Treasurer

**Buybacks and Makeups:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following buyback:*

Porter, Melissa – current member serving in the Pioneer Valley Regional School District has requested a make-up of service for work in Pioneer prior to becoming a member on 7/1/2007. Ms. Porter started as a part-time employee on 1/2/2001 and was offered an additional position on 12/16/2002 making her benefit eligible.

Total full-time creditable service allowed is 4 year, 7 months, 10 days for service between 12/16/2002 and 6/30/2007. Service is based on school year 12 for 10 to make member whole.

Total part time service allowed is 7 months, 16 days based on actual hours worked between 1/2/2001 and 12/15/2002.

Total cost all service is \$10,778.53 if paid by May 31, 2020 otherwise interest will accrue as allowed by law.

**Change of service previously approved:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to change service for the following service previously approved:*

Lord, Alice Kiablick: Ms. Lord was a member of this system beginning with her election to the Board of Assessors for the Town of Northfield on 5/05/1986 through the 5/02/1995 election. The record was transferred to MSRB in 2001 for a total of 9 years of service under the old rules for elected positions. MSRB has asked FRRS to review this service for Ms. Lord’s impending retirement. The Board should approve service for 8 years, 11 months, 27 days in accordance with the revised law.

**Grant Service for Unpaid Leaves:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to grant the following service:*

Clark, Jack – is an inactive member in the Town of Ashfield who worked as a truck driver and retired as of March 31, 2020. During the retirement process an unpaid leave of 7 months, 24 days between 9/2/1995 and 4/25/1996 was discovered. He returned to his normal schedule of work on 4/26/1996. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave. If granted, his total creditable service will be 34 years, 26 days (subject to slight change).

**Deaths:**

Kelley, Robert J – Option A retiree since 1/15/2008, Mr. Kelley worked in the schools for the Town of Deerfield, accruing 19 years, 2 months of creditable service. DOD was 04/22/2020 at the age of 88.

LaChance, Veronica – Option C retiree since 2/20/2019, Mrs. LaChance worked for the Town of Gill as the Tax Collector and Treasurer, accruing 16 years, 8 months of creditable service. DOD was 4/23/2020 at the age of 85.

### **General Business:**

Linda Bournival, Actuary, joined the meeting at 8:23 a.m. to present the draft report of January 1, 2020 actuarial study.

Ms. Bournival engaged the Board in an informative discussion about various assumptions used in the study and the funding schedule options.

*On a motion made by G. Voelker and second by M. Stokarski, the Board voted unanimously to adopt the funding schedule C2, included herein, as presented, based on the results of the January 1, 2020 Actuarial Study.*

Schedule C2 maintains the 7.75% investment assumption, the 4% amortization of UAL payment and the 5.75% cap on the annual increases to the “Total Employer Cost”. It includes a net increase in 3(8)C transfers to \$1,000,000 and the Administrative Expense to \$600,000. And it forecasts the system to be fully funded by 2034.

The Board discussed PERAC Memo “Delayed FY21 Appropriations” and what this could mean for towns. The Board also discussed a plan to accommodate the issues addressed in the memo while the State of Emergency is in effect.

The Board suggested that they allow units to pay when they want, charge interest and pro-rate the discount. The result of this will look like a pro-rated discount overall.

The Board asked Dale Kowacki, Executive Director to create a payment schedule for the units if they were to adopt a one-twelfth budget for FY21 and present to the Board at the May meeting for a final decision.

### **Name Election Officer for 2020**

Mary Stokarski’s three-year term is ending on 12/31/2020 so an election will need to be scheduled for this fall. The first step is to appoint the ‘election officer.’

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to appoint Executive Director Dale Kowacki to be the Election Officer for the 2020 Election process.*

### **Process to select “Fifth Member” to the board**

Paul Mokrzecki’s five-year term is ending on 6/30/2020 so the board will need to seek applicants for the Fifth Member of the Board position, to be chosen by the other four board members, for a five-year term to commence on 7/1/2020.

The Board reviewed the posting for the position and discussed where it would be posted.

The Board asked that the position be advertised in the local paper, PERAC website, local banks, local investment consultants, town posting places.

All responses received will be presented at the May meeting with the board to conduct interviews at the June meeting.

Gabe Voelker left the meeting at 10:34 a.m.

### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 10:35 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
April 1, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 8:00 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon and Gabriele Voelker present. In addition to the interviewees listed below, the Board was joined in the Zoom meeting by Greg McNeillie, and Keven Condy of Dahab Associates, the investment consultants to the Board. Present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki.

Prior to and during the meeting, the Board had copies of the interviewees' presentation materials.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Interview investment managers for 1 small cap domestic equity position:**

Copeland Capital Management (Conshohocken, PA) (8:00-8:45)

Mark Giovanniello, CFA

Chief Investment Officer, Portfolio Manager

Chuck Barrett, Principal

Director of Sales and Marketing

Palisade Capital Management (Fort Lee, NJ) (8:45-9:30),

Alison A. Berman

President & Chief Executive Officer

Marc Shapiro

Managing Director, Senior Portfolio Manager

Don Triveline

Vice President of Business Development

Teton Advisors (Rye, NY) (9:30-10:15)

Nicholas F. Galluccio

President and CEO, Portfolio Manager

Scott R. Butler

Portfolio Manager

At the conclusion of the interviews, the Board briefly discussed the presentations and voted the following:

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to hire Copeland Capital Management to manage a small cap equity position for the Board.*

**Adjournment**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted to adjourn the meeting at 10:38 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
March 25, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 7:55 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon and Gabriele Voelker and Assistant Director Susan Bobe present. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA were Executive Director Dale Kowacki and Auditor Deborah Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on February 26, 2020.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$970,778.06
Refunds	36,587.16
Transfers	223,154.83
Invoices	<u>84,499.03</u>
For a total of:	\$1,315,019.08

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to transfer \$1,027,000.00 from Loomis Sayles to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Bjorlin, Randi L	2/18/2020	80%		OGE	Administrative Assistant to the Assessor
Chouinard, Hana S	1/23/2020	80%		FRN	Instructional Assistant
Ekstein, Kenneth G	1/13/2020	100%		FRN	Long-term substitute teacher
Larabee-Chandler, Marie A	3/9/2020	60%		MHR	1:1 Paraprofessional
Shippee, Tammy I	1/7/2020	100%		MOH	Long-term paraprofessional substitute

Williams, Kerri L	1/21/2020	90%		OGE	Paraprofessional
<b><u>New Positions</u></b>					
Steele, Melinda	2/4/2020	45%		FRN	Instructional Assistant
Warren Kayce D	2/11/2020	100%		DER	Town Administrator
<b><u>Additional Position</u></b>					
Grinnell, Sarah	12/4/2019	100%		MOH	Academic Athletic Advisor

**New Retirees:**

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

Andrews, Kirsten – The retirement packet has been submitted to PERAC to retire Kirsten Andrews for a Superannuation, Option C, 5(1)(e) retirement allowance. Her last day of work was March 3, 2020 and her retirement benefit will begin on March 4, 2020. Ms. Andrews was a group 1 member working as a paraprofessional for the Town of Orange schools, accruing 26 years, 10 months of creditable service. The Massachusetts Teachers’ Retirement System holds liability for 25 years of the total service.

Willis, Judy – The retirement packet has been submitted to PERAC to retire Judy Willis for a Superannuation, Option C retirement allowance. Her last day of work was March 6, 2020 and her retirement benefit will begin on March 7, 2020. Ms. Willis was a group 1 member working as the Payroll Coordinator for the Mohawk Trail Regional School District, accruing 33 years, 1 month of creditable service.

**Buybacks and Makeups:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following buyback:*

LaRue, Lee Ann – current member serving in the Pioneer Valley Regional School District has requested a make-up of service for work in the Petersham School System beginning in July 2002 through August 2005. Available paystubs provided the gross earnings and creditable service accrued based on actual hours worked as determined by using an hourly rate equal to two times the Massachusetts minimum wage for the time period.

Total creditable service allowed is 1 year, 9 months, 19 days at a cost of \$5,359.91 if paid by April 30, 2020 otherwise interest will accrue as allowed by law.

**Deaths:**

Brooks, Clayton – Option A retiree since 06/30/2003, Mr. Brooks worked as a laborer/truck driver for the Town of Leyden, accruing 14 years, 7 months of creditable service. DOD was 03/15/2020 at the age of 82.

Miller, Sharon – Option A retiree since 10/30/2002, Ms. Miller worked as the Assistant Librarian for the Town of Northfield, accruing 21 years, 4 months of creditable service. DOD was 03/01/2020 at the age of 75.

Saben, Gloria – Option A retiree since 06/30/1993, Ms. Saben worked in the cafeteria for the New Salem/Wendell Union School District, accruing 24 years, 10 months of creditable service. DOD was 03/13/2020 at the age of 90.

## **General Business:**

### Signing of the warrants during Covid-19

The Board discussed procedure for the signing of the warrants as this meeting was held via remote participation. They decided that Sandy would sign with the other Board members signing the next time that the Board meets physically. The Board directed Dale Kowacki, Executive Director to check to see if this procedure is allowed.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to allow Sandra Hanks, Board Chair to sign warrants after voted at today's meeting with the other Board members to sign at the next physical meeting.*

### Discuss meeting accommodations for Covid-19

The Governor has relaxed the rules around remote participation meetings by removing the requirement that a quorum be present in the same room, thus allowing for all participants to remain at a distance. However, the board still needs to provide access to the public.

Dale chose the videoconferencing program Zoom to host this meeting (and likely future meetings). The meeting posting was modified to inform the public and give them the link to instructions on the board's website on how to join the meeting.

Checks will be brought to Sandy to be signed.

### Discuss office staffing and schedule adjustments for Covid-19

Staff is quickly getting ready for full scale quarantine and lockdown should it be mandated.

Staff are each taking a day of quarantine each week until it is over, or it gets worse. Computers arrive early next week and will be set up for secure work from home. Staff are also working on having access to the phone system via the remote computers so taking calls will be as close to normal as possible.

If the office goes into full quarantine, Dale will still come to the office to monitor equipment here and to provide ground support when the others need something loaded into the network server.

The governor's order to close all nonessential workplaces brings up questions needing the Board's input.

- Will you require staff to use sick leave?
  - What if it's mandated quarantine by one of the following?
    - State, Board, Dale?
  - What if it's self-imposed?
    - What proof would you want that they were exposed and need to quarantine themselves.
- At what point will you lay off staff?
- At what point will you let someone go if they self-quarantine longer than expected?
- What are your thoughts about "essential"?
  - Are we an essential service?
  - Are there some of our duties that are considered essential?

Retiree benefits, pay bills, issue refunds and transfers, process deposits, maintain computer security, maintain computer backups

After much discussion, the Board voted the following regarding the Covid-19 crisis:

*On a motion made by G. Voelker and second by M. Stokarski, the Board unanimously voted to allow Dale Kowacki, Executive Director to pay people to stay home at his discretion for Covid-19 crisis related incidences and to be paid as usual and not use their sick time. Whether any other illness is applicable or not to the Covid-19 crisis is at his discretion whether to use sick time or not.*

The Board also discussed staff working from home and it was understood that Dale will move quickly to supply computers and phone access to staff to use at home to keep the office functioning.

#### Review and approve 2019 annual report to PERAC

Dale Kowacki, Executive Director presented and reviewed the 2019 Annual report with the Board. The Board members approved the annual report.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the 2019 Annual report.*

#### Annual Retirees COLA for July 1

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2020.*

#### Email addresses to MassRetirees

The Mass Retirees Association reached out to retirement boards requesting their latest listing of retirees and survivors to include the retiree's or survivor's home address, but also asked for their personal email address and telephone number. Dale asked the Board if they wanted to include the retiree's email addresses to Mass Retirees. The Board's standing policy was only to provide mailing addresses.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to not provide email addresses of retirees and survivors to Mass Retirees.*

#### Board member photos and contact info on website

Prompted by a question posed by a curious member of the system, the question of how much information about board members and staff could be or should be provided on the website. Dale explained that direct email addresses of staff were removed when he learned that hackers use similar looking email addresses to spoof staff into believing their boss wants them to click on a link or attachment. Dale described staff reticence to be recognized out in public from having their picture on the website. Dale allowed that board members might want to be recognized in public so they can have conversations about the retirement system.

After some discussion, the Board voted the following:

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to not have their photos or contact information listed on the Board website.*

Further discussion was regarding staff photos with staff names, positions and phone extension number listed on the Board's website.

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to list staff on the Board website with their position and extension number.*

#### **Adjournment**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted to adjourn the meeting at 9:38 a.m.*



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
February 26, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:02 a.m. by Board Chair Sandra Hanks, with Board Members, Paul Mokrzecki, Angelina Bragdon and Gabriele Voelker present. Mary Stokarski was absent. Also present were Executive Director Dale Kowacki and Auditor Deborah Frentzos. Visitors during the meeting were Greg McNeillie of Dahab Associates, Christopher Lazzaro of Loomis Sayles, and via videoconference, Francesco Daniele of PRIM.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by A. Bragdon and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on January 29, 2020.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$967,141.63
Refunds	94,563.34
Invoices 14-19W	29,523.74
Invoices 02-20W	<u>135,605.12</u>
For a total of:	\$1,226,833.83

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to transfer \$1,652,000.00 from PRIT Core Fund to cover next month's warrants.*

**Membership**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the new members and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Adams, Roy	1/27/2020	80%		FRT	Janitor
Catrambone, Derek F	1/13/2020	100%		SND	Instructional Assistant
Goodnow, Lewis R	10/4/2019	70%		MOH	Long-term substitute paraprofessional
Haley, Caylin E	1/6/2020	100%		WTY	Instructional Assistant
Higgins, Jason D	12/4/2019	100%		NSW	Paraprofessional
Kravitz, Geoffrey D	2/3/2020	100%		SND	Town Administrator
Morin, Matthew G	2/3/2020	100%		ERV	Patrolman
Spratt, Raegan A	2/5/2020	90%		PNR	Instructional Assistant
Upton, Darline J	10/29/2019	100%		MOH	Long-term substitute paraprofessional
Wiedenroth, Jeremy E	2/10/2020	100%		MOH	Custodian
<u>Additional Position</u>					
Morse, Jennifer A	1/27/2020	100%		ASH	Interim Town Administrator
Mousseau, Stacey	1/20/2020	0%		NTD	Town Accountant
Walsh, Rebecca B	1/1/2020	100%		COL	Call fire-fighter

**New Retirees:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirement:*

Benjamin, Mary – The retirement packet has been submitted to PERAC to retire Mary Benjamin for a Superannuation, Option B retirement allowance. Her last day of work was January 15, 2020 and her retirement benefit will begin on January 16, 2020. Ms. Benjamin was a group 1 member working as an instructional assistant for the Frontier Regional School District, accruing 23 years, 10 months of creditable service. The Greenfield Retirement Board holds liability for 2 months, 26 days of the total service.

**Buybacks and Makeups:**

*On a motion made by A. Bragdon and a second by G. Voelker, the Board voted unanimously to approve the following buyback:*

McLatchy, Paul – current member serving in the Town of Rowe as Town Clerk and Administrative Assistant has requested a make-up of service to the Town prior to membership as follows:

- Goal Post Editor – 9/1/2011-7/31/2015 – 8 months, 23 days  
Actual hours worked based on Massachusetts Minimum wage
- Administrative Assistant – 7/15/18-6/3/19 – 3 months, 4 days  
Actual hours worked based on known hourly rate

Total creditable service allowed is 11 months, 27 days at a cost of \$3,589.96 if paid by March 31, 2020 otherwise interest will accrue as allowed by law.

**General Business:**

UniPay/ACH

This discussion took place earlier in the meeting while the Board members were signing the minutes and the warrants.

Dale Kowacki informed the Board that he has been in negotiations with Unibank about alternatives to the check scanner machine for deposits. The issue arose when Dale learned that Unibank's new software vendor wanted to have access to our computers to download new software, and in order to do so needed us to turn off our security software while they were in our computers. Dale also learned that the new vendor only supports the scanner via the browser "Internet Explorer" - which as you might be aware is being abandoned by Microsoft and many users because it is a frequent target of hackers.

The number of checks we deposit has been less since we have a few towns sending deduction money directly by ACH or wire. We average 2-3 checks a day for our deposits - and so our need for a check scanner is not that great. However, we don't want to go back to mailing deposits if we can help it. The idea that Unibank proposed, as a solution, is to use their Unipay service (many of our employer units already do). The idea would be that treasurers would post the payment to Unipay instead of mailing us a check.

After some discussion, the Board was open to the idea and paperwork was signed to begin using Unibank's Unipay service.

#### Ordinary Disability Application – Kerri Deleo

An application was received and reviewed by board's counsel, Michael Sacco, who in reviewing the file, recommended a PERAC medical panel review.

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously on the advice of Board Council to accept Kerri Deleo's ordinary disability application and to send it to PERAC for review by a medical panel.*

#### Confirm stipend for Retirement Board Chair

It was missed earlier in the budget process for 2020, so the Board was asked if it wanted to increase the annual stipend of the Board Chair.

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board unanimously voted to increase the annual stipend for 2020 by 4%, for an annual stipend of \$11,112.00.*

#### Vote Reallocation of last year's budget line items

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following transfers between lines for 2019:*

20,337.32 from:	Management Fees
\$9,320.18 to:	Equipment & Software Maint. Services
\$100.00 to:	Dues
\$811.61 to:	Board Election
\$9,801.63 to:	Computers
\$303.90 to:	Online Resources

#### PRIM – PRIT (State)

Francesco Daniele, Senior Client Services Officer joined the meeting via video conferencing at 8:43 a.m. Mr. Daniele gave a performance update, discussed staffing changes within PRIT, restated PRIM's core beliefs and informed the Board that there are no changes in 2020 to PRIM's asset allocation. Mr. Daniele also stated that this year marks 10 years that Executive Director, Michael Trotsky has been with PRIM.

#### Investment Consultant – Dahab Associates

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 9:07 a.m. and reviewed the fourth quarter returns for the investment portfolio.

Greg informed the Board that Kevin Condy was promoted to Head of Research. He will be doing more client meetings and running the research group.

Also, because of allocation changes that PRIM has made, Greg discussed with the Board making an adjustment to the FRRS asset allocation to accommodate the PRIM changes and align more exactly with the Board's desired target allocation. Greg suggested that the Board change the target allocation to the PRIT Core Fund from 45% to 40% and increase the target allocation to Loomis from 4% to 9%.

*On a motion made by P. Mokrzecki and second by A. Bragdon, the Board voted unanimously to change the target allocation to the PRIT Core Fund from 45% to 40% and increase the target allocation to Loomis from 4% to 9%.*

Using the investment balances as of January 31, 2020, Dale Kowacki, Executive Director presented to the Board a transfer of 7,000,000.00 from the PRIT Core Fund to Loomis Sayles core fixed income to affect the 5% allocation shift.

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$7,000,000.00 from PRIT Core Fund to Loomis Sayles cored fixed income to affect the 5% allocation shift.*

In addition, Greg presented the Board with the results of the Small Cap manager RFP's. At the Board's August 28, 2019 meeting, the Board asked Mr. McNeillie to conduct a search for a small cap manager, and to bring to this meeting his recommendations to the Board.

After some discussion, the Board agreed to interview three (3) small cap managers to manage small cap core value for the benefit of the retirement system.

The Board selected the following three managers, from a pool of 58 that submitted proposals to be interviewed in 45-minute intervals by the Board on April 1, 2020 starting at 8:00 a.m.

Copeland Capital Management – Small Cap Dividend Growth  
Teton Advisors – Small Cap Select Value  
Palisade Capital Management – Small Cap Core Equity

#### Fixed Income (Bonds) – Loomis, Sayles & Company

Christopher Lazzaro, Vice President, Client Portfolio Manager joined the meeting at 10:17 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, discussed staffing changes, reviewed the firm's overview, and reported on the investment manager's current investment outlook or forecast as well as strategy for the future.

#### **Adjournment**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted to adjourn the meeting at 10:43 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
January 29, 2020

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:04 a.m. by Board

Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deborah Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on December 18, 2019.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$966,186.29
Refunds	81,450.30
Invoices 13-19W	80,193.44
Invoices 01-20W	<u>358,070.81</u>
For a total of:	\$1,485,900.84

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board, voted unanimously to transfer \$378,000.00 from PRIT Core Fund to cover next month's warrants.*

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board, voted unanimously to amend the transfer to \$519,000.00 from \$378,000.00 from PRIT Core Fund to cover next month's warrants.*

**Membership**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Bartak, Kayley M	12/9/2019	100%		OGE	Paraprofessional
Brulotte, Susan E	12/9/2019	100%		DER	Office Manager
Burke, Colleen A	12/6/2019	100%		OGE	1:1 Paraprofessional
Chagnon, Elizabeth A	12/9/2019	90%		PNR	Paraprofessional
Dow, Melinda L	11/18/2019	100%		DER	Instructional Assistant
Eagles, Robert J	12/29/2019	100%		LEV	Operator/Truck Driver
Gilmore, Jessica H	11/12/2019	100%		MHR	Long-term substitute
Hayyat, Sami	12/16/2019	80%		FRT	Janitorial/Maintenance
Hertel-Fernandez, Sarah I	1/4/2020	60%		ASH	Library Director
Hogan, Riely F	12/11/2019	100%		SDW	Operator
Jennings, Walter R	12/30/2019	100%		SND	Highway

Jones, Christopher J	12/16/2019	100%		OGE	Driver/Operator/Laborer
Melnik, Michelle M	11/12/2019	100%		FRN	Accounts Payable
Miller, Christopher	12/16/2019	100%		BER	Foreman/Truck Driver
Miner, Brian C	12/5/2019	100%		BER	Highway Superintendent
Moest, Joanna R	12/4/2019	60%		WEN	Administrative Assistant
Nye, Nicholas N	11/12/2019	80%		ASH	Laborer
Parmakian, Pamela B	1/6/2020	100%		FCH	Director of Property & Asset Management
Potts, Jason A	11/14/2019	50%		WTY	Custodian
Seaman, Kevin C	1/2/2020	100%		PNR	District Facilities Director
Simpson, Mickaelah S	12/2/2019	90%		PNR	Paraprofessional
Smiarowski, Penny J	11/12/2019	100%		FRN	Administrative Assistant
Sommer-Peterson, Rebecca	12/30/2019	100%		NTD	Senior Center Director
Sullivan, Kerry L	10/28/2019	90%		PNR	Paraprofessional
Wheeler, Holly S	1/2/2020	100%		MOH	Payroll Coordinator
<b><u>New Positions</u></b>					
Dobias, Bruce	12/11/2019	100%		GIL	Truck Driver/Laborer
Hubbard, Brian H	1/6/2020	100%		BER	Highway Laborer
<b><u>Additional Position</u></b>					
Belanger, Jeffrey	12/1/2019	100%		BUC	Police Officer
Cellilli, Stefanie	10/15/2019	100%		MOH	Teacher - BCBA
Cobileanski, Oleg	12/1/2019	100%		BUC	Police Officer
Cole, Rose M.	10/15/2019	100%		MOH	Paraprofessional
Finn, Melissa M.	10/15/2019	100%		MOH	Paraprofessional
Guyette, Herbert	1/1/2020	100%		BUC	Fire Chief/EMD
Martin, Ryan	11/18/2019	100%		CHT	Part-time police
Martin, Ryan	11/18/2019	100%		CHT	call fire
Martin, Ryan	11/18/2019	100%		CHT	Highway winter plow
Martin, Ryan	11/18/2019	100%		CHT	Animal inspector
Miner, Christopher	1/1/2020	100%		BUC	Police Officer
Rounds, Cassandra L.	10/15/2019	100%		MOH	Paraprofessional
Sliwoski, Christina M.	10/15/2019	100%		MOH	Paraprofessional

**New Retirees:**

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

Hendricks, Amy – The retirement packet has been submitted to PERAC to retire Amy Hendricks for a Superannuation, Option A retirement allowance. Her last day of work was November 27, 2019 and her retirement benefit will begin on November 28, 2019. Ms. Hendricks was a group 1 member working as an instructional assistant for the Pioneer Valley Regional School District and as the

Summer Playground Director for the Town of Northfield, accruing 20 years, 1 month of creditable service.

Light, Paula – The retirement packet has been submitted to PERAC to retire Paula Light for a Superannuation, Option B retirement allowance. Her last day of work was December 31, 2019 and her retirement benefit will begin on January 1, 2020. Ms. Light was a group 1 member working as the Payroll Bookkeeper/Treasurer for the Frontier Regional School District and as a Board Member for the Franklin Regional Retirement System, accruing 33 years, 6 months of creditable service.

Wetherby, Gary – The retirement packet has been submitted to PERAC to retire Gary Wetherby for a Superannuation, Option B retirement allowance. His last day of work was December 27, 2019 and his retirement benefit will begin on December 28, 2019. Mr. Wetherby was a group 1 member working as the Highway Superintendent for the Town of Bernardston, accruing 13 years, 2 months of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following buybacks:*

Clemons, Alicia: The Hampshire County Retirement Board has asked FRRS to accept creditable service liability if their current member, Alicia Clemons, re-deposits a refund taken from this system. The refund, approved by the Board effective as of April 30, 2015, was for deductions of \$4,446.28 and interest of \$75.71 for a total refund of \$4,521.99. Ms. Clemons worked as an Instructional Aide and an LPN with the Frontier Regional School District from 8/28/2013 through 12/19/2014. Total service FRRS will accept is 1 year, 5 months, 6 days.

### **Buybacks and Makeups:**

Jennings, Walter. – current member serving in the Highway Department for the Town of Sunderland, has requested a buyback of a refund taken from Hampshire County Retirement on 12/11/2013. Hampshire County Retirement will accept 2 years, 10 months of creditable service upon payment to FRRS. The total refund was \$10,708.12. Total cost of the purchase, if completed by 2/29/2020 will be 13,582.36 otherwise interest will accrue as allowed by law. The interest rate will be 3.875% if completed within one year of enrollment or if he enters into a payment agreement.

### **Deaths:**

Baronas, Felicia – Option B retiree since 03/01/1987, Ms. Baronas worked as the Assessor's Clerk for the Town of Deerfield, accruing 12 years, 11 months of creditable service. DOD was 12/22/2019 at the age of 97. No annuity balance remains.

Pearce, Robert – Option A retiree since 11/26/2003, Mr. Pearce worked as a custodian for the Buckland-Shelburne Elementary School, accruing 10 years, 6 months of creditable service. DOD was 12/30/2019 at the age of 80.

Reed, Helen – Option B retiree since 07/17/1981, Ms. Reed worked in the cafeteria for the Conway Grammar School, accruing 16 years, 4 months of creditable service. DOD was 01/13/2020 at the age of 103. No annuity balance remains.

Sheridan, Shirley – Option B retiree since 09/30/1986, Ms. Sheridan worked in the cafeteria of the Colrain Central School, accruing 26 years, 1 month of creditable service. DOD was 12/20/2019 at the age of 93. No annuity balance remains.

### **General Business:**

### Follow-up of Basile hearing – salary amounts reviewed

Dale Kowacki, Executive Director informed the Board that PERAC adopted the new salary figures and issued revised 2017 and 2018 Section 91A excess earnings determination letters to James Basile.

The Board received in writing from James Basile a statement withdrawing his appeal to the Franklin Regional Retirement System.

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to close the hearing for James Basile.*

### Discuss joining Paid Family Medical Leave (“PFML”)

Would the Board be willing to opt-in to the Massachusetts Paid Family and Medical Leave program which would provide an income to staff if their sick time with FRRS is exhausted before their need to be out on family or medical leave is concluded? In addition to Board approval, the law requires the approval of the legislative body, in our case, Advisory Council.

This topic was first addressed on the November 2019 agenda. The Board asked Staff to further research the topic and to include it on the January 2020 agenda. The Board was asking for additional information on the cost, whether the premium was pre-tax or after-tax, is the benefit transportable to another job or unemployment, what is the opt-in timeline, and what is the comparison to LTD/STD costs. Staff has indicated a desire to participate in this State program.

Municipalities, districts, and political subdivisions, and their employees, including the Franklin Regional Retirement System, are exempt from this tax. FRRS may voluntarily opt-in to the program at any time and may also apply for exemption to ‘opt out’ of the tax at a later date if an equivalent plan is available to employees.

The tax assessment is divided between the Family Leave and the Medical Leave and between the employer and the employee. Because FRRS has fewer than 25 employees, the System is exempt from the employer portion of the tax. Only the employee portion of the tax would be payable. The employer may choose to cover up to 100% of the employee portion. It is expected that employee contributions will be on after-tax wages. A definitive rule for the proper tax treatment will be available once IRS guidance is issued.

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted (3-ayes, 1-opposed – Paul Mokrzecki) to opt-in to the Massachusetts Paid Family and Medical Leave program with the Board paying 100% of the employee portion of the tax.*

### 2<sup>nd</sup> Revisit “purchase of prior elected service” policy voted last month

Board member Paul Mokrzecki asked for further discussion and possible revote of the policy regarding purchase of prior elected service if necessary. Please refer to the October, November and December meeting minutes for the complete discussion.

Dale Kowacki, Executive Director presented to the Board a policy draft that allows prior elected service to be purchased and a draft of a letter to provide to members that have prior elected service to be purchased. Dale also informed the Board that of the 24 Towns in our system, we have gathered election data from 7 Towns and of those 7 Towns only 1 has been organized with potentially 8 individuals that might purchase prior elected service.

Again, the Board also would like the office to communicate annually with treasurers before election season to ask them to explain the membership option to elected people, and to provide the treasurers with a waiver form so they can have something on file when the person forgets having been informed.



In addition, the Board reiterated that anyone choosing to purchase prior elected service be made aware and agrees with a disclaimer that any member wishing to purchase prior elected service will run the risk of having the approved purchase reversed.

After additional discussion at today's meeting, the Board voted the following:

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted (3-ayes, 1-opposed – Angelina Bragdon) to rescind the policy vote of 10/30/2019 and accept the new policy as presented at this meeting.*

#### Rescinded Policy

~~*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously on advice of counsel to vote policy that the Board will not approve purchases of prior elected service, to be effective as of 10/30/2019 forward.*~~

#### New Policy

The Board will not approve purchases of prior elected service except for those elected officials that have elected service prior to January 1, 2020 and complete the purchase within 60 days of being notified of the possibility to purchase the service and the potential that the service purchase might be reversed if legal challenges prevail.

#### Discuss PERAC report on investment expenses for all systems

Dale Kowacki, Executive Director informed the Board that the goal of the PERAC report is to help the Board determine if we could get more bang for our buck by investing differently:

*John Parsons: "Studies such as this provide retirement board members, public officials and taxpayers with a critical tool with which to assess investment performance. Using this Report, board members are able to gauge their costs against those of their peers, public officials are able to analyze the management of the pension funds, and taxpayers can gain insight into the level of expenditure involved in this task. PERAC's effort in this area reflects its commitment to bring transparency to all aspects of retirement system management."*

Dale compared what we might get for net investment earnings if we switched to PRIT entirely – given that its fees are less than ours it would be an easy switch, and it would eliminate other expenses related to having individual managers. We wouldn't need Dahab, Deb and Dale would gain at least 2 weeks a year to focus elsewhere, the Board meetings would be shorter (and less reading beforehand), and without re-bidding managers every year we would not need legal review of the contracts.

Starting with \$100 million, using the annual investment returns of both PRIT and FRRS over the last 10 years, and factoring the difference in fees and the added expenses, we come out ahead by \$12m over the 10 years. (this is a very general estimate, but enough to quickly determine our investment performance)

No action, or votes, taken at this time.

#### Retirees' COLA for July 1, 2020

After some discussion, the Board decided to defer until the March Board meeting.

#### Travel approval for MACRS meetings

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2020 MACRS meeting on Cape Cod, and the Fall 2020 MACRS meeting.*

**Adjournment**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted to adjourn the meeting at 10:37 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
December 18, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:15 a.m. by Board Chair Sandra Hanks, with Board Members, Mary Stokarski, Paul Mokrzecki and Angelina Bragdon present. Gabriele Voelker was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deborah Frentzos.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on November 26, 2019.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$962,252.31
Refunds	6,133.00
Transfers	1,515.07
Invoices 12-19W	36,856.75
Invoices 0B-20W	5,155.64
For a total of:	\$1,011,912.77

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$980,000.00 from PRIT Core Fund to cover next month’s warrants.*

**Membership**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Bravmann, Kylee E	9/10/2019	100%		MOH	Long-term para substitute
DeLuccia, John P	11/11/2019	100%		OGE	Noon Aide and Paraprofessional
Limardo-Rivera, Laura M	11/25/2019	100%		SND	SPED Instructional Assistant
Rogaleski, Jr., Barrett M	12/2/2019	100%		SND	Highway Laborer/Driver

Wade, Alexander S	11/18/2019	100%		OGE	Director of Planning and Community Development
<b><u>New Positions</u></b>					
Depault, Douglas J	12/9/2019	100%		LEV	Highway Foreman
Mousseau, Stacey	11/1/2019	0%		LED	Town Accountant
<b><u>Additional Position</u></b>					
Mailloux, Ryan	1/6/2020	50%		NSW	Treasurer
Potts, Carla J	11/8/2019	100%		MOH	Outreach Coordinator
Shoemaker, David	6/6/2019	100%		NTD	Per diem Police Officer

**New Retirees:**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:*

Gifford, Michael – The retirement packet has been submitted to PERAC to retire Michael Gifford for a Superannuation, Option A retirement allowance. His last day of work was November 8, 2019 and his retirement benefit will begin on November 9, 2019. Mr. Gifford was a group 1 member working as a truck driver/equipment operator for the Town of Orange, accruing 22 years, 5 months of creditable service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buyback:*

Johansmeyer, Michael: The Montague Board has asked FRRS to accept creditable service liability if their current member, Michael Johansmeyer, re-deposits a refund taken from this system. The refund, approved by the Board effective as of 7/31/1996, was for deductions of \$4,799.53 and interest of \$167.94 for a total refund of \$4,967.47. Mr. Johansmeyer worked as a Special Aide for the Mohawk Trail Regional School District from 9/24/1990 through 6/27/1996. Total service FRRS will accept is 5 years, 10 months, 15 days.

**Deaths:**

DeJackome, Jeannette – Option B retiree since 09/30/1991, Ms. DeJackome worked as an Administrative Assistant for the Orange Elementary School system, accruing 22 years, 1 month of creditable service. DOD was 12/3/2019 at the age of 90. No annuity balance remains.

**General Business:**

**Investment Manager Meetings**

Dale Kowacki, Executive Director, presented the Board with a 2020 schedule for quarterly meetings with our Investment Managers. Upon review by the Board the following motion was made:

*On a motion by M. Stokarski and a second by Paul Mokrzecki, the Board voted unanimously to accept the schedule as presented.*

**Investment meetings:**

- Wednesday, February 26, 2020 - Dahab (Greg) (8:45 am)
  - PRIT (9:30 am)
  - Loomis (10:15 am)
- Wednesday, May 27, 2020 - Dahab (Greg) (8:45 am)
  - Polen (9:30 am)
  - O'Shaughnessy (10:15 am)
- Wednesday, August 26, 2020 - Dahab (Greg) (8:45 am)
  - Chartwell (9:30 am)

Fiera (10:15 am)  
Tuesday, November 24, 2020 - Dahab (Kevin) (8:45 am)  
2nd SCC manager TBD (9:30 am)  
Aberdeen (10:15 am)

In addition, the Board revisited the Board Meeting schedule for 2020 and after a brief discussion decided to change the December 2020 meeting to Tuesday, December 22, 2020 from Wednesday, December 16, 2020.

Angelina Bragdon arrived at 8:45 a.m.

#### Follow-up of Basile hearing – salary amounts reviewed

Dale Kowacki, Executive Director presented the staff's findings to the Board and informed the Board that copies have been sent to James Basile and PERAC asking PERAC to adopt the new figures and issue revised letters for 2017 and 2018.

No action or votes taken at this time.

#### Staff Evaluations

The members of the Board discussed and reviewed the staff evaluations. In view of the positive staff evaluations, the Board voted the following:

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to award a 2% merit increase to all staff effective January 1, 2020.*

#### 2<sup>nd</sup> Revisit "purchase of prior elected service" policy voted last month

Board member Paul Mokrzecki asked for further discussion and possible revote of the policy regarding purchase of prior elected service if necessary. Please refer to the October and November meeting minutes for the complete discussion.

Dale Kowacki, Executive Director presented to the Board PERAC's opinion regarding the purchase of prior elected service. PERAC's opinion – "Going forward, elected officials are not entitled to purchase prior elected service time (even if they are a currently elected member)."

After additional discussion at today's meeting, the Board asked staff in the interest of fairness to FRRS members to draft a policy that allows anyone elected prior to December 31, 2019 to purchase prior elected service, provided that the purchase is made within 60 days of notification with a disclaimer to any member wishing to purchase prior elected service that they run the risk of having the approved purchase reversed.

The Board also requested the staff to collect election results from the Towns for the last 30 years in order to see what members of the FRRS may have prior elected service to purchase. In addition, the Board asked that staff draft a letter to provide to members that have prior elected service to purchase to include the disclaimer that these service purchases may need to be reversed.

Again, the Board also would like the office to communicate annually with treasurers before election season to ask them to explain the membership option to elected people, and to provide the treasurers with a waiver form so they can have something on file when the person forgets having been informed.

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to instruct staff to draft a policy that allows prior elected service to be purchased, draft a letter to provide to members that have prior elected service to be purchased, collect election results from the Towns for the last 30 years and present to the Board at the January 29, 2020 meeting.*

#### Discuss "Gomes" SJC decision regarding police and call firefighter service credit

Dale Kowacki, Executive Director presented the Board with the Supreme Judicial Court, December 3, 2019, Gomes decision as well as a letter from Board Attorney Michael Sacco regarding police and call firefighter service credit being granted under 4(2)b.

The Gomes decision discussed the application of 4(2)b and states that service rendered prior to 7/1/2009 as a reserve or permanent-intermittent police officer or a reserve, permanent-intermittent or call firefighter that service would be credited at no charge to a member if on their perspective list or if they worked while on their perspective list they would have to remit deductions for time worked to receive service credit. After 7/1/2009 in order to receive 4(2)b credit they would have to earn at least \$5K per year for service to be credited.

No action or votes taken at this time.

### **Adjournment**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted to adjourn the meeting at 10:26 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
November 26, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:03 a.m. by Vice Chair, Paul Mokrzecki with Board Members, Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Board Chair Sandra Hanks was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Auditor Deborah Frenzoz and Kevin Condry, Associate Consultant with DAHAB Associates.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by A. Bragdon and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on October 30, 2019.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$962,204.18
Refunds	555.74
Transfers	2,396.58
Invoices 11-19W	49,002.54
Invoices 0A-20W	<u>1,454.10</u>
For a total of:	\$1,015,613.14

## **Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board, voted unanimously to transfer \$318,500.00 from PRIT Core Fund to cover next month's warrants.*

## **Membership**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Bevis, Sara H	8/26/2019	70%		OGE	PreK Para & Noon Aide
Boucher, Matthew J	10/15/2019	100%		LEV	Highway Superintendent
Devine, William J	9/20/2019	100%		MHR	Paraprofessional
Falk, Paul A	10/2/2019	100%		NEW	Highway
Gallagher, Samuel R	8/27/2019	100%		FRN	Instructional Assistant
Haydocy, Carley E	8/26/2019	90%		NSW	Paraprofessional
Henefield, Joseph P	8/27/2019	100%		FRN	Instructional Assistant
Johnson, Jr., Robert C	11/15/2019	90%		PNR	School Safety Monitor
Martin, Ryan A	11/18/2019	100%		CHT	Highway Worker
Mattson, Kirsten L	10/7/2019	100%		OGE	Communication/IA
Neill, Curtis K	11/4/2019	100%		BUC	Highway Worker
Pinney, Christine T	9/23/2019	100%		DER	Instructional Assistant
Pless, Tyler M	9/23/2019	100%		PNR	Director of Technology
Sudhalter, David A	9/16/2019	90%		PNR	Paraprofessional
Tufano, Lisa M	10/7/2019	90%		PNR	Paraprofessional
<b><u>New Positions</u></b>					
Callahan, Jessica	9/16/2019	100%		FRN	Building Monitor/Student Services Assist
Kieras, Daniel	8/27/2019	100%		FRN	LT sub Supervisory/Office
<b><u>Additional Position</u></b>					
Fierro, Jr., David	9/23/2019	50%		LED	Town Accountant
Hoyt, Marla I	10/21/2019	100%		MOH	Afterschool SPED Paraprofessional
Mans, Caitlin B	11/13/2019	100%		MOH	Bus Monitor
Roberts-Crawford, Amy B	11/1/2019	100%		MOH	Fall show accompanist

## **New Retirees:**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

**Adams, Joya** – The retirement packet has been submitted to retire Joya Adams for a Superannuation, Option A retirement allowance. Her last day of work was October 8, 2019 and her retirement benefit will begin on October 9, 2019. Ms. Adams was a group 1 member working as a teaching assistant for the Frontier Regional School District, accruing 21 years, 9 months of creditable service.

Capuano, Diana – The retirement packet has been submitted to retire Diana Capuano for a Superannuation, Option B retirement allowance. Her last day of work was October 31, 2019 and her retirement benefit will begin on November 1, 2019. Ms. Capuano was a group 1 member working as an administrative assistant for the Frontier Regional School District, accruing 22 years, 4 months of creditable service.

Carno, Bruna – The retirement packet has been submitted to PERAC to provide a 12(2)(d) survivor benefit to Jon Ploof, spouse of Bruna who died as an active employee of the New Salem Wendell Union School District. The benefit begins on the date of death, September 22, 2019.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following buybacks and makeups:*

Croteau, Melanie: The State Board has asked FRRS to accept creditable service liability if their current member, Melanie Croteau, re-deposits a refund taken from this system. The refund, approved by the Board effective as of 9/30/2017, was for deductions of \$25,104.45 and interest of \$2,342.40 for a total refund of \$27,446.85. Ms. Croteau worked as a Property Manager for Franklin Regional Housing and Redevelopment Authority from 6/28/2010 through 7/28/2017. Total service FRRS will accept is 7 years, 1 month, 1 day.

**Buybacks and Makeups:**

Lapierre, Pamela C. – current member serving in the Mohawk Trail Regional School District as a secretary, has requested a buyback of a refund taken from Montague on 8/31/2004. The refunded amount included \$503.25 from Greenfield Retirement Board and \$3,071.02 from the Montague Retirement Board for a total refund of \$3,754.25. Interest has been calculated using the actuarial interest rate of 7.75% and the balance will accrue interest as allowed by law. If Ms. Lapierre re-deposits the refund plus interest by 12/31/2019, the purchase cost is:

-Montague Service- 8/27/2001-6/25/2004  
2 years, 9 months, 28 days

\$9,712.77

-Greenfield Service 1/2/2001-6/30/2001  
6 months

\$1,591.58

Mousseau, Stacey L. – current member serving in the Town of Leyden as the Accountant, has requested a buyback of a refund taken from FRRS on 10/31/2011. Refunded amount was \$26,748.35. If Ms. Mousseau re-deposits the refund plus interest by 12/31/2019, the purchase cost is \$49,541.45 otherwise interest will accrue as allowed by law. Interest has been calculated at the actuarial rate. Allowable creditable service is 10 year, 7 months, 3 days.

Shuipis, Elizabeth – current member serving in the Town of Colrain as an Administrative Assistant, has requested a buyback of a refunds taken as follows:

- -from Plymouth County Retirement Association on 1/31/2017. Refunded amount was \$8,547.71. If Ms. Shuipis re-deposits the refund plus interest by 12/31/2019, the purchase cost is \$9,580.38 otherwise interest will accrue as allowed by law. Interest has been calculated at ½ the actuarial rate. Plymouth County Retirement will accept creditable service of 5 years, 6 months for service from 9/24/97 through 9/30/2001 and 9/1/2003 through 4/15/2005.
- -from the State Board of Retirement on 10/8/1982. Refunded amount was \$1712.95. If Ms. Shuipis re-deposits the refund plus interest by 12/31/2019, the purchase cost is \$7,060.56 otherwise interest will accrue as allowed by law. Interest has been calculated at ½ the actuarial rate. The State Board of Retirement will accept creditable service of 2 years, 4 months, 20 days for service from 3/18/1980 through 8/7/1982.

## **Deaths:**

Bai, Stephania – died on 11/13/2019 at the age of 93. Stephania was the Accidental Death Beneficiary of Chester who worked in the Highway Department for the Town of Deerfield, accruing 4 years, 10 months of creditable service. Chester died on 04/20/1983 at the age of 56.

O'Neil, Lorraine – died on 10/31/2019 at the age of 89. Lorraine was the Option C survivor of Douglas who retired from the Town of Northfield on December 27, 1996 where he worked as the Administrative Assistant, accruing 21 years, 11 months of creditable service. Douglas died on 10/20/2014 at the age of 84.

Sadoski, Helen – died on 11/3/2019 at the age of 90. Helen was the Option D survivor of Roger who worked in the Department of Public Works for the Town of Deerfield, accruing 18 years, 6 months of creditable service. Roger died on 10/21/1975 at the age of 53.

## **General Business:**

### **Tara Kuzmeskus disability application (ordinary) to be approved for furtherance**

An application was received and reviewed by board's counsel, Michael Sacco, who in reviewing the file, recommended a PERAC medical panel review.

*On a motion by M. Stokarski and a second by G. Voelker, the Board voted unanimously on the advice of Board Council to accept Tara Kuzmeskus' ordinary disability retirement application and to send it to PERAC for review by a medical panel.*

### **Follow-up of Basile hearing – salary amounts reviewed**

At the October 30, 2019 meeting Attorney Sacco recommended that the Board table this discussion for 30-days until the next Board meeting on November 26, 2019 in order for staff to go back to the Town and research the reason for the \$5,000 increase in 2005.

Dale Kowacki, Executive Director reported to the Board that good progress has been made, but that staff has plans to revisit the Town of Buckland again on December 2<sup>nd</sup> to gather additional information and are striving to have work on this ready for discussion at the next Board meeting on December 18, 2019.

No action or votes taken at this time.

### **Revisit "purchase of prior elected service" policy voted last month**

Board member Paul Mokrzecki asked for further discussion and possible revote of the policy regarding purchase of prior elected service if necessary.

To recap: At the October 30, 2019 Board meeting, Dale Kowacki, Executive Director informed the Board that we just learned that appeals decisions as far back as 1996 stated that elected officials are not allowed to purchase the service prior to becoming a member (within 90 days). As a result, the Board voted the following policy:

*"On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously on advice of counsel to vote policy that the Board will not approve purchases of prior elected service, to be effective as of 10/30/2019 forward."*

After the October meeting, Paul Mokrzecki had further thoughts about the matter and asked that it be brought back to the November meeting to discuss.

After further discussion about equal treatment of similar situations - particularly not shutting out current members that have yet to ask to purchase prior elected service, and also extending that consideration to



yet-to-be members that would become members and make the purchase if they were informed of the option – the Board members asked staff to research the number of members that could be affected by this policy and bring it back for review at the December 18, 2019 board meeting. There were four categories of similar situations: retirees, members that have purchased, members that have not purchased, and yet-to-be members that might have prior service to purchase.

The Board also would like the office to communicate annually with treasurers before election season to ask them to explain the membership option to elected people, and to provide the treasurers with a waiver form so they can have something on file when the person forgets having been informed.

#### Discuss joining Paid Family Medical Leave (“PFML”)

Dale Kowacki, Executive Director asked the Board if they would be willing to opt-in to this State program to provide some semblance of weekly monies to staff if their sick time with FRRS is exhausted before their need to be out on family or medical leave is concluded. The Board was presented with information regarding the program, the cost and the benefits.

After much discussion, the Board stated that they would like more information regarding the program prior to deciding. The matter has been tabled until the January 29, 2020 board meeting in order to give the staff time to gather additional information such as: what is the true cost, are these pre-tax dollars, what about new employees and their prior status to have this available, what is the cost benefit of providing LTD/STD insurance instead, and can you opt-in to the program at a later date.

No action or votes taken at this time.

#### Board Meeting Schedule for 2020

The members of the Board were in agreement to continue the regular monthly meeting schedule generally the last Wednesday of each month, at 8:00 a.m., with a change to the November meeting from Wednesday, November 25, 2020 to Tuesday, November 24, 2020 (see addendum A to these minutes for copy of calendar).

#### Quarterly Investment Managers

##### Investment Consultant – Dahab Associates

Kevin Condy, Associate Consultant with Dahab Associates joined the meeting at 9:32 a.m. and reviewed the third quarter returns for the investment portfolio.

In addition, Kevin discussed the upcoming Small Cap manager search to replace Systematic. Kevin stated that the RFP’s will be due back by January 17, 2020 and ready for the board to review Dahab’s analysis and pick interviewees at the February 26, 2020 board meeting.

Kevin also discussed the compliance updates to the manager guidelines. Greg McNeillie had added, *“The investment manager is required to consult the “Tobacco Company List” of restricted companies and funds, provided on the PERAC website, to ensure compliance and to report to the board in that regard on a quarterly basis.”*

Another discussion was about a slight change to FRRS investment policy which will happen at the May 2020 meeting once the Board has chosen a replacement for Systematic.

##### Small Cap Core Manager – Aberdeen

Scott Conlon, Senior Equity Specialist, and Matt Murdoch, Client Relationship Manager joined the meeting at 10:21 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system’s investments, and a report on the investment manager’s current investment outlook or forecast as well as strategy for the future.

As far as the Firm, Matt reported no mergers and the only change was going from having dual CEO's to a single CEO. Matt also stated that the previous head, Jeff Morris is stepping away from the industry (he was not directly involved with this fund), as of December 31, 2019 and Ralph Bassett has moved to overall head of the team.

### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 11:47 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
October 30, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:07 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski and Angelina Bragdon present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Auditor Deborah Frentzos and Michael Sacco, Board Attorney.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the Regular Meeting held on September 25 ,2019*

Paul Mokrzecki joined the meeting at 8:08 a.m.

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$967,027.87
Refunds	2,250.89
Transfers	115,119.85
Invoices	<u>119,047.79</u>
For a total of:	\$1,203,446.40

### **Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$883,000.00 from PRIT Core Fund to cover next month's warrants.*

### **Visitor**

Gene Beaubien, Fire Chief, Town of Gill, joined the meeting at 8:25 a.m. Introductions were made, and Gene requested that the Board grant full creditable service for his time as a call firefighter from

September 18, 1992 through April 30, 2001. The Board informed Gene that per Board regulations, "Any temporary or part-time employee hired after 1/1/96 who later becomes eligible for membership shall have the option of buying back creditable service at the rate proportionate to actual time worked." Mr. Beaubien was granted 2 years, 2 months, 18 days for his call fire time. He is asking for additional time of 6 years, 4 months, 25 days which would give him full creditable service from September 18, 1992 through April 30, 2001.

The Board suggested that Mr. Beaubien ask the Town of Gill to file Special Legislation to direct the Franklin Regional Retirement System to accept the additional creditable service and an enhanced retirement benefit with the Town providing funding for the additional creditable service.

No action or votes taken at this time.

### **Membership**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Agustin, Krista-Lynn	8/27/2019	100%		CON	Instructional Assistant
Aldhafer, Huda	9/16/2019	100%		DER	Instructional Assistant
Barrett, Alexis M	10/8/2019	100%		OGE	Special Ed Paraprofessional
Bennett, Zachary W	8/27/2019	80%		FRN	Instructional Assistant
Browning, Amber L	10/7/2019	100%		MOH	Long term Para sub
Burgh, Kelly E	10/15/2019	50%		PNR	Café Helper
Cebula, Beth L	9/19/2019	100%		SND	Instructional Assistant
Chandler, Paul E	8/26/2019	100%		MHR	Long-term substitute teacher
Cisse, Mamadou	8/27/2019	100%		FRN	Instructional Assistant
Drake, Chelsea J	8/26/2019	100%	-	OGE	School Nurse
Felton, Emilee J	10/15/2019	80%	-	NSW	Accounts Payable Coordinator
Futter, Catherine J	8/27/2019	100%	-	FRN	Instructional Assistant
Gourlay, Ethan H	8/27/2019	100%	-	SND	Instructional Assistant
Grab, Eric R	8/27/2019	80%	-	FRN	Instructional Assistant
Howland, Christina E	8/27/2019	100%	-	DER	Instructional Assistant
Hynes, Phoebe E	8/27/2019	100%	-	FRN	Instructional Assistant
James, Kate T	8/26/2019	100%	-	DER	Long-term instructional assistant sub
Joseph, Caroline M	8/27/2019	100%	-	SND	Long-term substitute teacher
Josephs, Kati L	8/27/2019	100%	-	DER	Instructional Assistant
Kurtz, Mariah A	10/7/2019	100%	-	ERV	Assistant Town Planner
Marble, Eileen K	8/27/2019	100%	-	CON	Instructional Assistant
Meehleder, Stephanie A	10/7/2019	50%	-	FSW	Administrative Assistant/Bookkeeper
Miranda, Katie L	8/27/2019	100%	-	CON/DER/SND/WTY	Long-term strings substitute

Pride, Rachael M	8/27/2019	100%	-	DER	Instructional Assistant
Randall, Grace C	9/12/2019	100%	-	DER	Instructional Assistant
Ritchie, Maribeth	9/11/2019	100%	-	SND	Instructional Assistant
Robinson, McKenzie A	8/27/2019	100%	-	CON	Long-term instructional assistant sub
Sawicki, Erin V	8/27/2019	100%	-	DER	Teacher's aide
Sojka, Jessica N	9/24/2019	100%	-	ERV	Paraprofessional
Staelens, Hannah M	8/27/2019	100%	-	DER	Instructional Assistant
Stankkiewicz, Joseph V	8/26/2019	90%	-	LEV	Paraprofessional
Wallace, Joanne K	9/24/2019	100%	-	PNR	Administrative Assistant
Wayne, Jared S	9/24/2019	100%	-	OGE	Firefighter/EMT
Whitman, Megan L	9/25/2019	70%	-	OGE	1:1 paraprofessional
<b><u>New Positions</u></b>					
Capuano, Timothy	8/27/2019	100%		DER	Long-term substitute teacher
<b><u>Additional Position</u></b>					
Kolakoski, Kevin C	1/1/2019	100%		SDF	Call fire fighter
Kolakoski, Michael S	1/1/2019	100%		SDF	Call fire fighter
Louison, Jacob	9/1/2019	100%		LED	call-fire
Wilson, Cody M	8/16/2019	100%		MOH	Middle School Football Coach
<b><u>Reinstated</u></b>					
Taylor, Stephen D	10/1/2015	0%		SDF	Call fire fighter

**New Retirees:**

*On a motion made by A. Bragdon and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

**Sibley, Christopher** – The retirement packet has been submitted to PERAC to provide 12B survivor benefits to Emma and Lauren Sibley, children of Christopher Sibley who died as an active employee of the Town of Sunderland. The benefits will be paid to the children’s legal guardian, Julie Sibley, and begins on the date of death, September 25, 2019.

**Swan, Thomas** – The retirement packet has been submitted to PERAC to retire Thomas Swan for a Superannuation, Option C retirement allowance. His last day of work was September 5, 2019 and his retirement benefit will begin on September 6, 2019. Mr. Swan was a group 1 member working as the Highway Superintendent for the Town of New Salem, accruing 36 years, 10 months of creditable service.

**Villanueva, Barbara** – The retirement packet has been submitted to PERAC to retire Barbara Villanueva for a Superannuation, Option A retirement allowance. Her last day of work was April 12, 2007 and her retirement benefit will begin on October 12, 2019. Ms. Villanueva was a group 1 member working as the Executive Director of the Shelburne Senior Center for the Town of Shelburne, accruing 15 years, 1 month of creditable service. The Adams Retirement System holds liability for 14 years, 2 months of the total service

**Williams, Helen** – The retirement packet has been submitted to PERAC to retire Helen Williams for a Superannuation, Option B retirement allowance. Her last day of work was October 2, 2019 and her

retirement benefit will begin on October 3, 2019. Ms. Williams was a group 1 member working as an assistant assessor for the Town of Wendell, accruing 12 years 8 months of creditable service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the following buybacks:*

**Savoy, Donnie:** The State Board has asked FRRS to accept creditable service liability if their current member, Donnie Savoy, re-deposits a refund taken from this system. The refund, approved by the Board on 6/26/84, was for deductions of \$1,544.44. Interest was paid to the member on 12/26/1984 for interest accrued through June 1984, plus interest accrued through December 1984, on the interest payable, for a total of \$88.06. Savoy was a full-time custodian in the Mahar Regional School District from 01/28/1982 through 6/25/1984. Total service FRRS will accept is 2 years, 4 months, 28 days.

**Burke, Carolyn:** The Montague Retirement Board has asked FRRS to accept creditable service liability if their current member, Carolyn Burke, re-deposits a refund taken from this system. The refund approved by the Board on 3/31/2008 was for deductions of \$4,028.71 and interest of \$36.24. Ms. Burke was a part-time paraprofessional in the Union 28 School District, Town of Leverett, from 10/6/2004 through 6/18/2007. Total service FRRS will accept is 2 years, 10 months, 15 days.

**Deaths:**

**Bacigalupo, Minnie** – died on 10/16/2019 at the age of 74. Minnie was the Option D survivor of Daniel Bacigalupo who worked in the highway department for the Town of Wendell, accruing 20 years, 4 months of service. Daniel died on 10/16/2008 at the age of 69.

**Lunny, Mary** – Option B retiree since 9/01/2003, Ms. Lunny was an assistant coordinator for the Franklin Regional Council of Governments, accruing 10 years of creditable service. DOD was 10/22/2019 at the age of 71. Her daughters, Justine and Cathleen Lunny, will be receiving the balance in her annuity account.

**Sibley, Christopher** – current member in the Town of Sunderland with 14 years, 3 months of accrued service. DOD was 9/25/2019 at the age of 39.

**Swift, Harold Jr.** – Option B retiree since 02/28/2002, Mr. Swift was the Chief of Police for the Town of Whately, accruing 24 years, 1 month of creditable service. DOD was 9/26/2019 at the age of 82. No annuity balance remains.

**General Business:**

**12(2)d benefit for the surviving spouse of member Bruna Carno**

Bruna Carno, an active member working in the New Salem Wendell Union School District, passed away on September 22, 2019. Her husband Jon Ploof submitted the appropriate paperwork for a 12(2)d survivor benefit and has been deemed eligible for such benefit by staff.

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the 12(2)d survivor benefit for Jon Ploof.*

**Review and approve contracts (audit and actuarial)**

The Board reviewed and approved the Actuarial contract from KMS Actuaries LLC and the Audit contract from Powers and Sullivan LLC. The Board voted the following:

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the KMS Actuaries LLC contract and the Powers and Sullivan LLC audit contract as awarded.*

Michael Sacco, Board Attorney joined the meeting at 8:56 a.m.

#### Hearing for James Basile regarding calculation of post-retirement earnings

At 9:04 a.m. via conference call Katherine M. Brady, Associate General Counsel at PERAC and retired member James Basile joined the meeting. Sandra Hanks, Board Chair opened the hearing regarding post-retirement earnings, Section 91A and then turned the meeting over to Michael Sacco, Board Attorney.

Mr. Basile was placed under oath and explained his belief that the salary being used to determine over-earnings for the calendar years 2017 and 2018 are inaccurate. Mr. Basile feels that the current salary being used should reflect what he would have earned if he had not retired, which he believes would be more than the current salary being paid for that position. Mr. Basile presented two specific concerns that impact the calculation: 1) That the 4.99% difference between his salary at retirement and the starting salary of the new chief should continue throughout the subsequent years. 2) There is a roughly \$5,000 increase to the current chief's salary in 2004/2005, and if the position was granted an increase, then the increase should be included in the calculation. Mr. Basile referred to an email he sent to Attorney Sacco and Director Kowacki, which Director Kowacki then read to the full Board. A copy of the email is appended to these minutes as addendum A.

Attorney Sacco recommended that the Board table this discussion for 30-days until the next Board meeting on November 26, 2019 in order for staff to go back to the Town and research the reason for the \$5,000 increase in 2005.

The question was asked by Executive Director, Dale Kowacki of PERAC, Associate General Counsel, Katherine Brady if Mr. Basile's benefit should be suspended or give a one-month continuance. Katherine Brady stated that PERAC would allow the one-month continuance. Mr. Basile agrees that he owes money and asked that his suspension of his benefit begin with the November benefit.

A motion was recommended by Attorney Sacco to table the matter for 30-days to allow the Executive Director, Dale Kowacki and staff to gather more information and present to the Board the results of why there was an increase in salary in 2005.

No action or votes taken at this time.

#### Final draft budget for next year

The final version of the budget for 2020, reflecting a decrease in the budget for Medex health insurance, and increase to equipment & software maintenance services line for computer security and maintenance increases was presented to the Board. Copy appended to these minutes as addendum B.

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve a total budget of \$1,577,149 for calendar year 2020.*

#### Possible adjustment to prior service credit to elected members

Dale Kowacki, Executive Director informed the Board that we just learned that appeals decisions as far back as 1996 stated that elected officials are not allowed to purchase the service prior to becoming a member (within 90 days), and it is advised that we inform elected officials of the 90-day window to membership.

Immediately below are the two most pertinent paragraphs of the CRAB decision highlighted, and highlighted statements from email conversation with Michael Sacco, Board Attorney.

The question to the Board: Should staff find and rescind the service granted in this circumstance to any members not yet retired?

“ . . . We affirm the DALA decision and adopt its Findings of Fact 1-10.

After considering the parties' submissions and the magistrate's opinion, we reaffirm our prior decisions in *Goode v. Weymouth Retirement Bd.*, CR-99-701 (CRAB May 1, 2001) and *Levesque v. Essex County Retirement Bd.*, CR-95-571 (CRAB Oct. 7, 1996), holding that the ninety-day time limit for elected officials to join a retirement system following their election, provided under G.L. c.

32, § 3(2)(a)(iv), is mandatory. The late entry and buy-back provisions under §§ 3(3) and 3(5) cannot override the more specific provisions of §3(2)(a)(iv), and neither late entry nor, in most cases, subsequent purchase of creditable service is available to elected officials who miss the ninety day "window" for retirement system membership. . . .”

“ . . . We understand that cities and towns may not have informed newly-elected officials of their option to join the applicable retirement system in time for them to do so within the ninety-day window and that, as a result, the opportunity to utilize this benefit has been unevenly utilized. Ironically, where elected employees such as Awad focus more on their duties than on their benefits, they may be less likely to learn of their retirement benefit. Nevertheless, we must apply the retirement law as it is written, and it contains no requirement that municipal employers notify newly-elected officials of their eligibility to join a retirement system — although it is of course good practice to do so. We reaffirm our holding to this effect in *Levesque v. Essex County Retirement Bd.*, CR-95-571 (CRAB Oct. 7, 1996). Nor can compliance with the ninety-day statutory deadline be avoided for equitable reasons or because of incorrect information supplied by an employer or a retirement board. . . .”

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously on advice of counsel to vote policy that the Board will not approve purchases of prior elected service, to be effective as of 10/30/2019 forward.*

## **New Business**

### **Clarification of policy regarding deposits to nursing homes**

In March of 2016 the Board voted the following, but we are reading it two different ways and need the Board members from that era to share their recollections of the intent.

#### **Nursing Home bank accounts for retirees**

Dale Kowacki, Executive Director asked the Board members what their thoughts were on allowing retirees monthly benefit to be deposited to nursing home accounts, and if allowed, would the Board allow deposits to accounts that do not bear the retiree's name. After some discussion the Board voted the following:

*On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to allow retiree's monthly benefit that bears the retiree's name to be deposited to nursing home accounts. In addition, the witnessing or notarization of the retiree's signature on the direct deposit form will be required.*

Does the account at the nursing home have to have the retiree's name on it, or did the Board glean from the attached survey that only the benefit had to have the retiree's name, and the name didn't need to be on the nursing home account?

The Board discussed and reviewed the policy and reiterated that the retiree monthly benefit needs to be issued in the retiree's name, but the retiree name is not required on the nursing home account. The above policy stands.

No action or votes taken at this time.

## **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 10:57 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
 BOARD MEETING MINUTES  
 September 25, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Gabriele Voelker and Angelina Bragdon present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deborah Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, except for those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the Executive Session held on August 28, 2019  
 Minutes of the Regular Meeting held on August 28, 2019*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$959,715.91
Refunds	61,129.26
Transfers	135,783.38
Invoices	<u>44,572.11</u>
For a total of:	\$1,201,200.66

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board, voted unanimously to transfer \$922,000.00 from PRIT Core Fund to cover next month's warrants.*

**Visitor**

John Parsons, Executive Director, PERAC, joined the meeting at 8:10 a.m. Introductions were made, and John informed the Board that since becoming Executive Director at PERAC one of his goals is to get out and visit each retirement system. To date, he said he has visited approximately 40 retirement systems. John spoke briefly about PERAC's mission and the importance of communication between the retirement systems and PERAC.

**Membership**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional positions as follows:*

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
------	-----------	--------	-------	------	----------



Berggren, Grace A	8/27/2019	100%		WTY	Instructional Assistant
Cellilli, Stefanie	8/26/2019	100%		MOH	Behaviorist
Chase, Cody T	8/26/2019	100%		MOH	Paraprofessional 1:1
Clark, Jamie S	7/29/2019	100%		OGE	Evening Custodian
Coates, Carrie	8/26/2019	60%		HLT	Paraprofessional
Coombs, Scott R	9/3/2019	100%		SHB	Laborer/Operator
Cote, Kevin G	8/26/2019	100%		MHR	Occupational Therapist
David, Andrew P	9/16/2019	100%		OGE	Paraprofessional
Fay, Jennifer M	8/26/2019	50%	-	ERV	Office Assistant
Flower, Amanda E	7/30/2019	100%	-	ERV	Police Officer
Galipault, Erica P	8/26/2019	100%	-	MOH	SPED Paraprofessional
Gilbert, Kelly L	8/28/2019	50%	-	PNR	Café helper
Hamlett, Reilly M	9/9/2019	100%	-	OGE	Paraprofessional
Hardy, Danielle L	8/26/2019	100%	-	OGE	Paraprofessional
Hill, Alexis M	8/28/2019	90%	-	PNR	Paraprofessional
Lamotte, Kirsten	8/26/2019	100%	-	NSW	Teacher Aide
Lapierre, Pamela C	7/29/2019	100%	-	MOH	Administrative Assistant
Lapinski, Michael	8/19/2019	100%	-	DER	Assistant Town Administrator
Lyesiuk, Nicole L	8/26/2016	90%	-	OGE	Paraprofessional
Mans, Caitlin B	9/3/2019	100%	-	MOH	Paraprofessional
McKenna, Heather S	8/26/2019	100%	-	HLT	Paraprofessional
McNamara, Pamela J	9/3/2019	100%	-	ERV	Building Maintenance Laborer
Nouri, Michael D	9/3/2019	50%	-	HLT	Paraprofessional
Picard, Sarah A	8/28/2019	90%	-	PNR	Paraprofessional
Plyant, Christa	8/28/2019	90%	-	PNR	Paraprofessional
Renaud, Angelia R	9/3/2019	90%	-	PNR	Instructional Assistant
Rollins, Alison L	8/28/2019	50%	-	PNR	Café helper
Sheridan, Susan M	8/27/2019	100%	-	MHR	Paraprofessional
Stacy, Holly L	8/28/2019	90%	-	PNR	IA
Tanner, Mae	8/26/2019	100%	-	MOH	Paraprofessional
Vular, Sarah E	8/26/2019	100%	-	ERV	Long term para sub
Vuong, Riri	8/26/2019	80%	-	MHR	General Worker - Cafeteria
<b><u>New Positions</u></b>					
Ahearn, Meaghan J	8/28/2019	90%		PNR	Paraprofessional
Lutenegger, Ashton	8/27/2019	100%		CON	Instructional Assistant
<b><u>Additional Position</u></b>					
Boswell, Abigail L	8/28/2019	100%		MOH	Afterschool program

Chase, Cody T	8/28/2019	100%		MOH	Afterschool program
Karpeichik, Matthew	9/1/2019	100%		WCK	Police Officer
Mans, Caitlin B	8/22/2019	100%		MOH	JV Field Hockey Coach
Rivera, Albert	6/18/2019	100%		DER	Summer Camp
Santella, Katelyn	7/1/2019	100%		DER	Summer Pre-school
Spofford, Jennifer	10/15/2019	100%		NSW	Grants Coordinator
Stokes, Stephanie	7/24/2019	100%		SND	Summer IA
Tuttle, Sarah	7/12/2019	100%		DER	Summer IA

### **New Retirees:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

**Babbitt, Margaret** – The retirement packet has been submitted to PERAC to retire Margaret Babbitt for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her benefit will begin on September 1, 2019. Ms. Babbitt was a group 1 member serving the Pioneer Valley Regional School District as a Title 1 Tutor, accruing 25 years, 6 months of creditable service.

**LaClaire, Mitchell Sr.** – The retirement packet has been submitted to PERAC to retire Mitchell LaClaire, Sr. for a Superannuation, Option B retirement allowance. His last day of work was August 13, 2019 and his retirement benefit will begin on August 14, 2019. Mr. LaClaire was a group 1 member working as the Highway Superintendent for the Town of Gill and as a call firefighter and fire captain for the Town of Erving. He also was a group 4 member having previously worked as the Fire Chief for the Town of Erving. His group 1 creditable service is 16 years, 7 months and his group 4 creditable service is 5 years, 11 months for a total of 22 years, 6 months.

**Lesko, Robert** – The retirement packet has been submitted to PERAC to retire Robert Lesko for a Superannuation, Option C retirement allowance. His last day of work was September 16, 2019 and his retirement benefit will begin on September 17, 2019. Mr. Lesko was a group 1 member working as the Director of Facilities for the Frontier Regional School District, accruing 10 years of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following buyback:*

**Suzor, Theresa Helen:** The Marlborough Retirement Board has asked FRRS to accept creditable service liability if their current member, Thesesa H. Suzor, re-deposits a refund taken from this system. The refund, taken on 5/31/2011 was for \$3,590.28. Suzor was an Instructional Aide in the Frontier Regional School District from 10/28/2002 through 10/12/2004 and again from 8/31/2005 through 12/15/2005. Total service FRRS will accept is 2 years, 4 months, 1 day.

### **Deaths:**

**Boulden, Barbara** – Option A retiree since 09/22/1991, Mrs. Boulden worked in the cafeteria in the Town of Sunderland School, accruing 14 years of creditable service. DOD was 9/11/2019 at the age of 92.

**Carno, Bruna** – current member of the New Salem Wendell Union School District with 18 years, 11 months, 12 days of accrued service. DOD was 9/22/2019.

Stokarski, Frances – Option A retiree since 12/31/1998, Ms. Stokarski worked in the Town Clerk’s office in the Town of Deerfield, accruing 22 years, 6 months of creditable service. DOD was 8/28/2019 at the age of 82.

**General Business:**

Expand policy re: MTRB six-month exclusions

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the following policy:*

*“Any individual who meets the membership criteria for the Massachusetts Teachers Retirement System but is subject to a six-month waiting period as per MGL 32 §3(2) (iv) (including long-term subs), is excluded from membership in the Franklin Regional Retirement System during the same six-month waiting period.”*

2020 Draft Proposed Budget

The second draft of the 2020 budget for the system was presented to the Board. The Board discussed advertising for Paul’s and Sandy’s positions with an additional amount added to the Board Elections line to cover the advertising.

No action, or votes, taken at this time.

Working session to evaluate RFP’s

Board members reviewed each technical proposal submitted for Actuarial services and Audit services and developed a composite ranking of each technical proposal based on the individual evaluations.

At the Board meeting, each individual technical proposal was ranked by each Board member and then an average ranking was determined for each proposal.

Once the Board completed the evaluation of the technical proposals, the Board Chair, Sandra Hanks opened the cost proposals.

ACTUARIAL SERVICES - Three responses were received on the actuarial services RFP. KMS Actuaries LLC, the incumbent, Segal Consulting and Stone Consulting, Inc. responded.

AUDIT SERVICES – Five responses were received on the audit services RFP. Lynch Marini & Associates, Marcum LLP, Melanson Heath, the incumbent, Powers and Sullivan LLC and Roselli, Clark & Associates responded.

After reviewing and discussing the technical proposals and the cost proposals for actuarial services, the Board chose the incumbent KMS Actuaries LLC for their highly advantageous ranking and the lowest price.

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to enter into an agreement with the incumbent KMS Actuaries LLC for actuarial services.*

The Board then reviewed and discussed the technical proposals and cost proposals for audit services, the Board chose Powers and Sullivan LLC for their highly advantageous ranking along with their significant retirement experience.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to enter into an agreement with Powers and Sullivan LLC for audit services.*

Franklin Technical School, Apprentice Restaurant for annual AC meeting

At the August 28, 2019 Board meeting the Board suggested hosting a luncheon for this year’s annual Advisory Council meeting and asked staff to contact the Franklin County Technical School – Apprentice Restaurant for available dates, cost and menu options.

The Apprentice Restaurant was contacted, and we were given two available dates, one being Wednesday, October 30, 2019, which does not work as that is the date of the October Board meeting. The other is Thursday, November 7, 2019. We have asked that they keep that date available for us.

After a brief discussion the Board voted the following:

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve hosting a luncheon at the Franklin Technical School, Apprentice Restaurant on Thursday, November 7, 2019 if available. Otherwise, Dale Kowacki, Executive Director and Angel Bragdon, Advisory Council Chair will pick an alternative date and place.*

### **New Business**

#### **Gene Beaubien – request for full-service credit for call firefighter time**

A letter addressed to the Board was received from Gene Beaubien requesting full service for his years as a call firefighter.

Dale Kowacki, Executive Director presented the letter to the Board.

The Board discussed and requested that the matter be tabled until the October 30, 2019 Board meeting and for staff to seek an opinion from Michael Sacco, Board Attorney.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to table this matter until the October 30, 2019 Board meeting and to seek an opinion from Michael Sacco, Board Attorney.*

### **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 10:55 a.m.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES AUGUST 28, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:03 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Gabriele Voelker and Angelina Bragdon present. Also present were Executive Director Dale Kowacki, and Auditor Deborah Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

### **Elizabeth Bell**

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to a Superior court decision to remand back to CRAB and DALA for

further examination of evidence in our appeal to not grant an accidental death benefit to Elizabeth Bell related to her husband David's cause for disability retirement. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

*At 8:04 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski – aye; Paul Mokrzecki – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

After some discussion the Board voted the following motion:

*On a motion made by M. Stokarski, and a second by P. Mokrzecki, The Board voted by roll call vote, on recommendation of Board Counsel Michael Sacco to retain Dr. Giugliano's services in preparation for the hearing and testifying at the hearing at a cost of approximately \$2,000 - \$3,000. Roll call vote: Sandra Hanks – aye; Mary Stokarski – aye; Paul Mokrzecki – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

*A motion to come out of executive session was made at 8:11 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on July 31, 2019.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$962,885.18
Refunds	22,967.34
Transfers	75,168.53
Invoices	<u>56,618.89</u>
For a total of:	\$1,117,639.94

**Cash Transfer between Investments and Bank**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board, voted unanimously to transfer \$740,000.00 from PRIT Core Fund to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Belanger, Jeffrey M	7/24/2019	100%		LEV	Police Officer
Black, Thomas	8/27/2019	100%		FRN	Instructional Assistant
Crocker, Jr., Thomas E	8/26/2019	100%		LEV	Food Service Director
Hagen, Jake	7/7/2019	100%	-	LEV	Patrolman
Hildreth, William J	8/5/2019	100%	-	FRN	Director of Maintenance
Johnson, Kyle R	7/22/2019	100%	-	OGE	Patrolman
Jordan-Makely, Chelsea B	7/22/2019	60%	-	COL	Library Director

Karpeichik, Matthew R	8/19/2019	100%	-	OGE	Secondary Water Operator
Miner, Christopher R	7/29/2019	100%	-	ERV	Police Officer
Onorato, Michael R	8/16/2019	100%	-	PNR	Food Service Director
Shuipis, Elizabeth C	7/8/2019	60%	-	COL	Administrative Assistant
Waldren, Robert T	7/1/2019	100%	-	DER	Building Commissioner
<b><u>New Positions</u></b>					
Bjorlin, Michael	7/15/2019	100%		OGE	Professional Working Foreman
Godette, Xavier	8/26/2019	100%	70%	NSW	Teacher Aide Special Ed
Harrison, Gilbert	8/5/2019	100%		OGE	Highly Skilled Water Operator
Elizabeth Nelson	8/27/2019	100%		FRN	Instructional Assistant
Sullivan, James P	7/1/2019	100%		OGE	Police Chief
Voelker, Gabriele H	7/1/2019	100%		OGE	Town Administrator/Treasurer
<b><u>Additional Position</u></b>					
Amet, Norie L	8/26/2019	100%		MOH	Para Mentor
Bromberg, Caron V	8/26/2019	100%		MOH	Para Mentor
Dupree, Pamela	8/26/2019	100%		MOH	Class of 2022 Advisor
Gamelli, Katelyn G	8/22/2019	100%		MOH	JV Volleyball Coach
Henry, Tiffany	8/26/2019	100%		MOH	Class of 2024 Advisor
Lively, Marilyn K	8/26/2019	100%		MOH	Para Mentor
Elizabeth Nelson	7/8/2019	100%		FRN	Summer Instructional Assistant
Rabasco, Mark T	8/26/2019	100%		MOH	Instructional Leadership Team
Roberts-Crawford, Amy B	9/1/2019	100%		MOH	Concert Accompanist
Sliwoski, Christina M	7/1/2019	100%		MOH	SPED Summer Paraprofessional
Soucie, Jillian	8/5/2019	50%		MOH	SPED Summer Paraprofessional
Taylor, Mia	8/26/2019	100%		MOH	Class of 2020 Advisor
Unaitis, Andrea M	8/26/2019	50%		MOH	Para Mentor
Upright, Anita M	8/26/2019	100%		MOH	Para Mentor
<b><u>Reinstated</u></b>					
Rabasco, Mark T	8/26/2019	100%		MOH	Paraprofessional

**New Retirees:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

Daviau, Sandra – The retirement packet has been submitted to PERAC to retire Sandra Daviau for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019. Ms. Daviau was a group 1 member working as the Tax Collector and Assessor’s Clerk for the Town of Rowe, accruing 21 years, 1 month of creditable service.

Holmberg, Kenneth – The retirement packet has been submitted to PERAC to retire Kenneth Holmberg for a Superannuation, Option B retirement allowance. His last day of work was June 30,

2019 and his retirement benefit will begin on July 1, 2019. Mr. Holmberg was a group 1 member working as the Assistant Assessor for the Town of New Salem and the Administrative Assessor for the Town of Shutesbury, accruing 18 years, 4 months of creditable service.

Johnson, Betty – The retirement packet has been submitted to PERAC to retire Betty Johnson for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019. Ms. Johnson was a group 1 member working as the Library Director for the Town of Colrain, accruing 21 years, 7 months of creditable service.

Lively, Lois – The retirement packet has been submitted to PERAC to retire Lois Lively for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019.

Ms. Lively was a group 1 member working as a paraprofessional for the Town of Whately schools and as an out of school time teacher for the Towns of Conway, Deerfield and Sunderland, accruing 16 years, 11 months of creditable service.

Matthews, Richard – The retirement packet has been submitted to PERAC to retire Richard Matthews for a Superannuation, Option B retirement allowance. His last day of work was July 12, 2019 and his retirement benefit will begin on July 13, 2019. Mr. Matthews was a group 1 member working as a foreman/water operator for the Town of Orange, accruing 24 years, 1 month of creditable service. The Hampshire County Retirement System holds liability for 12 days of the total service.

Momaney, Linda – The retirement packet has been submitted to PERAC to retire Linda Momaney for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on August 28, 2019. Ms. Momaney was a group 1 member working as an instructional assistant for the Pioneer Valley Regional School District, accruing 11 years, 11 months of creditable service.

Sonier, Karen – The retirement packet has been submitted to PERAC to retire Karen Sonier for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019.

Ms. Sonier was a group 1 member working as an instructional assistant for the Frontier Regional and Union #38 School Districts, accruing 12 years, 6 months of creditable service.

Wojtowicz, Debra – The retirement packet has been submitted to retire Debra Wojtowicz for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019.

Ms. Wojtowicz was a group 1 member working as an instructional aide for the Frontier Regional School District, accruing 18 years of creditable service.

### **Buybacks and Makeups:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to grant the following buyback of refunded service:*

Gifford, Michael – current member serving in the Town of Orange highway department has requested a buyback of a refund taken from the FRRS on 3/31/1981. Refunded amount was \$910.18. If Mr. Gifford re-deposits the refund plus interest by 9/30/2019, the purchase cost is \$17,380.19 otherwise interest will accrue as allowed by law. Interest has been calculated at the actuarial rate. Allowable creditable service is 1 year, 7 months, 19 days.

### **Deaths:**

Bassett, Richard – Option A retiree since 7/8/1988, Mr. Bassett was a custodian for the Pioneer Valley Regional School District and the Tree Warden for the Town of Northfield, accruing 23 years, 6 months of creditable service. DOD was 7/31/2019 at the age of 96.

### **General Business:**

#### Potential hearing request from James Basile regarding retiree overearnings

Dale Kowacki, Executive Director informed the Board that Jim has requested a hearing. Dale asked Board Council Michael Sacco to schedule and conduct the hearing which thus far is scheduled for the regular board meeting on October 30, 2019.

Jim Basile is a disability retiree of this system since 1990, and as such has limits on earnings regardless of private versus public employment. PERAC conducts the earnings review annually and had notified FRRS (and Jim) that it had determined that Jim over-earned by about \$10,000 in 2018.

Because PERAC determines the amount of overearnings, the hearing will also include PERAC - so Michael is beginning his efforts with moderating a conversation between Jim Basile and PERAC to see if there is more information needed by either party that might change the determination or understanding of the numbers used in the calculation.

#### Staff COLA

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to grant a 1.9% increase to the base salaries of the staff beginning January 1, 2020.*

#### 2020 Draft Proposed Budget

The first draft of the 2020 budget for the system was presented to the Board.

No action, or votes, taken at this time.

#### Assessments all paid timely

Dale Kowacki, Executive Director informed the Board that all assessments have been received in a timely manner. Of the 39 units, one unit pays quarterly, and three units have paid half with the other half due January 1, 2020.

No action, or votes, taken at this time.

#### Schedule Advisory Council annual meeting

The Board was presented statistics from the last four year's annual Advisory Council meetings with the suggestion that we do the same this year. The Board suggested having a luncheon meeting and requested staff to contact the Franklin County Technical School – Apprentice Restaurant for availability and pricing. In addition, Dale Kowacki, Executive Director stated that he would survey the group to see what their preferences are regarding place, time and format for the annual Advisory Council Meeting.

No action, or votes, taken at this time.

#### Quarterly Investment Managers

#### Investment Consultant – Dahab Associates

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:50 a.m. and reviewed the second quarter returns for the investment portfolio.



Greg discussed with the Board, Systematics' underperformance since 2017. After a brief discussion, the Board decided it would be prudent to conduct a search for a small cap manager to replace Systematic.

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the initiation of a Small Cap Manager search conducted by DAHAB.*

In addition, the Board discussed what to do in the interim with the Systematic funds. The Board decided to remove the funds from Systematic effective October 1, 2019 and transfer the funds to Aberdeen while conducting the search for a new Small Cap manager.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to transfer Systematics' funds to Aberdeen effective October 1, 2019 while conducting the search for a new Small Cap manager.*

#### Mid Cap Value Manager – Chartwell Investment Partners

Ryan Harkins, Senior Portfolio Manager joined the meeting at 9:32 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments and a report on the investment manager's current investment outlook or forecast as well as strategy for the future. Mr. Harkins reported that the Portfolio Management Team was a team of four, upon the departure of one of the team the firm hired two new investment research analysts for a team of five.

#### Mid Cap Growth Manager – Fiera Capital

Govind Menon, Senior VP, Product Specialist, Nicholas O. Mavro, Senior VP, Head of U.S. Institutional and Jane Connolly, Mgr, Client Services, Institutional Markets joined the meeting at 10:20 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments, reported no change in personnel, and a report on the investment manager's current investment outlook and forecast as well as strategy for the future.

Paul Mokrzecki left the meeting at 10:43 a.m.

#### Adjournment

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 11:05 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
August 28, 2019

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to a Superior court decision to remand back to CRAB and DALA for further examination of evidence in our appeal to not grant an accidental death benefit to Elizabeth Bell related to her husband David's cause for disability retirement. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:04 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Mary Stokarski – aye; Paul Mokrzecki – aye; Angel Bragdon – aye; Gabriele Voelker - aye.

**Present:** Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angel Bragdon and Gabriele Voelker. Also present were Executive Director Dale Kowacki and Auditor Deborah Frenzoz.

These are the OPEN session minutes, the release of the CLOSED session minutes has not been authorized by the Board.

*A motion to come out of executive session was made at 8:11 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
JULY 31, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:09 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Gabriele Voelker and Angelina Bragdon present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on June 26, 2019.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$989,861.47
Refunds	10,818.98
Transfers	5,459.74
Invoices	<u>117,701.26</u>
For a total of:	\$1,123,841.45

**Cash Transfer between Investments and Bank**

On a motion made by P. Mokrzecki and a second by G. Voelker, the Board, voted unanimously to transfer \$5,400,000.00 from Unibank Money Market to PRIT General Allocation Fund to invest excess cash.

### **Membership**

On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the new members and additional positions as follows:

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Boland, Jr., Timothy J	7/1/2019	100%	-	DER	Police Officer
Bolton, Hayley D	6/17/2019	90%	-	BER	Director COA/Senior Center
Cooley, Jacob B	6/3/2019	100%	-	NEW	Highway Worker
Dennis, Leanna T	7/15/2019	100%	-	OGE	Administrative Assistant
Govoni, Gina L	7/15/2019	100%	-	FCH	Executive Director
Griffin, April M	7/15/2019	80%	-	SND	Police Clerk
Johansson, Marcus C	7/1/2019	70%	-	STB	Police Officer
LeGrand, Kimberly E	7/15/2019	100%	-	FCH	Property Manager
McLatchy, Paul III	6/4/2019	100%	-	ROW	Appointed Town Clerk
Monette, Tonya L	7/1/2019	100%		OGE	Administrative Assistant
Nouri, Tracey J	7/1/2019	100%		MOH	Custodian
Page, April L	7/8/2019	100%		FCH	RAFT Administrator
Rau, Jeffrey S	6/24/2019	100%		HLT	Custodian
Rudden, Kevin G	7/1/2019	50%		STB	Assessor
Skalski, Judith L	8/27/2019	50%		DER	SPED Secretary
Smith-Zeoli, Aimee M	7/1/2019	100%		FRN	Early Childhood Coordinator
Stevens, Doreen	7/1/2019	50%		GIL	Town Clerk
<b><u>New Positions</u></b>					
Haughey, Sherrie	6/15/2019	0%		BER	Recreation Dept Counselor
Jalbert, Eric S	8/26/2019	100%		MOH	School Culture Coordinator
<b><u>Additional Position</u></b>					
Adams, Lauren J	7/1/2019	100%		MOH	SPED summer paraprofessional
Amet, Norie	7/1/2019	100%		MOH	SPED summer paraprofessional
Andrews, Aaron E	7/1/2019	100%		MOH	SPED summer paraprofessional
Bobe, Susan	7/1/2019	100%		LED	Treasurer
Butler, Sarah	6/24/2019	100%		CON	Bookkeeper - OST program
Chandler, Wilma D	7/1/2019	100%		MOH	SPED summer paraprofessional
Cole, Rose M	7/1/2019	100%		MOH	SPED summer paraprofessional
Cote, Taylor M	7/1/2019	100%		MOH	Summer Tutor
Darmanchev, Nina	7/2/2019	100%		MOH	Summer Tutor
Fisher, Michelle	7/6/2019	80%	100%	NSW	Custodian
Fuller, Susan M	7/1/2019	100%		MOH	SPED summer paraprofessional

Gamelli, Katelyn G	7/1/2019	100%		MOH	SPED summer ABA paraprofessional
Gammell, Rachel L	7/8/2019	100%		HLT	Summer Eats Staff
Gilbert, Karen L	7/1/2019	100%		MOH	SPED summer paraprofessional
Greenfield, Sarah R	7/1/2019	50%		MOH	SPED summer teacher
Holloway, Mary E	7/1/2019	100%		MOH	SPED summer paraprofessional
Hoyt, Marla I	7/1/2019	100%		MOH	SPED summer paraprofessional
Lengieza, Heather M	7/8/2019	70%		HLT	Summer Eats Staff
Leskowitz, Shari K	7/1/2019	100%		MOH	SPED summer paraprofessional
Massa, Thomas E	7/1/2019	100%		MOH	Summer Tutor
McLatchy, Paul III	7/1/2019	100%		ROW	Admin Asst to the Boards
Mimitz, Wendy L	6/17/2019	100%		MOH	Summer Custodian Helper
Moriarty, Heidi A	7/1/2019	100%		MOH	SPED summer paraprofessional
Noyes, Pamela J	7/1/2019	100%		MOH	SPED summer paraprofessional
Roberts-Crawford, Amy B	7/1/2019	100%		MOH	SPED summer paraprofessional
Rosskothan, Melissa C	7/1/2019	100%		MOH	Summer Behaviorist
Rounds, Cassandra L	7/1/2019	100%		MOH	SPED summer paraprofessional
Rush, Lillian A	7/1/2019	100%		MOH	SPED summer paraprofessional
Santos, Kayla L	7/1/2019	100%		MOH	Summer Behaviorist
Soucie, Jillian	7/1/2019	50%		MOH	Summer Camp Counselor
Spofford, Jennifer	7/1/2019	100%		ERV	Student Support Coordinator
Wichman, Ashley N	7/8/2019	100%		HLT	HAY Summer Camp Staff

**New Retirees:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:*

Adams, Bonnie – The retirement packet has been submitted to PERAC to retire Bonnie Adams for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019. Ms. Adams was a group 1 member working as a teacher aide for the Town of Shutesbury schools, accruing 27 years, 6 months of creditable service.

Conner, Robert – The retirement packet has been submitted to PERAC to retire Robert Conner for a Superannuation, Option B retirement allowance. His last day of work was June 30, 2019 and his retirement benefit will begin on July 1, 2019. Mr. Conner was a group 1 member working as an instructional aide for the Pioneer Valley Regional School District, accruing 20 years of creditable service.

DiNicolantonio, Robert - The retirement packet has been submitted to PERAC to retire Robert DiNicolantonio for a Superannuation, Option C retirement allowance. His last day of work was June 30, 2019 and his retirement benefit will begin on July 1, 2019. Mr. DiNicolantonio was a group 1 member working as a custodian and crossing guard for the Hawlemont Regional School, accruing 31 years, 2 months of creditable service.

Hodsdon-Mayo, Lynda – The retirement packet has been submitted to PERAC to retire Lynda Hodsdon-Mayo for a Superannuation, Option B retirement allowance. Her last day of work was June

30, 2019 and her retirement benefit will begin on July 1, 2019. Ms. Hodsdon-Mayo was a group 1 member working as an Assessor's Clerk and the Elected Town Clerk for the Town of Gill, accruing 20 years, 9 months of creditable service. MTRS holds 4 years of the total liability.

Laughton, Lynn – The retirement packet has been submitted to PERAC to retire Lynn Laughton for a Superannuation, Option B retirement allowance. Her last day of work was July 10, 2019 and her retirement benefit will begin on July 11, 2019. Ms. Laughton was a group 1 member working as an administrative assistant for the Town of Orange schools, accruing 19 years, 10 months of creditable service.

Manson, Holly – The retirement packet has been submitted to PERAC to retire Holly Manson for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019.

Ms. Manson was a group 1 member working as a cafeteria manager for the Pioneer Valley Regional School District, accruing 12 years of creditable service.

Marsh, Barbara – The retirement packet has been submitted to PERAC to retire Barbara Marsh for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019. Ms. Marsh was a group 1 member working as a paraprofessional for the Town of Orange schools, accruing 34 years of creditable service.

Trill, Wendy – The retirement packet has been submitted to PERAC to retire Wendy Trill for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019. Ms. Trill was a group 1 member working as an instructional assistant for the Pioneer Valley Regional School District, accruing 22 years, 3 months of creditable service.

Whelan, Grace – The retirement packet has been submitted to PERAC to retire Grace Whelan for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2019 and her retirement benefit will begin on July 1, 2019.

Ms. Whelan was a group 1 member working as a paraprofessional for the Town of Orange schools, accruing 16 years, 5 months of creditable service.

### **Buybacks and Makeups:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to grant the following buyback of refunded service:*

Lucier, Laurie – current member serving as the Town Clerk in the Town of Conway has requested a buyback of a refund taken from the State Board of Retirement on 6/27/2014. Refunded amount was \$33,809.55. If Ms. Lucier re-deposits the refund plus interest by 8/31/2019, the purchase cost is \$41,292.08 otherwise interest will accrue as allowed by law. Interest has been calculated at ½ the actuarial rate, allowable if paid by, or entered into a payment contract by, 5/24/2020. The State Board has accepted 10 years, 5 months, 29 days of service liability.

### **Deaths:**

Baldwin, Patricia – Option B retiree since 6/30/2018, Ms. Baldwin was an administrative assistant for the Pioneer Valley Regional School District, accruing 28 years, 3 months of creditable service. DOD was 6/29/2019 at the age of 63. Her daughter, Alison Baldwin, will be receiving the balance in her annuity account.

Hammock, Kathleen – Option C beneficiary of Daniel Hammock died 7/1/19 at the age of 67. Mr. Hammock will pop-up to an Option A monthly benefit.

## **General Business:**

### **Audit exit conference(s)**

At 8:30 John Jasiewicz of Melanson Heath met with the Board as an exit conference for the recently concluded audit of calendar year 2018 performed by him and the team at Melanson Heath. A draft audit report was provided to the Board in advance of the meeting. A final report will be issued within weeks of this meeting (and will be uploaded to the system's website).

As there were no reported findings or management report, the discussion was mainly about the review and stating of system financials and of the GASB 67 report from the system's actuary, KMS Actuaries. John Jasiewicz did also make a point to discuss the sizeable account payable with the State Retirement System for 3(8)(c) reimbursements. The Board is waiting for State to correct its billing of a number of instances.

At 9:15 Scott Henderson of PERAC met with the Board as follow-up to the issuance of the final version of PERAC's audit of the calendar years 2013 through 2016, which was recently concluded this past spring. The final version has been uploaded to the system's website.

With the advent of more systems having financial audits performed by independent auditors, PERAC's primary focus is on compliance of systems with laws, rules, and regulations, and therefore the discussion between Scott Henderson and the Board mainly focused on observations regarding deductions and pensionable wages. Scott did also mention PERAC's prescribed process for selecting the "Fifth Member" for the Board. Scott answered that it is PERAC's position that selection of the "First Member" should also follow the process described in PERAC Memo #28/2017.

Materials provided by PERAC for this meeting are attached to these minutes.

### **Adjournment**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted to adjourn the meeting at 10:40 a.m.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES JUNE 26, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

### **Review and Acceptance of Meeting Minutes**

On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on May 29, 2019.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$926,363.06
Refunds	88,697.62
Transfers	68,826.60
Invoices	<u>48,618.04</u>
For a total of:	\$1,132,505.32

**Cash Transfer between Investments and Bank**

None Needed

Paul Mokrzecki arrived at 8:07 a.m.

**Membership**

On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional positions as follows:

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Butler, Heather J	06/10/2019	100%		BUC	Town Administrator
Lucier, Laurie L	05/24/2019	100%		CON	Elected Town Clerk
Osborne, Samantha K	05/06/2019	100%		NSW	Paraprofessional
Peesapati, Radha M	04/22/2019	100%		SND	Instructional Assistant
Richardson, Sydney P	05/13/2019	100%		OGE	Police Officer
Rowland, Trevor M	05/06/2019	100%		DER	Custodian
Smith, Marissa A	06/01/2019	100%		DER	Police Officer
Stevens, Melissa L	05/01/2019	100%		OGE	1:1 Paraprofessional
Wolfram, David W	05/07/2019	100%		DER	Selectboard
<b><u>Additional Position</u></b>					
DiNicolantonio, Robert P	05/10/2019	100%		HLT	HAY Stipend Celebration Cleanup
Donahue, Cynthia J	08/27/2018	100%		HLT	Barn Manager

**New Retirees:**

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Knowlton, Virginia – The retirement packet has been submitted to PERAC to retire Virginia Knowlton for a Superannuation, Option B retirement allowance. Her last day of work was May 22, 2019 and her retirement benefit will begin on May 23, 2019. Ms. Knowlton was a group 1 member working as the Town Clerk and for the Board of Health for the Town of Conway, accruing 38 years, 11 months of creditable service.

Rushford, Clay – The retirement packet has been submitted to PERAC to retire Clay Rushford for a Superannuation, Option C retirement allowance. His last day of work was April 30, 2019 and his retirement benefit will begin on May 1, 2019.

Mr. Rushford was a group 4 member working as a patrolman for the Town of Orange, accruing 38 years, 10 months of creditable service.

### **Change of service previously approved:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to change service for the following service previously approved:*

Kirsten Andrews – current member with the Town of Orange Elementary School, Ms. Andrews was a member of this system beginning 9/28/1992 through 6/1993 as an aide with the Town of Orange. In 1998 her record was transferred to MTRS with FRRS accepting 9 months of service. After researching this service, it is recommended that the FRRS liability be reduced to 2 months, 19 days. The reduction in service is due to recognizing that service rendered from 7/1/1991 through 12/31/1992 was to be given as actual hours worked and not allow a month of service for each month in which deductions were received and also recognizing that service rendered beginning 1/1/1993 was to be given as full-time for all FT/PT employees working 20 or more hours per week. On January 23, 1993, Ms. Andrews began a 50% teaching position, deductions stopped. Deductions began again 2/25/1993 when she picked up a 1-hour per day aide position. Service from 2/25/1993 through 6/1993 to be given as actual hours worked.

### **Grant Service for Unpaid Leaves:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to grant the following service:*

Margaret Babbitt – current member in the Pioneer Valley Regional School District working as a Title 1 Tutor who will be retiring on August 30, 2019. During the retirement process an unpaid leave of 26 days between 8/29/2018 and 9/24/2018 was discovered. Staff requests, as allowed by MGL 32 §4(c), 26 days of creditable service be granted for this unpaid leave.

Herbert Peirce – Staff requests Board to grant this former New Salem member 1 month of creditable service for an unpaid leave as allowed by MGL 32 §4(c),. He is a current member in Worcester Regional Retirement System and this Board recently accepted 1 year, 6 months of liability for work between 10/3/1977 and 9/4/1979. The total service was reduced 1<sup>st</sup> due to late enrollment (deductions started on 10/31) and 2<sup>nd</sup> due to a break in deductions from late March through Mid-June 1979. Mr. Peirce has documented that he underwent shoulder surgery and believes it was a work place injury but has not been able to prove this. If he can find proof, the Board will be liable for a total of 1 year, 10 months, 27 days. The Board will have accepted a total of 1 year, 7 months, 11 days if this is approved.

### **Deaths:**

MacLean, Wallace – Option B retiree since 08/02/1995, Mr. MacLean was the road superintendent for the Town of Charlemont, accruing 28 years, 11 months of creditable service. DOD was 06/20/2019 at the age of 86. No annuity balance remains.

Stowe, Margaret – died on 6/8/19 at the age of 91. Margaret was the option C survivor of Carroll who retired from the Town of Rowe on June 24, 1993 where he worked as a truck driver, accruing 31 years, 1 month of creditable service. Carroll died on August 18, 2005 at the age of 73.

### **General Business:**

#### **Policy wording for post-retirement options for FRRS staff**

At the April 24, 2019 meeting the Board discussed the idea of current staff returning to work part-time after retirement and asked Dale to write up a policy for post-retirement options for FRRS staff.



Dale presented the following suggested wording to be added to the definitions section of the personnel policy regarding the option for retired staff to stay with the office a little bit longer in order to ease themselves into retirement, and to ease the transition to new staff:

#### Rehired Retired Staff

A staff member who returns as an employee of this office – will be subject to post-retirement earnings limitations, and their schedule and duties will be subject to the needs of the office as determined by the Executive Director. Hourly wages will be commensurate with the position from which they retired. They will not accrue leave time, nor receive holiday pay, nor will they be subject to performance review.

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the change to the personnel policy as presented, adding a paragraph in the definitions section for rehired retired staff.*

#### Review of drafts of RFP's

Susan Bobe, Assistant Director presented the following RFP drafts and procurement timeline to the Board for review:

- a. Actuary
- b. Auditor

After some discussion, the Board asked that copies of submitted proposals be given to the Board at the August 28, 2019 meeting for their review prior to the September 25, 2019 Board meeting. Along with the submitted proposals, the board members would like the blank evaluation forms so they can come to the September meeting with their rankings of the proposals.

#### Annual review of Investment Consultant performance

Each year the Board takes a few minutes to reflect on the last twelve months of service from Greg McNeillie and Dahab Associates. The Board is pleased.

#### Annual review of Legal Counsel performance

Each year the Board takes a few minutes to reflect on the last twelve months of service from Michael Sacco and his staff. The Board is pleased.

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted a "vote of confidence" for Greg McNeillie's and Michael Sacco's service to the Board.*

#### Annual salary survey and review of staff pay scale

Each year the Board takes a few minutes to review the staff pay scale for consistency with salaries in our area, and similar positions in our field.

No action or votes taken at this time.

#### Hand out "Standard Rules for Disclosure of Information"

Each year the Board is given a copy of the Standard Rules for Disclosure of Information for their review.

No action or votes taken at this time.

#### Adjournment

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted to adjourn the meeting at 10:04 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
MAY 29, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

**Alana Mankowsky**

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to a DALA decision instructing the board to accept liability for service during a period of non-membership from 1981 to 1988 for Alana Mankowsky. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:01 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.

After some discussion the Board voted the following motion:

*On a motion made by M. Stokarski, and a second by P. Mokrzecki, The Board voted by roll call vote, on recommendation of Board Counsel Michael Sacco to no longer pursue the matter, simply withdraw our objections, and accept liability for service during a period of non-membership from 1981 to 1988 for Alana Mankowsky. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

*A motion to come out of executive session was made at 8:13 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Angel Bragdon – aye; Gabriele Voelker - aye.*

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the following minutes:*

*Minutes of the special meeting held on April 1, 2019.  
Minutes of the regular meeting held on April 24, 2019.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$918,373.02
Refunds	49,912.66

Transfers	42,081.51
Invoices	<u>76,596.33</u>
For a total of:	\$1,086,963.52

**Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board, voted unanimously to transfer \$702,800.00 from PRIT Core Fund to Unibank to cover next month's warrants.*

**Membership**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Bickford, Kevin F	04/29/2019	100%		WCK	Highway Driver
Chiasson, Jr., Joseph W	04/22/2019	100%		OHS	Maintenance
Godette, Xavier S	03/07/2019	70%		NSW	Teacher Aide
Hamlett, Roger W	04/01/2019	100%		NEW	Driver/Laborer
Hicks, Jessica A	05/01/2019	100%		HLT	ELL Substitute
Hodak, Thomas	03/28/2019	100%		GIL	Elected Tax Collector
Ingram, Scott R	04/11/2016	100%		SDW	Operator
Lovett, Michael J	04/01/2019	100%		BUC	Driver/Laborer
Rutola, Christopher W	04/19/2019	100%		OGE	Firefighter/EMT
Spearing, Calena L	04/22/2019	100%		SND	SPED Teacher
Turban, Peter T	03/28/2019	100%		GIL	Elected Treasurer
Turriago, Nora Y	04/08/2019	60%		ERV	Long-term substitute
<b><u>New Positions</u></b>					
Cobileanschi, Oleg	04/30/2019	100%		NTD	Full-time Police Officer
Duteau, Jr., Nemours	11/26/2018	0%		LEV	Part-time Police Officer
Pirozhkov, Alex	04/30/2019	100%		NTD	Sergeant
<b><u>Additional Position</u></b>					
Bennett, Cynthia	04/12/2019	100%		DER	Meeting minutes taker
Butler, Sarah	04/02/2019	100%		SND	OST program bookkeeper
Clemons, Alicia	02/19/2019	100%		DER	Vacation OST nurse
Cullen, Doloris	02/19/2019	100%		DER	Vacation OST nurse
Grinnell, Sarah L	05/06/2019	100%		MOH	Tutor
Nelson, Elizabeth	03/07/2019	100%		DER	OST program

**New Retirees:**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the following retirements:*

**Belanger, Steven** – The retirement packet has been submitted to PERAC to retire Steven Belanger for a Superannuation, Option B retirement allowance. His last day of work was April 24, 2019 and his retirement benefit will begin on April 25, 2019. Mr. Belanger was a group 1 member working in maintenance for the Orange Housing Authority, accruing 18 years of creditable service.

Bernard, Leigh – The retirement packet has been submitted to PERAC to provide a 12(2)(d) survivor benefit to Nelson Bernard, spouse of Leigh who died as an active employee of the Mohawk Regional School District. The benefit begins on the date of death, March 31, 2019.

Warriner, Susan – The retirement packet has been submitted to PERAC to retire Susan Warriner for a Superannuation, Option B retirement allowance. Her last day of work was May 2, 2019 and her retirement benefit will begin on May 3, 2019. Ms. Warriner was a group 1 member working as the Treasurer/Collector for the Towns of Sunderland and Whately, accruing 18 years, 7 months of creditable service.

**Buybacks and Makeups:**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the following buybacks and makeups:*

**Accept Liability for Buybacks and Makeups Through Other Systems:**

Peirce, Herbert – Worcester Regional Retirement has asked FRRS to accept creditable service liability if their current member, Herbert Peirce, re-deposits a refund taken from this system. The refund, taken on 10/31/1979 was for \$771.21. Peirce was a Highway Laborer in the Town of New Salem from 10/31/1977 through 9/4/1979. Creditable service was determined to be 1 year, 6 months, 11 days.

**Buybacks and Makeups:**

Lively, Lois - current member in the Town of Whately has requested a buyback of a refund taken from FRRS for time worked as an elected member of the Town of Erving School Committee for the period 5/1/1991 to 4/30/1992. Creditable service is 1 year at the cost of \$236.43 and must be paid by June 30, 2019 which is her retirement date.

In addition, Lois has requested a make-up of service, prior to her enrollment on 5/1/1991, as an elected member of the Town of Erving School Committee for the period 5/7/1990 to 4/30/1991. Service purchase is 11 months, 24 days at the cost of \$168.20 and must also be paid by 6/30/2019.

Total service purchase for the buyback and make-up is 1 year, 11 months, 24 days at the cost of \$404.63.

Ovitt, Brandon – current member in the Town of Gill has requested a purchase of service prior to enrollment in the Franklin Regional Retirement System. Service available for purchase begins May 2003 through June 30, 2009 and is based on actual hours worked in the Town of Bernardston Call Fire Department calculated as 4 months, 2 days. Cost of the service as of 6/30/2019 is \$686.11. Interest will accrue as allowed by law.

**Grant Service for Unpaid Leaves:**

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to grant the following service:*

Manson, Holly – current member in the Pioneer Valley Regional School District working as a cafeteria manager who will be retiring on June 30, 2019. During the retirement process an unpaid leave of 1 month between 12/01/2009 and 12/31/2009 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

Tower, Robin – is a current member in the Mohawk Regional School District working as an instructional assistant. During a review of her file an unpaid leave of 4 months, 13 days between 04/28/1998 and

09/10/1998 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

### **Deaths:**

Dann, David – Option C retiree since 06/30/2009, Mr. Dann worked as town administrator for the Towns of Ashfield and Shutesbury, accruing 13 years 2 months of creditable service. DOD was 05/09/2019 at the age of 76. His wife, Sandra Olken, is his Option C beneficiary.

Rose, Kenneth – Option C retiree since 08/31/2000, Mr. Rose worked as a truck driver/laborer for the Town of Bernardston and as the Superintendent of the Bernardston Fire and Water Department, accruing 21 years 8 months of creditable service. DOD was 05/09/2019 at the age of 83. His wife, Joanne, is his Option C beneficiary.

Williams, Gregory – Option A retiree since 11/12/2009, Mr. Williams worked in the maintenance department in the Town of Sunderland and as a call firefighter for the Town of Northfield, accruing 10 years 1 month of creditable service. DOD was 05/16/2019 at the age of 69.

### **General Business:**

#### **Quarterly Investment Managers**

##### **Investment Consultant – Dahab Associates**

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:32 a.m. and reviewed the first quarter returns for the investment portfolio.

The Board discussed and approved the revised investment policy. The revised policy replaces Seizert Capital Partners Mid-Cap Equities with Chartwell Investment Partners as a mid-cap value manager and Fiera Capital, Inc. as a mid-cap growth manager to manage mid-cap funds for the benefit of the retirement system (see addendum A).

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the revised investment policy, which replaces Seizert with Chartwell and Fiera to manage Mid-Cap Funds for the benefit of the retirement system.*

The Board discussed, reviewed and approved the Investment guidelines for Chartwell and Fiera.

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the investment guidelines for Chartwell and Fiera as presented.*

In addition, Greg discussed with the Board, Unrelated Business Tax Income (UBTI) and the proxy policies for Chartwell and Fiera. Greg told the Board that Chartwell and Fiera avoid and restrict investments in securities which generate UBTI. Greg informed the Board that proxy policies are plan assets and that the proxy vote effects stock prices in a positive manner.

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to allow Chartwell and Fiera to proxy vote as per their guidelines.*

Also discussed was a change in Polen ownership. The change involves employees buying more of the Company. Greg informed the Board that this change is a positive move for Polen.

Another discussion was regarding the performance of both Polen and O'Shaughnessy. Greg feels that there is no concern regarding Polen's performance and that O'Shaughnessy has some volatility which Greg is fine with. Greg also reported that O'Shaughnessy captures a lot of the upside and a lot of the downside of the market and has met the 3-year criteria.

### Large Cap Growth Manager – Polen Capital Management

Lisa Rynne, Senior Relationship Manager and Lauren Harmon, Research Analyst joined the meeting at 9:28 a.m. Ms. Rynne reported that in January of this year the employees acquired an additional 11% ownership in the firm from the Polen family. The firm is now 71% employee owned. In addition, Ms. Rynne reported that the firm continues to grow with the addition of 10-12 new employees since last year. Ms. Rynne also stated that Polen has been named to Pension & Investment's Best Places to Work for the third year in a row. Ms. Harmon gave a performance update and confirmed that the large-cap focus of the fund remains the same.

Gabriele Voelker left the meeting at 10:05 a.m.

### Large Cap Value Manager – O'Shaughnessy Asset Management

Ehren Stanhope, CFA, Principal, client Portfolio Manager and Jamie Catherwood, Client Portfolio Associate joined the meeting at 10:10 a.m. Mr. Stanhope reminded the Board that in January 2018 Patrick O'Shaughnessy became CEO of the firm taking over for Jim O'Shaughnessy, Chairman, Co-CIO, Portfolio Manager. Mr. Stanhope also reported that in January 2019 Chris Meredith became Co-CIO alongside Jim O'Shaughnessy. In addition, the firm has grown with the addition of 3 new hires since last year. Mr. Stanhope gave a performance update and confirmed that the large-cap focus of the fund remains the same.

### Mid-cap contracts to review and approve

The Board discussed and reviewed the contract with the new investment manager – Chartwell Investment Partners.

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the contract with Chartwell Investment Partners, subject to PERAC acknowledging successful receipt of required documentation.*

The Board discussed and reviewed the contract with the new investment manager – Fiera Capital, Inc.

*On a motion made by A. Bragdon and a second by M. Stokarski, the Board voted unanimously to approve the contract with Fiera Capital, Inc., subject to PERAC acknowledging successful receipt of required documentation.*

### Vote transfer of assets for Chartwell and Fiera

Dale Kowacki, Executive Director presented to the Board the funding of the two mid cap allocations:

Chartwell will inherit the assets managed by Seizert.

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to transfer on July 1, 2019 the assets in the Comerica account managed by Seizert to the new account with Comerica for Chartwell to manage a mid-cap value allocation.*

The funds for Fiera are coming from Loomis and Polen and the amount is roughly matching the amount going from Seizert to Chartwell, but because we have to vote so far in advance of July 1<sup>st</sup>, it is going to be the latest known official amount for Seizert as stated on the April 30 Comerica statement – which is just over \$7.3 million dollars.

*On a motion made by A. Bragdon and a second by P. Mokrzecki, the Board voted unanimously to transfer on July 1, 2019 the amount of four million, eight hundred thousand dollars (\$4,800,000.00) from the fixed income account with Loomis Sayles to the account with Comerica for Fiera, and the amount of two million, five hundred thousand dollars (\$2,500,000.00) from Polen large cap growth account with*

Comerica to the account with Comerica for Fiera, for a total of seven million, three hundred thousand dollars (\$7,300,000.00) for Fiera to manage a mid-cap growth allocation.

PERAC draft audit review and comment

Copy of the draft PERAC audit report for the years 2013-2016 was emailed to the Board members prior to the meeting along with a copy of the response letter.

The Board reviewed and discussed the content and findings presented in the draft audit and took the following action:

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the proposed response letter to be signed by Sandy and sent to PERAC.*

**Adjournment**

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted to adjourn the meeting at 11:18 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
APRIL 24, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on March 27, 2019.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$911,975.30
Refunds	23,163.33
Transfers	172,007.31
Invoices	<u>143,657.51</u>
For a total of:	\$1,251,803.45

Paul Mokrzecki arrived at 8:03 a.m.

## **Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board, voted unanimously to transfer \$481,000.00 from PRIT Core Fund to Unibank to cover next month's warrants.*

## **Membership**

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Alexander, Donald R	03/11/2019	100%		FRN	IA
Butzke, Donna E	02/25/2019	50%		ROW	Teacher Asst
Capps, Elizabeth A	02/25/2019	90%		OGE	Bldg Paraprofessional
Davis, Miranda	03/25/2019	90%		BER	Director COA
Dobias, Bruce A	04/01/2019	100%		BER	Highway
Sandova, Chance J	03/04/2019	100%		LEV	Driver
Shearer, Timothy W	03/18/2019	100%		MOH	Paraprofessional
<b><u>New Positions</u></b>					
Cowles, Virginia	08/29/2018	100%		WTY	LT substitute teacher
Hallenbeck, Ann M	03/21/2019	100%		MOH	Teacher long-term substitute
Shippee, Karen M	03/18/2019	100%		MOH	Teacher long-term substitute
<b><u>Additional Position</u></b>					
Burton, Lisa	03/18/2019	100%		MOH	MCAS Tutor
Crossman, Maura A	03/18/2019	100%		MOH	Assistant Varsity Softball Coach
Gamelli, Katelyn G	03/18/2019	100%		MOH	Varsity Softball Coach
Mazanec, Jacob W	03/18/2019	100%		MOH	Afterschool Para Support
Roberts-Crawford, May B	01/03/2019	100%		MOH	All School Musical - Accompanist
Roberts-Crawford, May B	01/10/2019	100%		MOH	Elementary Liaison - All School Musical
Roberts-Crawford, May B	01/10/2019	100%		MOH	Music Director - All School Musical
Shearer, Timothy W	11/07/2018	100%		MOH	Mass Ideas Stipend
Shearer, Timothy W	03/18/2019	100%		MOH	Boys Track Coach
Taylor, Mia	03/18/2019	100%		MOH	Girls Tennis Coach
<b><u>Reinstated</u></b>					
Bryant, Roberta	07/01/2009	0%		LEV	Animal Control Officer

## **New Retirees:**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:*

**Maillet, Deborah** – The retirement packet has been submitted to PERAC to retire Deborah Maillet for a Superannuation, Option B retirement allowance. Her last day of work was March 5, 2019 and her retirement benefit will begin on March 6, 2019. Ms. Maillet was a group 1 member working as a paraprofessional for the Town of Orange School Department, accruing 21 years, 7 months of creditable service.

**Foxmyn, Wendy** – The retirement packet has been submitted to PERAC



to retire Wendy Foxmyn for a Superannuation, Option A retirement allowance. Her last day of work was March 22, 2019 and her retirement benefit will begin on March 23, 2019. Ms. Foxmyn was a group 1 member, retiring from the Town Administrator position in Deerfield. During her career she served various other towns in an administrative capacity including Leverett, Northfield, Greenfield, and Northampton, as well as time with the FRCOG and Pioneer Valley Planning Commission. She accrued 17 years, 8 months of creditable service.

### **Buybacks and Makeups:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following buybacks and makeups:*

Patenaude, Heidi – current member in the Mohawk Trail Regional School District has requested a purchase of service prior to enrollment in the Franklin Regional Retirement System. Service available for purchase begins 9/15/1997 through enrollment on 9/10/1999 and is based on actual hours worked calculated for a school year as equal to 1 full year of service as follows:

- a) 9/15/1997 – 8/31/1999 – 10 months, 27 days
- b) 9/1/1999 – 9/10/1999 – 12 days or to make whole for the 1999-2000 school year.

The cost of a) is \$2058.92 if paid by 5/31/2019 otherwise interest will accrue as allowed by law. The cost of b) is \$96.30 92 if paid by 5/31/2019 otherwise interest will accrue as allowed by law.

### **4(2)b Service Purchase:**

*The Board discussed the Gomes case which determined zero cost for 4(2)b service. This case is being appealed in Superior Court. Staff has prepared a letter that will be given to 4(2)b awards of service stating that the service may require payment at a later date. The Board requested that these letters be sent certified mail with return receipt.*

Donelan, Kevin – current member in the Town of Orange has requested a purchase of service prior to his enrollment in the Franklin Regional Retirement System. Mr. Donelan worked as a reserve police officer in the Town of Orange prior to his membership on 04/01/1990. Eligible 4(2)b service begins with Orange as a reserve police officer on 03/11/1987 up to his enrollment. Total service is 3 years, 21 days at \$0 cost as determined by the Gomes case. This case is being appealed in Superior Court. A letter will be given to 4(2)b awards of service stating that the service may require payment at a later date.

Leighton, Robert – current member in the Town of Northfield has requested a purchase of service prior to his enrollment in the Franklin Regional Retirement System. Mr. Leighton worked as a police officer in the Town of Northfield prior to his membership on 9/1/1988. Eligible 4(2)b service begins with Northfield as a reserve police officer on 10/6/1987 up to his enrollment. Total service is 10 months, 26 days at \$0 cost as determined by the Gomes case. This case is being appealed in Superior Court. A letter will be given to 4(2)b awards of service stating that the service may require payment at a later date.

### **Military Buybacks:**

Milne, Keith – current member of the Town of Deerfield has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 1 year, 6 months, 19 days. Per M.G.L. 32, § 4(1)(h) an eligible veteran has the right to purchase up to four years. The total cost of his buyback based on his first 12 months of earnings as a member of the Retirement System is \$5,875.03 (\$3,785.32 x 1 year, 6 months, 19 days) if paid by May 31, 2019 otherwise interest will accrue as allowed by law (1<sup>st</sup> year salary was \$37,853.21 based on actual wages with payroll provided by the Treasurer.)

### **Deaths:**

Bernard, Leigh – current member of the Mohawk Regional School District with 26 years, 5 months of creditable service. DOD was 3/31/2019.

### **General Business:**

#### **12(2)d benefit for the surviving spouse of member Leigh Bernard**

Leigh Bernard, an active member working in the Mohawk Regional School District, passed away on March 31, 2019. Her husband Nelson submitted the appropriate paperwork for a 12(2)d survivor benefit and has been deemed eligible for such benefit by staff.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the 12(2)d survivor benefit for Nelson Bernard.*

#### **Policy to designate non-membership service as Group 1**

Dale Kowacki, Executive Director presented to the Board on advice of Board Council, Michael Sacco, to revise the Board's Buybacks and Make-ups policy around non-membership service. Michael Sacco informed Dale that non-membership service has no known legal provision for assigning to a particular group classification and therefore would be included with the group classification from which they retire. In the case of a mixed groups calculation, the non-membership service for all 4(2)(b) positions would be included in the group 1 part of the calculation.

The Board discussed and revised the wording of the policy. The Board voted the policy as follows:

#### **Buybacks and Make-ups:**

Any substitute, temporary or part-time employee hired after 1/1/96 who later becomes eligible for membership shall have the option of buying back creditable service time at the rate proportionate to actual time worked. Documentation in the form of actual payroll records that include: position, wages paid, hours and/or payrate, and start and end dates, are to be provided by the unit treasurer. Where no payroll records exist, the board will review provided materials. In the case of appointed officials or employees purchasing creditable service for time prior to becoming a member, when actual hours worked cannot be determined, or when the position was salaried or stipended, the hours can be determined by using double the Massachusetts minimum wage for that period.

**All non-membership creditable service, including service credited as per M.G.L. 32 §4(2)(b), will be categorized with group 1 service when calculating a retirement allowance consisting of pro-rated benefits as prescribed by M.G.L. 32 §5(2)(a).**

The Franklin Regional Retirement System will not accept service liability for individuals who are not current members of the system and who request to purchase creditable service for time employed by a member unit regardless of membership eligibility in Franklin Regional Retirement System for that service.

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to change the buyback and makeup policy to state that, "All non-membership creditable service, including service credited as per M.G.L. 32 §4(2)(b), will be categorized with group 1 service when calculating a retirement allowance consisting of pro-rated benefits as prescribed by M.G.L. 32 §5(2)(a)".*

#### **Post-retirement options for FRRS staff**

Dale Kowacki, Executive Director asked the Board their thoughts on post-retirement options for FRRS staff. The Board discussed and liked the idea of current staff returning to work part-time after retirement. The Board asked Dale to write up a policy for post-retirement options for FRRS staff and present it at the May or June meeting.

#### **Name Election Officer for 2019**

Gabriele Voelker's three-year term is ending on 12/31/2019 so an election will need to be scheduled for this fall. The first step is to appoint the 'election officer.'

*On a motion made by P. Mokrzecki and a second by A. Bragdon, the Board voted unanimously to appoint Executive Director Dale Kowacki to be the Election Officer for the 2019 Election process.*

## **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 9:45 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES (Special meeting)  
April 1, 2019

A special meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members, Mary Stokarski, Paul Mokrzecki, Gabriele Voelker and Angel Bragdon present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

## **Main Business:**

Interview investment managers for 2 mid cap domestic equity positions:

Fiera Capital Inc. (Boston, MA) (8:00-8:45)

Govind Menon, CFA, Senior Vice President, Product Specialist  
Nicholas O. Mavro, Senior Vice President, Head of U.S. Institutional

Chartwell Investment Partners (Berwyn, PA) (8:45-9:30).

David C. Dalrymple, CFA, Senior Portfolio Manager  
Eric P. Lareau, Director of Client Development

Earnest Partners, LLC (Atlanta GA) (9:30-10:15)

Patmon Malcom, CFA, Partner  
Katie O'Connor, Investment Management

After discussion :

*On a motion made by P. Mokrzecki, and a second by G. Voelker, the Board voted unanimously to contract with Fiera Capital Inc. as the Mid-Cap Growth manager and Chartwell Investment Partners as the Mid-Cap Value manager.*

## **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 10:35 a.m.*

MARCH 27, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

Paul Mokrzecki arrived at 8:02 a.m.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on February 27, 2019.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$934,533.31
Refunds	32,300.49
Transfers	23,790.24
Invoices	<u>743,479.95</u>
For a total of:	\$1,734,103.99

### **Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board, voted unanimously to transfer \$1,095,000.00 from PRIT Core Fund to Unibank to cover next month's warrants.*

### **Membership**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the new members and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Baxter, Edward J	02/25/2019	100%		OGE	Cook
Boyer, Brian J	01/28/2019	90%		OGE	Paraprofessional
Brunell, Katie J	02/13/2019	90%		PNR	Pre-K Para
Clark, Candise M	03/13/2019	100%		FRT	Customer Service Rep
Davis, Heather M	02/11/2019	100%		SND	Assistant Treasurer/Collector
DeRoy, James L	01/22/2019	80%		FRN	Instructional Assistant
Robichaud, Jennifer M	03/11/2019	90%		OGE	Paraprofessional
Schleich, Laurie A	02/25/2019	90%		OGE	Long-term sub
<b><u>Additional Position</u></b>					
Cheek, Jacqueline	02/25/2019	100%		FRN	Washington DC trip chaperone

### **New Retirees:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:*

LaChance, Veronica – The retirement packet has been submitted to PERAC to retire Veronica LaChance for a Superannuation, Option C retirement allowance. Her last day of work was February 19, 2019 and her retirement benefit will begin on February 20, 2019. Ms. LaChance was a group 1 member working as the Treasurer/Tax Collector for the Town of Gill, accruing 16 years, 8 months of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following buybacks and makeups:*

Mahony, Kathryn – MTRS has asked FRRS to accept creditable service liability if their current member, Kathryn Mahony, re-deposits a refund taken from this system. The refund, taken on 8/31/1991 was for \$976.80, deductions only. Kathryn was an aide for the Swift River School, New Salem/Wendell District. Creditable service was determined to be 1 year for the school year 1990-1991.

### **Buybacks and Makeups:**

Shoemaker, David – current member in the Towns of Warwick, New Salem and Shutesbury has requested a purchase of service prior to enrollment in the Franklin Regional Retirement System. Service available for purchase begins 3/12/2008 through enrollment on 3/18/2013 and is based on actual hours worked in Warwick and New Salem for a total of 3 years, 7 months, 20 days at a cost of \$11,894.34 if paid by 4/30/2019 otherwise interest will accrue as allowed by law.

Murphy, Melissa – current member in the Town of Northfield has requested a redeposit of a refund from the Worcester Regional Retirement System on 2/28/2018 in the amount of \$23,043.24. Cost of the buyback service purchase is \$24,169.91 if paid by 4/30/2019 otherwise interest will accrue as allowed by law. Ms. Murphy worked in the NSW school district and the Town of Bernardston as a treasurer and in the Town of Athol as a treasurer. Allowable creditable is as follows:  
1/6/2014-7/30/2016 – FRRS liability of 2 years, 6 months, 25 days  
8/8/2016 to 8/23/2017 – Worcester Regional liability for 1 year

### **4(2)b Service Purchase:**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following 4(2)b service purchases:*

Bartak, Jennifer – current member in the Town of Deerfield has requested a purchase of service prior to her enrollment in the Franklin Regional Retirement System. Ms. Bartak worked as a police officer in the Town of Deerfield prior to her membership on 5/16/2006. Eligible 4(2)b service begins with Deerfield as a special police officer on 11/10/2004 up to her enrollment. Total service is 1 year, 6 months, 6 days at a cost of \$2,872.84 if paid by 4/30/2019, otherwise interest will accrue as allowed by law.

Shoemaker, David – current member in the Towns of Warwick, New Salem and Shutesbury has requested a purchase of service prior to enrollment in the Franklin Regional Retirement System. Mr. Shoemaker worked as a police officer in Warwick and New Salem prior to membership on 3/18/2013. Eligible 4(2)b service is 5 years beginning on 3/12/2003 through 3/11/2008. Cost of the service is based on wages from both towns and is \$2,250.71 if paid by 4/30/2019, otherwise interest will accrue as allowed by law.

## **General Business:**

### **Review and approve 2018 Annual report**

Dale Kowacki, Executive Director presented and reviewed the 2018 Annual report with the Board. The Board members signed and approved the annual report

*On a motion made by P. Mokrzecki and a second by A. Bradgon, the Board voted unanimously to approve the 2018 Annual report.*

### **Review and approve annual disclosures filed by vendors with PERAC**

The Board received, reviewed and acknowledged receipt of the Annual Vendor disclosures that our investment managers filed with PERAC.

*On a motion made by M. Stokarski, and a second by G. Voelker, the Board voted (3-ayes, 1-abstained) to approve the Annual Vendor disclosures filed by our investment managers with PERAC.*

### **Review and approve revised fee schedule with Loomis Sayles**

As per the Board's conversation with Boards investment consultant, Greg McNeillie at the February 27, 2019 meeting, Loomis has provided the Board with an updated fee schedule. The original fee schedule for Loomis listed a minimum account size of \$10 million. Due to the Board pulling more money from Loomis (fixed income) and funding an allocation to mid-cap growth, the balance with Loomis will drop below Loomis' previously stated \$10 million minimum balance. Loomis has updated the fee schedule accordingly. The rate won't change and there is no minimum account size. However, because the account size will drop to approximately \$5-6 million there is a minimum account fee of \$11,250 which is equivalent to a \$5 million account size.

*On a motion made by G. Voelker, and a second by P. Mokrzecki, the Board voted unanimously to approve the updated fee schedule to the minimum annual fee of \$11,250 which is equivalent to a \$5 million account size.*

## **Adjournment**

*On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted to adjourn the meeting at 9:40 a.m.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES February 27, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board is on file in the retirement office, with the exception of those items that are restricted from public viewing.

## **Review and Acceptance of Meeting Minutes**

On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on January 30, 2019.

### **Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$924,377.82
Refunds	27,737.66
Transfers	52,242.50
2018 Invoices	24,492.75
2019 Invoices	<u>72,308.17</u>
For a total of:	\$1,101,158.90

Paul Mokrzecki arrived at 8:02 a.m.

### **Cash Transfer between Investments and Bank**

On a motion made by G. Voelker and a second by M. Stokarski, the Board, voted unanimously to transfer \$1,390,000.00 from PRIT Core Fund to Unibank to cover next month's warrants.

### **Membership**

On a motion made by M. Stokarski and a second by A. Bragdon, the Board voted unanimously to approve the new members, new positions and additional positions as follows:

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Burke, Desirae	12/10/2018	100%		OGE	Long-term substitute
Craig, E. Rebecca	01/07/2019	100%		FCH	RAFT Administrator
Guyette, Herbert R	12/03/2018	100%		SFF	Fire Chief/EMS Director
Huntress, Gayellen A	01/23/2019	50%		STB	MLP Manager
Kersting, Johnathan C	02/06/2019	100%		OGE	Fire Fighter
Little, Chelsey	01/28/2019	100%		NTD	Superintendent of Waste Water
Murphy, Melissa A	01/07/2019	60%		NTD	Treasurer/Collector
Rodriguez, Nino L	02/05/2019	100%		OGE	Firefighter/Paramedic
Rosskothan, Melissa C	01/22/2019	100%		MOH	Behavior Analyst
Schindler, Diana M	01/02/2019	100%		DER	Interim Town Administrator
Smith, John J	02/04/2019	100%		OGE	Firefighter/AEMT
Zahm, Marlean E	01/02/2019	100%		SND	SPED Instructional Assistant
<b><u>New Positions</u></b>					
Burke, Desirae	01/22/2019	100%		OGE	1:1 Paraprofessional
Llamas, Andrea P	01/02/2019	100%		NTD	Town Administrator
Podosek Bosman, Lynn	01/02/2019	100%		DER	LT sub teacher
<b><u>Additional Position</u></b>					
Butler, Sarah	01/14/2019	100%		WTY	Bookkeeper - OST program
Cobileanschi, Oleg	12/11/2018	0%		GIL	Fire-fighter, on-call
Howard, Elizabeth J	01/11/2019	80%		DER	OST substitute
Massa, Thomas	01/26/2019	100%		MOH	Mass Ideas Weekend Institute

**New Retirees:**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the following retirements:*

**New Retirees:**

Bardwell, Richard – The retirement packet has been submitted to PERAC to retire Richard Bardwell for a Superannuation, Option B retirement allowance. His last day of work was November 30, 2018 and his retirement benefit will begin on December 1, 2018. Mr. Bardwell was a group 4 member working as the Fire Chief and as a call firefighter for the Shelburne Falls Fire District, accruing 15 years, 2 months of creditable service.

Coburn, Leah – The retirement packet has been submitted to retire Leah Coburn for a Superannuation, Option C retirement allowance. Her last day of work was October 23, 2013 and her retirement benefit will begin on January 15, 2019. Ms. Coburn was a group 1 member working as the Collector/Treasurer for the Town of Colrain and as a paraprofessional for the Town of Rowe, accruing 11 years, 5 months of creditable service.

Conger, Susan – The retirement packet has been submitted to PERAC to retire Susan Conger for a Superannuation, Option A retirement allowance. Her last day of work was August 31, 2018 and her retirement benefit will begin on February 13, 2019. Ms. Conger was a group 1 member working as a bookkeeper/administrative assistant for the Franklin County Solid Waste Management District, accruing 15 years of creditable service.

Sadoski, Roger – The retirement packet has been submitted to PERAC to retire Roger Sadoski for a Superannuation, Option B retirement allowance. His last day of work was December 5, 2018 and his retirement benefit will begin on December 6, 2018. Mr. Sadoski was a group 1 & group 4 member working as the Superintendent for the South Deerfield Water Supply District and as a constable and police officer for the Town of Deerfield accruing 41 years, 2 months of creditable service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks and makeups:*

Wickline, Karen – Montague Retirement Board has asked FRRS to accept creditable service liability if their current member, Karen Wickline, re-deposits a refund taken from this system. The refund taken on 12/18/2003 was for \$1,238.88, deductions only. Karen was an aide for the Pioneer Valley Regional School District. Creditable service was determined to be 1 year, 7 months, 15 days, contract days and 12 for 10 calculation, for the period 09/01/2001 to 06/30/2003.

**Buybacks and Makeups:**

Foxmyn, Wendy – current member with the Town of Deerfield has requested a make-up of service for time worked in Northampton from 5/9/88 to 9/5/89. Northampton Retirement Board has accepted 1 year, 3 months, 6 days of liability for this service. Total cost is \$10,255.09 if paid by February 28, 2019; otherwise interest will accrue as allowed by law.

**Deaths:**

Brazeau, Debhra - Option B retiree since 06/30/2017, Ms. Brazeau was a paraprofessional for the Town of Leverett school, accruing 16 years, 4 months of creditable service. DOD was 02/20/2019 at the age of 66. Her husband, Richard, will be receiving the balance in her annuity account.

Crosby, Kathleen - Option B retiree since 12/01/2008, Ms. Crosby was a cook for the Mahar Regional School District, accruing 25 years, 5 months of creditable service. DOD was 02/08/2019 at the age of 71. Her husband, Dana, will be receiving the balance in her annuity account.



**General Business:**

**Post-retirement earnings**

Dale Kowacki, Executive Director informed the Board that in switching to the biennial retirement benefit verifications (now July, every-other-year), we orphaned the part where we asked people to report their annual “post-retirement earnings”. As a result we received a few calls which prompted us to examine the process and thus sharpen our understanding of our role in the monitoring and collection of overearnings. As it turns out – FRRS is last in the chain of events.

The retiree is responsible for tracking, reporting, and rectifying overearnings. The employer is the report recipient and payment recipient of overearnings. The retirement system receives the money if the town doesn’t want to be involved, and the retirement system may pursue when overearnings have been identified.

Given that the retiree might have multiple employers, in system or out (Greenfield), and that earnings include pay types that are/were non-pensionable to system members (overtime and police details), and unworked minimum hours paid (guaranteed 4 hours) are excluded – it’s complicated to set up a system to monitor and catch all. Therefore staff would like to back away from collecting the data and leave it to the retiree to track, report, and rectify overearnings with their employer, and leave the retirement system to only be involved when overearnings have been identified.

*On a motion made by G. Voelker and a second by A. Bradgon, the Board voted unanimously to not require retirees to report their annual earnings to the retirement system and to remove this request from the benefit verification form.*

**Vote Reallocation of last year’s budget line items**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the following transfers between budget lines for 2018:*

\$8,723.40 from:	Management Fees
\$3,954.78 to:	Equipment & Software Maintenance Services
\$4,768.62 to:	Furniture & Equipment

**Quarterly Investment Managers:**

**Investment Consultant – Dahab Associates**

Greg McNeillie, Vice Chairman and Principal, with Dahab Associates joined the meeting at 8:43 a.m. and discussed Loomis, Sayles & Company minimum account balance. Greg stated that this is an easy fix, we will be subject to the minimum fee of \$11,250 annually if our account is less than \$10 million.

Greg reviewed the 2018 fourth quarter returns for the investment portfolio.

In addition, Greg presented the Board with the results of the Mid Cap manager RFPs. At the Board’s November 28, 2018 meeting, the Board asked Mr. McNeillie to conduct a search for both a mid-cap growth manager and a mid-cap value manager, and to bring to this meeting his recommendations to the Board.

After some discussion, the Board agreed to interview three (3) mid-cap managers to manage mid-cap growth and value for the benefit of the retirement system.

The Board selected the following three managers, from the pool of 39 that submitted proposals to be interviewed in 45 minute intervals by the Board on April 1, 2019 starting at 8:00 a.m.

**PRIM – PRIT (State)**

Francesco Daniele, Senior Client Services Officer joined the meeting at 9:49 a.m. Mr. Daniele gave a performance update, restated PRIM's core beliefs and discussed PRIM's 2019 asset allocation target range proposal that was approved at the PRIM Board meeting yesterday, February 26, 2019.

**Fixed Income (Bonds) – Loomis, Sayles & Company**

Joseph Beuparlant, Vice President, Relationship Manager joined the meeting at 10:20 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, reviewed the firm's overview, and reported on the investment manager's current investment outlook or forecast as well as strategy for the future.

**Adjournment**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted to adjourn the meeting at 11:15 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
January 30, 2019

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:03 a.m. by Board Vice Chair, Paul Mokrzecki with Board Members Mary Stokarski, Angelina Bragdon and Gabriele Voelker present. Board Chair Sandra Hanks was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

*On a motion made by G. Voelker and second by A. Bragdon, the Board voted unanimously to approve the minutes of the regular meeting held on December 19, 2018.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$910,584.66
Refunds	60,760.07
Transfers	34,821.78
2018 Invoices	84,222.97
01-19W	<u>303,370.82</u>
For a total of:	\$1,393,760.30

### **Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board, voted unanimously to transfer \$472,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

Dale Kowacki joined the meeting at 8:07.

### **Membership**

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Armstrong, Michael D	12/14/2018	100%		ROW	Custodian
Booth-Daniels, Susan M	11/26/2018	100%		MOH	Paraprofessional
Cadran, Sarah J	09/01/2018	90%		STB	Paraprofessional
Celli, Kimberly S	11/26/2018	100%		ROW	Paraprofessional
DeRicco, Crista R	12/10/2018	100%		MOH	Library Manager
Dion, Daniel R	11/19/2018	100%		SDW	Operator
Freeman, Matthew A	01/02/2019	100%		MOH	Paraprofessional
Gross, Carolyn G	12/18/2018	100%		FRN	Instructional Assistant
Hahn Clark, Candice M	12/17/2018	100%		WTY	Instructional Assistant
Hamlett, Melissa J	11/01/2018	100%		OGE	1:1 Aide
Harrison, Gilbert J	12/03/2018	100%		OGE	Water Operator
Hoyt, Marla I	12/06/2018	100%		MOH	Paraprofessional
Hudock, Thomas E	01/15/2019	100%		STB	Police Officer
Johnson, Joseph R	01/02/2019	100%		MOH	Long term substitute
Neizer-Brown, Miranda K	11/26/2018	90%		PNR	Paraprofessional
Ostberg, Amy L	01/02/2018	100%		OGE	1:1 Para
Parsons, James N	09/01/2018	100%		STB	Paraprofessional
Perkins, Karen F	01/02/2019	100%		OGE	1:1 Paraprofessional
Roan, William D	12/17/2018	50%		FCH	Property Management Assist
Robichaud, Connor R	12/17/2018	100%		DER	Assistant Town Administrator
Rowe, Lee M	01/10/2018	100%		OGE	1:1 Para
Shippee, Kyle K	10/29/2018	100%		ROW	Heavy Equipment Operator/Truck Driver
Shulda, Brooke, E	08/27/2018	90%		ROW	Cafeteria Assistant
Sibley, Christopher A	12/26/2018	100%		SND	Laborer/Truck Driver
Skipton, Andrew P	08/29/2018	100%		STB	Custodian
Sojka, Jessica N	01/02/2019	100%		DER	Long Term Sub/Instructional Assistant
<b><u>New Positions</u></b>					
Cobileanski, Oleg	10/22/2019	0%		NTD	Part-time police officer
<b><u>Additional Position</u></b>					
Bragdon, Angelina J	01/01/2019	100%		FCR	Board Member
Carlson, Nathan	11/12/2018	100%		OGE	Noon Aide
Gamelli, Katelyn G	11/26/2018	100%		MOH	MS Assistant Basketball Coach
Hoyt, Marla I	11/26/2018	100%		MOH	Tutor
McDonough, John	11/27/2018	100%		HTH	Police Chief

<b><u>Reinstated</u></b>					
Fydenkevez, Thomas	10/01/2011	0%		SND	Selectboard
Kowaleck, James	10/01/2011	0%		SND	Assessor
Melnik, Devin	09/01/2009	0%		SND	Police Officer
Skibiski, Michael	10/01/2012	0%		SND	Assessor

**New Retirees:**

*On a motion made by G. Voelker and a second by A. Bragdon, the Board voted unanimously to approve the following retirements:*

**New Retirees:**

**Hardesty, Robert** – The retirement packet has been submitted to PERAC to retire Robert Hardesty for a Superannuation, Option B retirement allowance. His last day of work was November 23, 2018 and his retirement benefit will begin on November 24, 2018. Mr. Hardesty was a group 1 member working as a municipal assistant and town clerk for the Town of Leyden, accruing 13 years, 10 months of creditable service.

**Stratford, Eva Lee** – The retirement packet has been submitted to PERAC to retire Eva Lee Stratford for a Superannuation, Option A retirement allowance. Her last day of work was December 31, 2018 and her retirement benefit will begin on January 1, 2019. Ms. Stratford was a group 1 member working as the District Treasurer for the Bernardston Fire and Water District, accruing 37 years, 8 months of creditable service.

**Warner, Brenda** – The retirement packet has been submitted to PERAC to retire Brenda Warner for a Superannuation, Option B retirement allowance. Her last day of work was December 7, 2018 and her retirement benefit will begin on December 10, 2018. Ms. Warner was a group 1 member working as a custodian for the Mahar Regional School District, accruing 30 years, 3 months of creditable service.

**Deaths:**

**Felton, Jacquelin** – Option A retiree since 09/07/1990, Ms. Felton worked as the Librarian for the Erving Elementary School, accruing 13 years of creditable service. DOD was 1/28/2019 at the age of 93.

**Franklin, Wilfred** – Option C retiree since 06/30/2003 who became an Option C ‘pop up’ retiree on 04/06/2004, Mr. Franklin worked as the Highway Superintendent for the Town of Leyden accruing 20 years, 2 months of creditable service. DOD was 12/28/2018 at the age of 83.

**Stemm, Charles Richard** – Option C beneficiary of Katherine Stemm died 12/19/2018. Mrs. Stemm waived her retirement allowance on 7/17/15. Upon reinstatement she will pop-up to an Option A monthly benefit.

**General Business:**

**Benefit Verifications witnessed in the office**

On March 28, 2018 the Board agreed to change to a biennial schedule for retirees’ benefit verifications, beginning July 2019 and require notarized signatures on the retirees’ benefit verifications. The following vote was taken:

*On a motion made by G. Voelker, and a second by P. Mokrzecki the Board voted unanimously to change to a biennial schedule, beginning July 2019 and require notarized signatures on the retirees’ benefit verifications.*

The office staff added a note to the December 2018 Notice-of-Deposit letting retirees know of the change to a biennial schedule for the retirees' benefit verifications. As a result of this note, the office received a few calls in regards to the required notarized signature. Staff asks if the Board would allow retirees to come into the office and sign in our presence negating the need for a notarized signature. Board policy allows for refund applications to be signed and witnessed by staff in the office.

*After a brief discussion the Board voted the following:*

*On a motion made by M. Stokarski and a second by G. Voelker the Board voted unanimously to allow retirees' benefit verifications to be signed and witnessed by staff in the office.*

#### Policy on 3(8)(c) service liability on nonmembers

Dale Kowacki, Executive Director informed the Board that during his testimony at the DALA hearing for Alana Mankowsky, the lawyer for MTRS asked Dale if he thought FRRS's policy, that prohibits individuals who are not current members of FRRS to purchase creditable service for time the individual was employed by a member unit regardless of eligibility for membership in the FRRS, includes acceptance of 3(8)(c) liability. Dale responded that the policy does include the acceptance of 3(8)(c) liability even though it does not specifically say so.

Dale asked the Board if they would like to edit the policy to include such reference.

The Board discussed and revised the wording of the policy. The Board voted the policy as follows:

*"The Franklin Regional Retirement System will not accept service liability for individuals who are not current members of the system and who request to purchase creditable service for time employed by a member unit regardless of membership eligibility in Franklin Regional Retirement System for that service."*

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to include the wording "will not accept service liability" in its policy on 3(8)(c) service liability for nonmembers.*

#### Full service credit for LOA

At the October 2018 the Board discussed the implementation of 5(3)(b). The provisions of MGL 32 §5(3)(b) require us to fill in the salary gap when someone was on an unpaid leave of absence ("LOA") for less than a year during the salary years in their 3-year average.

Two aspects discussed were:

- The Board made the following vote at the October meeting as to what the Board considers to be a LOA in regards to implementing 5(3)(b):

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to request Dale draft policy wording, to be presented to the Board at its November 2018 meeting, that requires that any LOA used when §5(3)(b) is applicable must be approved, and documented as approved by the appropriate authority with the member's employer.*

- The second aspect the Board asked to defer until the January 2019 Board meeting. The second aspect being, would we still grandfather Pre-2009 members with full creditable service when they are on reduced hours as LOA.

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to retain the current policy to grandfather pre-2009 members with "full creditable service regardless of the number of hours worked..." when they are on reduced hours as LOA.*

#### Purchase of substitute time

The policy to disallow members from purchasing service credit for substitute time originated with an opinion from Michael Sacco. Staff wonders if the Board might change policy and allow the purchase.

The Board discussed and revised the wording of the policy to include substitutes.

#### Buybacks and Make-ups:

Any **substitute**, temporary or part-time employee hired after 1/1/96 who later becomes eligible for membership shall have the option of buying back creditable service time at the rate proportionate to actual time worked. Documentation in the form of actual payroll records that include: position, wages paid, hours and/or payrate, and start and end dates, are to be provided by the unit treasurer. Where no payroll records exist, the board will review provided materials. In the case of appointed officials or employees purchasing creditable service for time prior to becoming a member, when actual hours worked cannot be determined, or when the position was salaried or stipended, the hours can be determined by using double the Massachusetts minimum wage for that period.

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to change the buyback and makeup policy to allow members to purchase service credit for substitute time.*

#### Annual Retirees COLA for July 1

*On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to approve a 2.8% Cost-of-living-allowance for retirees starting July 1, 2019.*

#### Increase Retirees' COLA Base

*On a motion made by G. Voelker, and a second by A. Bragdon, the Board unanimously voted to leave the maximum COLA base for the retirees' annual COLA at \$17,000.*

#### Travel approval for MACRS meetings

*On a motion made by G. Voelker, and a second by A. Bragdon, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2019 MACRS meeting on Cape Cod, and the Fall 2019 MACRS meeting.*

Gabriele Voelker left the meeting at 9:40 a.m.

#### Adjournment

*On a motion made by A. Bragdon and a second by M. Stokarski, the Board voted to adjourn the meeting at 9:42 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
December 19, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:08 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Paula Light and Gabriele Voelker present. Board Member Mary Stokarski was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

*On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on November 28, 2018.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$906,272.85
Refunds	864.40
Transfers	26,213.17
December Invoices	21,595.03
2019 Invoices	<u>5,206.46</u>
For a total of:	\$960,151.91

**Cash Transfer between Investments and Bank**

*On a motion made by P. Light and a second by G. Voelker, the Board, voted unanimously to transfer \$800,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

**Membership**

*On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Andrews, Kirsten E	08/27/2018	100%		OGE	1:1 Para
Becchetti, Erica	10/15/2018	80%		MHR	Cafeteria Worker
Belloli, Tricia L	11/13/2018	100%		OGE	Para Professional
Chaplin, Valerie R	11/01/2018	100%		OGE	Specialized Assistant
Cobileanschi, Oleg	10/15/2018	100%		NTD	Police Officer (Resource Officer)
Eaton, Richard A	11/28/2018	100%		MOH	Custodian
Giarusso, Michele D	11/13/2018	90%		LED	Municipal Assistant
Gilfeather-Girton, Philip E	11/26/2018	50%		NTD	Town Accountant
Grinnell, Sarah L	11/26/2018	100%		MOH	Paraprofessional
Guy, April M	11/26/2018	100%		MOH	Paraprofessional
Miller, Laura A	10/29/2018	100%		SND	Instructional Assistant
Santos, Kayla L	08/27/2018	100%		HLT/MOH	Behavior Specialist
Steiner, Cynthia R	12/03/2018	50%		WTY	Interim Library Director
Thompson, Lillian P	10/01/2018	90%		OGE	Paraprofessional
<b><u>New Positions</u></b>					
Bradbury-Carlin, Candace M	12/03/2018	100%		DER	Library Director
Elborgy, Omnia, M	11/21/2018	100%		SND	Instructional Assistant
<b><u>Additional Position</u></b>					
Crossman, Maura A	11/26/2018	100%		MOH	JV Basketball coach



Hill, Brenda	07/03/2018	80%		SDF	Treasurer
<b><u>Reinstated</u></b>					
Anzuoni, Nicholas	01/01/2018	0%		HTH	Fire Chief
Edson, Douglas	11/01/2009	0%		GIL	Elected Board of Health
Herzig, Melinda	10/01/2012	0%		CHT	Dog Officer
Williams, Roger	07/01/2009	0%		COL	Police Officer
Zaniewski, Edwin	07/01/2009	0%		WTY	PT Police/Constable

**New Retirees:**

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve the following retirements:*

**New Retirees:**

**Brassor, Barbara** – The retirement packet has been submitted to PERAC to retire Barbara Brassor for a Superannuation, Option B retirement allowance. Her last day of work was November 30, 2018 and her retirement benefit will begin on December 1, 2018. Ms. Brassor was a group 1 member working as the Treasurer/Collector for the Town of Northfield, accruing 38 years, 6 months of creditable service.

**Mero, Deb** – The retirement packet has been submitted to PERAC to retire Deborah Mero for a Superannuation, Option A retirement allowance. Her last day of work was October 31, 2018 and her retirement benefit will begin on November 1, 2018. Ms. Mero was a group 1 member working as a town accountant for the Towns of Erving and Northfield and as the Treasurer for the Pioneer Valley Regional School District, accruing 28 years, 11 months of creditable service.

**Wilcox, Toni** – The retirement packet has been submitted to PERAC to retire Toni Wilcox for a Superannuation, Option B retirement allowance. Her last day of work was November 19, 2018 and her retirement benefit will begin on November 20, 2018. Ms. Wilcox was a group 1 member working for the Mohawk Regional School District as a library manager and paraprofessional, accruing 33 years, 3 months of creditable service.

**Woodbury, Sara** – The retirement packet has been submitted to PERAC to retire Sara Woodbury for a Superannuation, Option A retirement allowance. Her last day of work was December 1, 2018 and her retirement benefit will begin on December 2, 2018. Ms. Woodbury was a group 1 member working as the Library Director for the Town of Deerfield, accruing 18 years, 10 months of creditable service. The Hampshire County Retirement System holds liability for 6 years, 3 months of the total service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to approve the following buybacks and makeups:*

**Oravec, Kimberly** – Hampshire County Retirement System has asked FRRS to accept creditable service liability if their current member, Kimberly Oravec, re-deposits a refund taken from this system. The refund taken on 12/21/2007 was for \$3,951.87, deductions only. Kimberly was an instructional assistant for the Sunderland Elementary School. Creditable service was determined to be 3 years, 5 months, 25 days, contract days and 12 for 10 calculation, for the period 10/07/2003 to 02/16/2007.

**Buybacks and Makeups:**

**Clemons, Alicia** – current member with the Frontier Regional School District has requested a buyback of a refund taken from FRRS for time worked 8/28/2013 to 12/19/2014. Creditable service is 1 year,

4 months, 10 days. Total cost is \$5,232.43 if paid by January 31, 2019; otherwise interest will accrue as allowed by law.

## **General Business:**

### **Staff evaluations**

The members of the Board discussed and reviewed the staff evaluations for Dale Kowacki, Executive Director, Susan Bobe, Assistant Director, Deb Frenzoz, Auditor and Patty Leveille, Member Services. Included in the evaluations was the Executive Director's evaluation of Pat Hume's progress with training for the new position (Data Maintenance Clerk), and a recommendation for Pat's promotion to that position. With her promotion to the new position, she will receive a large pay increase, so she will not also get a merit increase. In view of the positive staff evaluations, the Board voted the following:

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to award a 2.16% merit increase to Dale Kowacki, Executive Director, Susan Bobe, Assistant Director, Deb Frenzoz, Auditor and Patty Leveille, Member Services effective January 1, 2019.*

*Note: Pat Hume will be promoted to the Data Maintenance Clerk beginning January 1, 2019.*

### **Current Year Budget**

Susan Bobe, Assistant Director analyzed the budget to determine what we will need to finish the year and determined that no additional funds are needed.

No action, or votes, taken at this time.

### **2019 Schedule for Investment Manager quarterly meetings**

Dale Kowacki, Executive Director, presented the Board with a 2019 schedule for monthly meetings with our Investment Managers. After some discussion, the Board agreed to meet quarterly with two managers plus Greg McNeillie our Investment Consultant, allowing each manager 45 minutes.

### **Review and sign Systematic contract extension**

Last month the Board voted to pursue a 2-year extension with Systematic through March 31, 2021. Dale Kowacki, Executive Director contacted Systematic asking if they would be willing to do so, to which Systematic responded that they would be honored. In addition, Systematic reduced the investment management fee from 75 basis points to 70 basis points on all assets as a result of their appreciation and admiration of FRRS as their client.

After a brief discussion and review of the amended Systematic Financial Management's Investment Advisory Agreement Sandy Hanks, Board Chair, signed the agreement.

## **Adjournment**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 9:45 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
November 28, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Paula Light, Mary Stokarski and Gabriele

Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Auditor Deb Frenzoz, Investment Consultant Greg McNeillie and Research Analyst Kevin Condy.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on October 30, 2018.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrezecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$894,886.86
Refunds	1,980.10
Transfers	6,024.67
Invoices 11-18W	64,457.42
Invoices 00-19W	<u>1,995.35</u>
For a total of:	\$969,344.40

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board, voted unanimously to transfer \$498,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

**Membership**

*On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Acevedo, Eddieberto	10/03/2018	100%		DER	Custodian
Adams, Lauren J	10/15/2018	100%		MOH	Paraprofessional
Cole, Bobbie J	11/05/2018	100%		MOH	Paraprofessional
Cummings, Kyle K	10/29/2018	100%		FCH	Maintenance Mechanic Laborer
Duteau, Nemours	06/12/2018	100%		LEV	Police Officer
Finn, Krystal M	10/22/2018	100%		MOH	Paraprofessional
Gernert, Jennifer L	08/27/2018	100%		OGE	Special Ed Paraprofessional
Gilmore, Jessica H	08/27/2018	100%		OGE	Communication Specialist
Karpinski, BetteAnn	11/05/2018	100%		FCH	Leased Housing Rep
Ovitt, Brandon W	10/03/2018	100%		GIL	Mechanic Operator
Rowland, Christopher A	11/05/2018	100%		COL	Equipment Operator/Truck Driver/Laborer
Weaver, Curtis J	10/30/2018	100%		BER	Officer
<b><u>New Positions</u></b>					
Hodges, David E	10/29/2018	100%		SHB	Laborer/Operator

Komerzan, Igor	05/01/2018	0%		NTD	On-call part-time police officer
<b><u>Additional Position</u></b>					
Capuano, Timothy	10/05/2018	100%		CON	Substitute OST teacher
Tuttle, Sarah	08/06/2018	100%		SND	Summer IA Sub

### **New Retirees:**

*On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following retirements:*

### **New Retirees:**

**Boothroyd, James Jr.** – The retirement packet has been submitted to PERAC to retire James Boothroyd, Jr. for a Superannuation, Option B retirement allowance. His last day of work was November 1, 2018 and his retirement benefit will begin on November 2, 2018. Mr. Boothroyd was a group 1 member working for the Town of Warwick Highway Department, accruing 25 years, 11 months of creditable service. The Athol Retirement System, which has been transferred to the Worcester Regional Retirement Board, holds liability for 13 years, 9 months of the total service.

**Boyer, Susan (Randy)** – The retirement packet has been submitted to PERAC to provide a 12(2)(d) survivor benefit for Susan Boyer, spouse of Randy who died as an active employee with the Town of Orange. Mr. Boyer accrued 35 years, 7 months of service prior to his death on August 17, 2018. His last day of work was August 17, 2018 and her retirement benefit will begin on August 18, 2018. Mr. Boyer was a group 1 member working as an assistant operator for the Town of Orange Wastewater Treatment Plant.

**Burnett, Mark** – The retirement packet has been submitted to PERAC to retire Mark Burnett for a Superannuation, Option A retirement allowance. His last day of work was June 15, 2018 and his retirement benefit will begin on November 7, 2018. Mr. Burnett was a group 1 member working as a custodian for the Town of Shutesbury, accruing 11 years, 2 months of creditable service.

**Glabach, Jacqueline** – The retirement packet has been submitted to PERAC to retire Jacqueline Glabach for a Superannuation, Option A retirement allowance. Her last day of work was November 10, 2011 and her retirement benefit will begin on October 18, 2018. Ms. Glabach was a group 1 member working as a paraprofessional for the Pioneer Valley Regional School District, accruing 11 years, 8 months of creditable service.

**Lawrence, Pamela** – The retirement packet has been submitted to PERAC to retire Pamela Lawrence for a Superannuation, Option A retirement allowance. Her last day of work was November 1, 2018 and her retirement benefit will begin on November 2, 2018. Ms. Lawrence was a group 1 member working as the Administrative Assistant to the Superintendent for the Pioneer Valley Regional School District, accruing 23 years, 1 month of creditable service.

### **Deaths:**

**Gibson, David** - Option A retiree since 11/01/2002, Mr. Gibson worked as the Superintendent of Streets for the Town of Northfield, accruing 27 years, 3 months of creditable service. DOD was 11/14/2018 at the age of 77.

**O'Lari, John Sr.** – Option B retiree since 09/30/1990, Mr. O'Lari worked as a custodian for the Town of Orange school department, accruing 15 years, 6 months of creditable service. DOD was 11/11/2018 at the age of 91.

Parker, Linda – Option A retiree since 08/28/2013, Ms. Parker worked as a building assistant for the Town of Deerfield school department, accruing 20 years, 1 month of creditable service. DOD was 10/23/2018 at the age of 66.

### **General Business:**

#### Further discussion of PERAC's concerns about audit exit conference

The written response from PERAC to the Board's letter requesting PERAC to reconsider an open exit audit conference with the PERAC auditor, reiterated to the Board a preference for either a closed executive session, or a non-public meeting between the PERAC auditor, the Board Chair, and the Executive Director.

*On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to a non-public audit draft conference between the PERAC auditor, the Board Chair, the Board Vice-Chair and the Executive Director, with the PERAC auditor to return once the final audit has been released for a conference in open session with the full board.*

#### Review draft of LOA policy in regards to MGL 32 §5(3)(b)

At the October meeting Dale presented to the Board the provisions of MGL 32 §5(3)(b) that require us to fill in the salary gap when someone was on an unpaid leave of absence ("LOA") for less than a year during the salary years in their 3-year average, and asked the Board what criteria they would accept in determining what constitutes a LOA.

The following vote was taken at the October 30, 2018 meeting:

*"On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to request Dale draft policy wording, to be presented to the Board at its November 2018 meeting, that requires that any LOA used when §5(3)(b) is applicable must be approved, and documented as approved by the appropriate authority with the member's employer."*

Dale had taken that wording as-is and added it to the list of Board policies. After a brief discussion, the Board voted approval to add the following to the list of policies:

*On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to require that any LOA used when §5(3)(b) is applicable must be approved, and documented as approved by the appropriate authority with the member's employer.*

#### Board Meeting Schedule for 2019

The members of the Board were in agreement to continue the regular monthly meeting schedule generally the last Wednesday of each month, at 8:00 a.m., with a change to the November meeting from Wednesday, November 27, 2019 to Tuesday, November 26, 2019 (see addendum A to these minutes for copy of calendar).

#### Quarterly Investment Managers

##### Investment Consultant – Dahab Associates

Greg McNeillie, Vice Chairman and Principal, and Kevin Condy, Research Analyst with Dahab Associates joined the meeting at 8:31 a.m. and reviewed the third quarter returns for the investment portfolio.

In addition, Greg discussed the upcoming manager searches and the idea to do both the mid cap RFPs simultaneously so the two managers could be chosen to complement each other's approach. To keep the number of searches each year at just one or two, Greg suggested that the Board do a 2-year extension with Systematic so that the re-bid of that small cap allocation could be scheduled for 2020/2021 and perhaps include pairing it with a re-bid of the other small cap manager.

*On a motion made by P. Mokrzecki and a second by G. Voelker, the Board voted unanimously to pursue a 2-year extension with Systematic.*

*On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to give permission to begin a search for both a mid cap growth manager and a mid cap value manager.*

Next, Greg discussed the circumstances around the Polen contract change. The contract amendment reflects a decrease in the annual and quarterly management fee schedule. The amended contract needs to be signed by Board Chair Sandra Hanks and returned to Polen.

#### Small Cap Value Manager – Systematic Financial

James V. Wallerius, Partner, Client Services & Marketing, and Eoin Middaugh, CFA – Portfolio Manager/Partner joined the meeting at 9:28 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments, reported no change in personnel, reported an ownership restructure at the end of the third quarter – Affiliated Managers Group, Inc. (AMG) purchased the outstanding equity of Systematic's management team for new revenue and employee bonuses, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

#### Small Cap Core Manager – Aberdeen

Scott Conlon, Senior Equity Specialist, and Matt Murdoch, Client Relationship Manager joined the meeting at 10:15 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments, reported no change in personnel, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

Paul Mokrzecki left at 11:07 a.m.

#### PRIM – PRIT (State)

Francesco Daniele, Senior Client Services Officer joined the meeting at 11:07 a.m.

Mr. Daniele gave a performance update, stating no big changes to the portfolio, and discussed PRIM Board Membership and Committee membership changes. FRRS now has funds allocated to five different funds with PRIM – General Allocation, Real Estate, International Equity, Emerging Markets, and Valued-added Fixed Income.

#### 2019 Schedule of Investment Manager meetings

At the conclusion all the meetings with managers (4) today, the Board members asked if perhaps in 2019 the manager visits could be limited to one or two at a time. Dale said he would set up the schedule for one manager each month and ask Greg and the managers for their thoughts. The proposed schedule will be presented to the Board at its December 19, 2018 meeting.

#### Adjournment

*On a motion made by M. Stokarski and a second by P. Light, the Board voted to adjourn the meeting at 11:40 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
October 30, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:10 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Paula Light, Mary Stokarski present. Board Member Gabriele Voelker was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on September 26, 2018.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$899,960.34
Refunds	19,841.97
Transfers	81,673.24
Invoices 10-18W	<u>120,906.99</u>
For a total of:	\$1,122,382.54

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$640,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

**Membership**

*On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated members as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Allis, Marie E	09/24/2018	50%		CON	Custodian
Ament, Megan M	08/29/2018	100%		SND	Instructional Assistant
Aseltine, Angelica M	08/29/2018	100%		SND	Instructional Assistant
Bean, Brenna M	08/29/2018	100%		CON	Instructional Assistant
Boswell, Abigail L	08/27/2018	100%		MOH	Paraprofessional
Carey, Amanda M	09/24/2018	100%		OGE	Administrative Assistant
Chapdelaine, Sarah N	08/29/2018	100%		WTY	Temporary Instructional Assistant
Clarke, Karal J	08/29/2018	100%		CON	Instructional Assistant

Connolly, Michelle E	08/27/2018	100%		NSW	Kindergarten Teacher - LTS
Costigan, Georgia L	08/29/2018	100%		SND	Instructional Assistant
Cummings, Heath	09/24/2018	100%		NTD	Police Officer/Resource Officer
Downer, Danielle B	08/29/2018	90%		PNR	Individual Aide
Dunn, Andrew M	10/09/2018	100%		SDW	Water Superintendent
Evernow, Iris	08/29/2018	100%		SND	Instructional Assistant
Glabach, Nicole M	08/29/2018	90%		PNR	Instructional Assistant
Greenfield, Sarah R	10/03/2018	50%		MOH	Related Arts Teacher/Afterschool Teacher
Hicks, Shelly M	08/27/2018	80%		LEV	Director of Afterschool
Holloway, Rebecca L	08/29/2018	90%		PNR	1:1 para
Hunkler, James	10/15/2018	100%		COL	Police Officer
Hunting, Jacinta C	08/28/2018	90%		PNR	Nurse
Jackson, Ainsley S	08/29/2018	100%		SND	Instructional Assistant
Kasuba, Joshua M	10/01/2018	100%		FCH	Housing Rehab Specialist
Kellogg, Jared N	06/18/2018	100%		FRN	Summer Custodian
Mailloux, Ryan W	09/17/2018	50%		STB	Treasurer
Marciano, Stephenie M	08/29/2018	100%		DER	Instructional Assistant
Martineau, Elisja A	08/29/2018	90%		PNR	1:1 Nurse
Maunder, Sarah A	08/29/2018	100%		SND	Instructional Assistant
Mousseau, Stacey L	09/24/2018	100%		PNR	Administrative Assistant to Superintendent
Murphy, Erin T	08/29/2018	100%		FRN	Instructional Assistant
Nelson, Elizabeth D	08/29/2018	100%		SND	Instructional Assistant
Parker, Erika L	08/29/2018	100%		DER	Instructional Assistant
Phillips, Shelly A	08/29/2018	90%		PNR	Instructional Assistant
Richards, Christina L	08/29/2018	100%		CON	Paraprofessional
Rogers, Diane A	08/29/2018	80%		PNR	Cafeteria Helper
Rollins-Cohen, Leila C	10/09/2018	100%		SND	Administrative Assistant
Semanie, Joanne E	09/16/2018	60%		ROW	Treasurer/BOH Clerk
Simmons, Margaret E	09/04/2018	50%		LEV	Occupational Therapist
Simmons, Margaret E	09/04/2018	50%		STB	Occupational Therapist
Stokes, Stephanie J	08/29/2018	100%		CON	Instructional Assistant
Stoodley, Daniel C	10/16/2018	100%		OGE	WWTF skilled labor
Tufano, Lisa M	08/29/2018	100%		SND	Instructional Assistant
Wilson, Cody M	10/22/2018	100%		MOH	Cafeteria Cook
<b><u>New Positions</u></b>					
Cummings, Heath	10/13/2018	0%		NTD	Part-time Police Officer
El borgy, Omnia	09/12/2018	0%		FRN	Substitute - on call
Power, John C	09/17/2018	100%		FRN	Custodian (nights)
Winter, Eva Linnea	09/10/2018	0%		FRN	Substitute nurse
<b><u>Additional Position</u></b>					



Clemons, Alicia	09/06/2018	100%		SND	Out of School Program
Craven, Debra J	07/01/2018	100%		ASH	Call firefighter
Crossman, Maura Ann	08/23/2018	100%		MOH	JV volleyball coach
Gamelli, Katelyn G	08/23/2018	100%		MOH	V volleyball coach
Henry, Tiffany	08/27/2018	100%		MOH	Middle School Student Council Co-Advisor
Howard, Elizabeth	08/31/2018	80%		CON	Out of School Program
Howard, Elizabeth	09/17/2018	80%		WTY	Out of School Program
Massa, Thomas E	08/23/2018	100%		MOH	JV soccer coach
Quinlan, Cara	09/04/2018	100%		CON	Out of School Program
Rau, Karen M	10/09/2018	100%		MOH	Bus Monitor
<b><u>Reinstated</u></b>					
Carmody, Robert	07/01/2009	0%		BUC	Police Officer
Herzig, Holland	07/01/2009	0%		COL	Call firefighter
Herzig, Melinda	04/01/2012	0%		COL	Constable
Mattson, Christopher	03/11/2010	0%		COL	Call firefighter
Warner, Richard	07/01/2010	0%		BUC	Elected BOH
Williams, Roger	08/01/2009	0%		BUC	Police Officer
Worden, Sr., Kevin	07/01/2009	0%		COL	Call firefighter

### **New Retirees:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

### **New Retirees:**

Cranston, Maryellen – the retirement package has been submitted to retire Maryellen Cranston for a Superannuation, Option C retirement allowance. Her last day of work was July 31, 2018 and her retirement benefit will begin on August 1, 2018. Ms. Cranston was a group 1 member working as a town clerk, collector, treasurer and administrator for the Towns of Ashfield, Whately, and Shelburne Falls accruing 13 years, 2 months of creditable service.

Hickler, Nancy – the retirement package has been submitted to retire Nancy Hickler for a Superannuation, Option B retirement allowance. Her last day of work was September 8, 2018 and her retirement benefit will begin on September 9, 2018. Ms. Hickler was a group 1 member working as the Library Director for the Town of Warwick, accruing 29 years, 11 months of creditable service.

Johnson, Wendy – the retirement package has been submitted to retire Wendy Johnson for a Superannuation, Option B retirement allowance. Her last day of work was August 17, 2018 and her retirement benefit will begin on August 18, 2018. Ms. Johnson was a group 1 member working as an executive assistant for the Town of Orange, accruing 20 years of creditable service.

Regnier, Walter - the retirement package has been submitted to retire Walter Regnier for a Superannuation, Option C retirement allowance. His last day of work was August 31, 2018 and his retirement benefit will begin on September 1, 2018. Mr. Regnier was a group 1 member working as a custodian for the New Salem/Wendell Union School District, accruing 10 years of creditable service.

### **Buybacks and Makeups:**

*On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks and makeups:*

Rollins, Linda – current member in the Hawlemont Regional School District has part-time non-membership service as a paraprofessional and substitute in the Mohawk and Hawlemont Regional School Districts eligible for purchase. Service eligible for purchase is between 03/04/2018-05/01/2018 for a total of 1 month, 6 days. Using payroll records provided by the Mohawk and Hawlemont Regional School Districts, service is based on actual hours worked (133.5) on a 12 for 10 basis. Cost of the purchase is \$157.19 if paid by 11/30/2018; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was erroneously excluded from membership for the period 05/02/2018-06/30/2018 while working as a paraprofessional for the Hawlemont Regional School District. Total service allowed is 1 month, 19 days calculated at 70% on a 12 for 10 basis. Cost of the purchase is \$230.70 if paid by 11/30/2018; otherwise interest will accrue as allowed by law.

Herzog, Rebecca – current member in the Town of Ashfield has part-time non-membership service as the Treasurer for the Town of Ashfield eligible for purchase. Service eligible for purchase is between 12/12/2016-6/30/2018 for a total of 7 months, 26 days. Payroll detail was provided by the Town of Ashfield and service is based on actual hours worked (1,280). Cost of the purchase is \$2,912.27 if paid by 11/30/2018; otherwise interest will accrue as allowed by law.

Johnson, Betty – current member in the Town of Colrain has part-time non-membership service as the Library Director eligible for purchase. Service eligible for purchase is between 01/01/1993-6/30/2001 for a total of 3 years, 7 months, 7 days. Using W2's provided by The Griswold Memorial Library and hourly rates provided by the MA Board of Library Commissioners, service is based on actual hours worked (7,026.30). Cost of the purchase is \$11,028.02 if paid by 11/30/2018; otherwise interest will accrue as allowed by law.

**Buybacks and Makeups needing more discussion:**

*On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following makeup:*

Adams, Joya (dck) – current member in the Frontier Regional School District has part-time non-membership service as a sped aide and substitute in the Frontier Regional School District possibly eligible for purchase. Payroll records indicate a regular, near daily, work pattern more indicative of “long-term” substitute as opposed to sporadic occasional substituting. Pay rates started per diem and changed to hourly after 5 months. Service eligible for possible purchase is between 10/08/1997-05/17/1998 for a total of 6 months, 3 days. Using payroll records provided by the Frontier Regional School District, service is based on actual hours worked (685.75) on a 12 for 10 basis. Cost of the purchase is \$1,001.44 if paid by 11/30/2018; otherwise interest will accrue as allowed by law.

**Grant Service for Unpaid Leaves:**

*On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to grant the following service:*

Belanger, Steven – current member in the Orange Housing Authority working as the Superintendent, retirement date to be determined. During the review process an unpaid leave of 1 month, 4 days between 11/30/2015 and 01/03/2016 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

Boothroyd, James Jr. – current member in the Town of Warwick working as a truck driver/laborer, retirement date to be determined. During the review process an unpaid leave of 1 month, 23 days between 08/01/2012 and 09/23/2012 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

### **Deaths:**

Boyer, Randy – current member in the Town of Orange with 35 years, 7 months, 17 days of accrued service. DOD was 8/17/2018.

Caron, Cynthia – Option C beneficiary of Malcolm Caron died 10/5/2018. Mr. Caron will pop-up to an Option A monthly benefit.

### **General Business:**

#### 12(2)d benefit for the surviving spouse of member Randy Boyer

Randy Boyer, an active member working in the Town of Orange Wastewater Treatment Plant, passed away on August 17, 2018. His wife Susan submitted the appropriate paperwork for a 12(2)(d) survivor benefit and has been deemed eligible for such benefit by staff.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve a 12(2)(d) survivor benefit to Susan Boyer.*

#### Final draft budget for next year

The final version of the budget for 2019, reflecting a decrease in the budget for management fees, and increase to staff insurance for Medex increases, and an increase to supplies to match an increase in the cost of 1099r forms was presented to the Board. Copy attached to these minutes.

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve a total budget of \$1,500,965 for calendar year 2019.*

#### No PERAC Audit exit conference – board response?

The Board's expectation is that audit exit conferences will be in a meeting with the full Board. However, PERAC directors have indicated a preference for either a closed executive session, or a non-public meeting between the PERAC auditor, the Board Chair, and the Executive Director. The Board is in favor of neither and would like to petition PERAC directors to reconsider their thoughts on the matter. Otherwise the Board would consider skipping having a draft exit conference.

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to request Dale draft a letter for Sandy and Paul to sign and send to PERAC requesting an open meeting with the PERAC auditor as the audit exit conference.*

#### Primer: What is 5(3)(b)?

The provisions of MGL 32 §5(3)(b) require us to fill in the salary gap when someone was on an unpaid leave of absence ("LOA") for less than a year during the salary years in their 3-year average.

Two aspects discussed were:

- What will the Board consider to be a LOA in regards to implementing 5(3)(b).

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to request Dale draft policy wording, to be presented to the Board at its November 2018 meeting, that requires that any LOA used when §5(3)(b) is applicable must be approved, and documented as approved by the appropriate authority with the member's employer.*

- Would we still grandfather Pre-2009 members with full creditable service when they are on reduced hours as LOA.

Discussion of this topic is postponed to the regular January 2019 Board meeting.

Approve and sign contracts

Waiting for Comerica contract – so postponed to December meeting

Preliminary discussion: Change to Polen agreement

Noted that it was basically a quarter of a basis point reduction in the annual fees rate. Board will hear the full explanation next month when its investment consultant attends the Board meeting.

Preliminary input on next year’s meeting schedule

Paul Mokrzecki reported that he no longer needs the Tuesday shift each quarter. Other board members indicated that Wednesdays are still their preference.

Board policy change re: purchase of substitute hours?

Discussion of this topic is postponed to the regular January 2019 Board meeting.

**Adjournment**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted to adjourn the meeting at 10:52 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
September 26, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Paula Light, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on August 29, 2018.*

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$890,278.43
Refunds	71,660.93
Transfers	20,063.17

Invoices 09-18W

39,482.48

For a total of:

\$1,021,485.01

**Cash Transfer between Investments and Bank**

*On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$833,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

**Special: Reallocation transfers**

As per Board vote, August 29, 2018, the Board approved the following transfers to reallocate assets:

*On a motion made by P. Light and a second by P. Mokrzejki, the Board voted unanimously to transfer \$3,064,209.00 from PRIT International to PRIT Emerging Markets to reallocate 2% of the 12% of our assets allocated to International Equity and to transfer \$6,128,418.00 from Loomis Sayles to PRIT Fixed Income Value Added to reallocate 4% of the 12% of our assets to Cored Fixed Income.*

**Membership**

*On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Barnes, Erica N	08/27/2018	100%		NSW	1:1 Paraprofessional
Barnes, Patricia L	08/20/2018	70%		OGE	HR Administrator
Bordeaux, Louis J	08/27/2018	90%		BER	Town Coordinator
Burton, Nicholas S	08/28/2018	100%		OGE	Transfer Station Operator/Laborer
Bushee, Bethann C	08/27/2018	100%		FCH	Bookkeeper
Calcarì, Sherri L	09/04/2018	50%		FCH	Property Manager Assistant
Clemons, Alicia A	08/29/2018	100%		FRN	LPN
Costa, Danielle M	08/27/2018	100%		MHR	Paraprofessional
Cote, Taylor M	08/27/2018	100%		MOH	Paraprofessional
Darmanchev, Nina	08/27/2018	100%		MOH	Paraprofessional
Emery, Tyler C	06/25/2018	100%		OGE	Cemetery & Parks
Fisher, Ashley E	08/27/2018	100%		MOH	Paraprofessional
Fortier, Mark J	08/27/2018	100%		FCH	Maintenance
Gancarz, Kelsey M	08/27/2018	100%		HLT	Paraprofessional
Gibbs, Tara A	08/29/2018	100%		DER	LTS Kindergarten Teacher
Harris, Eric S	08/24/2018	100%		ERV	Custodian
Kunesch, Felicia M	08/27/2018	100%		OGE	Specialized Paraprofessional
Lastowski, Cory L	08/27/2018	100%		MOH	Paraprofessional
Leone, Katherine A	08/29/2018	100%		DER	Instructional Assistant
Leskowitz, Shair K	08/27/2018	100%		MOH	Para
Lyman, Susan A	08/27/2018	100%		OGE	Specialized Paraprofessional
McDowell, Jessica L	08/27/2018	100%		MOH	Paraprofessional
Martin, Meri E	08/27/2018	100%		OGE	Paraprofessional

Narkewicz, Tylor L	08/27/2018	100%		HLT	Paraprofessional
Nicholas, Jodi L	08/29/2018	80%		FRN	Instructional Assistant
Olbert, Sonja	08/29/2018	100%		FRN	Instructional Assistant
Pond, Kiara M	08/27/2018	100%		OGE	BCBA
Rathbun, Rose M	08/27/2018	90%		MNR	Sped Aide
Rollins, Linda M	09/06/2018	70%		HLT	Para
Skribiski-Banack, Eileen M	08/29/2017	100%		DER	Preschool extended day coordinator
Ussach, Ivan	09/10/2018	50%		WCK	Librarian
Wolfe, Michelle L	08/27/2018	100%		NSW	Teacher aide
Wood, Shad W	08/27/2018	100%		OGE	Specialized Paraprofessional
<b><u>New Positions</u></b>					
Cheek, Jacquelyn R	08/13/2018	100%		CON	OSTP site coordinator
LaJoie, Cristie M	08/29/2018	100%		DER	Para
Lutenegger, Ashton J	08/29/2018	100%		DER	Instructional Assistant
Mattson, Kirsten L	08/29/2018	100%		FRN	Instructional Assistant
Messina, Mark S	08/27/2018	90%		MNR	Teacher's Aide
<b><u>Additional Position</u></b>					
Amet, Norie L	08/29/2018	100%		MOH	Afterschool Paraprofessional
Beckwith, Rosealeta M	08/29/2018	100%		MOH	Afterschool Paraprofessional
Brisson, Rebecca J	08/27/2018	100%		MOH	Afterschool Paraprofessional
Cheek, Jacquelyn	09/01/2017	100%		DER	OST, vacation and summer camps FY2018
Massa, Jody	02/20/2018	80%		DER	vacation camps
Soucie, Jillian	08/27/2018	60%		MOH	On-call substitute
<b><u>Reinstated</u></b>					
Herzig, Melinda	04/01/2012	0%		CHT	Police Officer
Manners, Robert	07/01/2012	0%		CHT	Police Officer
McLellan, Tabatha A	01/01/2010	0%		LEV	School Lunch Assistant

### **New Retirees:**

*On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:*

Ambo Jr., Edward - the retirement package has been submitted to retire Edward Ambo, Jr. for a Superannuation, Option C retirement allowance. His last day of work was July 30, 2018 and his retirement benefit will begin on July 31, 2018. Mr. Ambo was a group 1 member working as a foreman/operator for the Town of Gill, accruing 37 years, 11 months of creditable service.

LaMarche, Donna - the retirement package has been submitted to retire Donna LaMarche for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 29, 2018. Ms. Lamarche was a group 1 member working as a paraprofessional for the Town of Orange Elementary School, accruing 26 years, 6 months of creditable service.

### **Deaths:**

Galipo, Gerald – Option A retiree since 06/30/1992, Mr. Galipo worked as a truck driver for the Town of Heath, accruing 17 years, 4 months of creditable service. DOD was 9/8/2018 at the age of 88.

### **General Business:**

#### **2019 Draft Proposed Budget**

The second draft of the 2019 budget for the system was presented to the Board. The Board was asked if it wanted to increase the annual stipend of its Board Chair.

*On a motion made by G. Voelker and second by M. Stokarski, the Board unanimously voted to increase the annual stipend of the Board Chair by \$412.00, for an annual stipend of \$10,692.00.*

In addition, the Board discussed these other budget line items that have increased for next year: the elimination of the Administrative Assistant position and the addition of the Data Entry Clerk, Board Election line (4<sup>th</sup> position up for re-election), Health Insurance line, Other Insurances line, Audit Expense line, Actuarial Expense line and the Telephone/Internet line (switching old phone system to VOIP with Crocker).

In addition, the Board's consensus is to ask the Advisory Council to approve an increase in the Board Member salaries.

### **Adjournment**

*On a motion made by P. Light and a second by G. Voelker, the Board voted to adjourn the meeting at 9:56 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
August 29, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:03 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Paula Light, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Auditor Deb Frenzoz and the Board's investment consultant, Greg McNeillie.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

### **Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on July 25, 2018.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$890,225.55
Refunds	22,147.20

Transfers  
Invoices 08-18W  
For a total of:

10,997.44  
57,924.93  
\$981,295.12

### **Cash Transfer between Investments and Bank**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board, voted unanimously to transfer \$802,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

### **Membership**

*On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new members, new positions, additional positions and reinstated as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Bublik, Eduard N	07/25/2018	100%		FCH	Staff Accountant
Barton-Duprey, Deborah M	08/06/2018	50%		FSW	Administrative Assistant/Bookkeeper
Daley, Jean	07/01/2018	60%		ERV	Library Assistant
Gaylord, Tanya M	07/01/2018	60%		PNR	Director of Finance
Haley, Robert S	08/13/2018	50%		PNR	Food Service Director
Herzog, Rebecca A	07/01/2018	60%		ASH	Treasurer
Johnson, Christina S	06/28/2018	80%		DER	Director of Senior Center
Kolosewicz, Jami L	07/16/2018	100%		OGE	Health Agent
LeGrand, Kimberly E	08/06/2018	100%		FCH	Property Manager
Lucas, Shawn M	07/01/2018	100%		PNR	Custodian
Maguire Smith, Kathleen M	08/27/2018	100%		ROW	School Nurse
Richards, Daniel C	06/27/2018	100%		OGE	Airport Line Person
Schrader, Amy M	07/23/2018	60%		WTY	Administrative Assistant
Seo, Jungfil C	08/06/2018	100%		OGE	Police Officer
Soto-Ortiz, Karla	08/06/2018	100%		FCH	RAFT Administrator
Soucie, Jillian	08/27/2018	60%		MOH	Afterschool Program Coordinator
<b><u>New Positions</u></b>					
Scully, Janet	07/16/2018	60%	50%	WTY	Assistant Treasurer/Collector/Town Clerk
Voelker, Gabriele	07/11/2018	100%		OGE	Town Administrator
<b><u>Additional Position</u></b>					
Baronas, Tracey L	07/17/2018	100%		NTD	Financial Assistant to the Town Accountant
Barron, Robert	07/06/2018	100%		FRN	Summer Tutor
Black, Tomas	07/09/2018	100%		FRN	Summer Instructional Assistant
Byrne, Colleen	07/09/2018	100%		FRN	Summer Instructional Assistant
Kieras, Daniel	07/09/2018	100%		FRN	Summer Instructional Assistant
Krusiewski, Keli	07/09/2018	100%		FRN	Summer Instructional Assistant
Levasseur, Rose	07/09/2018	100%		FRN	Summer Instructional Assistant
Littleton, Caitlin	07/09/2018	80%		FRN	Summer Instructional Assistant
Lovett, Shannon	08/27/2018	100%		HLT	Sub caller
McHale, Megan	07/02/2018	100%		FRN	Summer Camp/Summer Instructional



					Assistant
Miller, Gabrielle	07/02/2018	100%		FRN	Summer Tutor
Miller, Gabrielle	07/23/2018	100%		FRN	Summer Instructional Aide
Peck, David	07/09/2018	100%		FRN	Summer Instructional Assistant
Ravish, Brian J	12/30/2008	100%		GIL	Police Officer
Sojka, Laura	07/02/2018	100%		FRN	Summer Tutor
Thompson, Kevin	07/09/2018	100%		FRN	Summer Instructional Assistant
Thompson, Tami	07/09/2018	100%		FRN	Summer Instructional Assistant
Wojtowicz, Debra	07/09/2018	100%		FRN	Summer Instructional Assistant
<b><u>Reinstated</u></b>					
Gale, William	07/01/2009	0%		OGE	Call fire
Greene, John R	10/01/2011	0%		OGE	Elected Sealer Weights & Measures
Manners, Robert	07/01/2012	0%		SHB	Selectman
Oakes, Russell	05/01/2011	0%		MNR	Assessor
Powling, Jr., Gerald A	07/01/2009	0%		OGE	Call fire
Rooney, Terry	05/02/2009	0%		OGE	Call fire
Slowinski, James J	07/01/2009	0%		COL	Assessor/Electrical Inspector

### **New Retirees:**

*On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to approve the following retirements:*

Adam, Linda - the retirement package has been submitted to retire Linda Adam for a Superannuation, Option B retirement allowance. Her last day of work was June 28, 2018 and her retirement benefit will begin on June 29, 2018. Ms. Adam was a group 1 member working as the Assistant Treasurer for the Town of Orange, accruing 20 years, 2 months of creditable service.

Baldwin, Patricia - the retirement package has been submitted to retire Patricia Baldwin for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018.

Ms. Baldwin was a group 1 member working as an administrative assistant for the Pioneer Valley Regional School District, accruing 28 years, 3 months of creditable service.

Griffin, Barbara - the retirement package has been submitted to retire Barbara Griffin for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Griffin was a group 1 member working as a school nurse for the Town of Rowe, accruing 22 years of creditable service.

Harding, Thomas - the retirement package has been submitted to retire Thomas Harding for a Superannuation, Option C retirement allowance. His last day of work was June 30, 2018 and his retirement benefit will begin on July 1, 2018.

Mr. Harding was a group 4 member working as the Police Chief for the Town of Shutesbury, accruing 13 years, 10 months of creditable service.

Peters, Sally - the retirement package has been submitted to retire Sally Peters for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Peters was a group 1 member working as an aide for the Town of

Conway, accruing 21 years, 3 months of creditable service. The Greenfield Retirement System holds liability for 6 years, 3 months, 23 days of the total service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

#### **Buybacks and Makeups:**

*On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks, makeups and creditable service:*

**Brown, Melissa** – current member in the Town of Orange, working as a Speech Aide. Melissa had a break in service between 8/31/2013 and 10/2/2014 when she returned as a long term substitute and then in a position less than 20 hours per week. In December 2017, she was hired into an eligible position. Cost of the purchase is \$6,480.45 if paid by 9/30/2018 otherwise interest will accrue as allowed by law. Should Melissa purchase this service the allowance is as follows:

04/14/2014 – 6/30/2014 = 3 months, 1 day

10/2/2014-06/30/2017 = 1 year 10 months, 13 days

09/01/2017-12/11/2017 = s/h/b a member at 50% service; make whole f/ school year.

\*Alternate cost depending on outcome of discussion on “Retro” under General Business on the agenda may be \$6,358.31.

**Hicks, James** – current member in the Town of Buckland, working as the Chief of Police. Jim started work in the town in 1983 as a part-time WWPT worker and joining FRRS in January 1986. In 1987, he resigned and refunded his contributions. In reviewing his record it was determined that he should have been a member as early as 12/19/1983. A service purchase has been calculated and a buyback of the deductions refunded to him in 1988. However, his refunded deductions were recalculated at a 7% rate and not the rate actually used at the time of 8%. Cost of the purchase is as follows:

Make-up:

10/01/1983-12/18/1983 – Actual hours worked = 1 month, 3 days

12/19/1983-12/31/1985 – Full time service allowed = 2 years, 13 days

Total allowable service for the make-up is 2 years, 1 month, 16 days at a cost of \$4,049.24 if paid in full by 9/30/2018

Buyback:

1/1/1986-3/31/1987 – full time service allowed = 1 year, 3 months at a cost of \$9,323.18 if paid in full by 9/30/2018.

#### **Military Buybacks:**

**Jillson, Douglas R.** – current member of the Ralph C. Mahar Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 5 years. Per M.G.L. 32, § 4(1)(h) an eligible veteran has the right to purchase up to four years. The total cost of his buyback based on his first 12 months of earnings as a member of the Retirement System is \$9,984.96 (\$2,496.24 x 4years) if paid by September 30, 2018 otherwise interest will accrue as allowed by law (1st year salary was \$24,962.39 based on actual wages with payroll provided by the Treasurer.)

#### **Deaths:**

**Taferner, Mary** – Option A retiree since 05/04/2000, Mrs. Taferner worked as the Northfield Town Clerk, accruing 10 years of creditable service. DOD was 7/31/2018 at the age of 85.

#### **General Business:**

Apply new policy from June retroactively, or just prospectively?

Below is the policy approved in June (2018) where the Board allowed that members leaving a membership eligible position and then returning to employment in the system to a non-membership eligible position would continue contributing, regardless of hours or annual earnings levels, and earn service credit commensurate with law and regulation.

June 2018 Policy question: Continuation after status change of active members

*Does the Board want to allow the continuation of member-in-service status to members that separate from a membership eligible position into a non-membership eligible position?*

*The question of continuing member-in-service status has been prompted by the 'Once a member, always a member' interpretation of MGL c.32, section 3. Although section 3(1)(a)(i) states that member in-service status shall continue until retirement, resignation, death...the Board has broad discretion under 3(2)d to determine membership eligibility for less than full-time employees even though section 4 mandates an annual salary greater than \$5000 to award creditable service.*

*After some discussion, the Board voted as follows:*

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to allow the continuing of member-in-service status to those members that separate from a membership eligible position into a non-membership eligible position.*

The June policy indicates, at least prospectively, they would continue paying deductions but not get service credit.

Executive Director, Dale Kowacki has instructed staff to extend backward in time, and retroactively collect deductions on wages for non-elected positions - those members being brought back because they resigned their membership eligible position, and then returned to a position under 20 hours and earning less than \$5k.

Does the Board want this policy to be applied retroactively or just prospectively?

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to add to the June 2018 policy to extend backward in time and retroactively collect deductions on wages for non-elected positions - those members being brought back because they resigned their membership eligible position, then returned to one under 20 hours and earning less than \$5k.*

RFP's

The Board was presented with summary and rankings for the three RFPs: Legal Counsel, Investment Consultant, and Custodial Bank.

LEGAL - Two responses were received on the Legal RFP. Michael Sacco, the incumbent and Murphy Hesse Toomey & Lehane, LLP responded.

INVESTMENT CONSULTANT - Three responses were received from investment consultants. Dahab Associates, the incumbent, Fiduciary Investment Advisors and Portfolio Evaluations, Inc. responded.

CUSTODIAL BANKS - Two responses were received on the custodial bank RFP. Comerica Bank, the incumbent and People's United Bank responded.

The Board reviewed and discussed the proposals, after which the Board reviewed the service fees.

*On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to enter into agreements with the incumbents as follows: Legal Counsel, Michael Sacco, Investment Consultant, Dahab Associates and Custodial bank services, Comerica Bank.*

Staff COLA

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

*On a motion made by P. Mokrzecki and second by P. Light, the Board unanimously voted to grant a 1.84% increase to the base salaries of staff beginning January 1, 2019.*

#### 2019 Draft Proposed Budget

The first draft of the 2019 budget for the system was presented to the Board.

After a brief discussion, the Board's consensus is to ask the Advisory Council to approve an increase in the Board Member salaries.

Executive Director Dale Kowacki asked the Board to upgrade the Administrative Assistant position to a Data Entry Clerk position. Dale stated that there is less clerical work, and far more technical tasks, and this position is underfunded for the skills needed. This new position would begin January 1, 2019.

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board unanimously voted to eliminate the Administrative Assistant position and create a Data Entry Clerk position effective January 1, 2019.*

#### Assessments all paid timely

Dale Kowacki, Executive Director informed that Board that all assessments have been received in a timely manner. Of the 39 units, one unit pays quarterly and three units have paid half with the other half due January 1, 2019.

No action, or votes, taken at this time.

#### Vote to increase retirees' COLA base

After a brief discussion, the Board took the following vote:

*On a motion made by P. Mokrzecki and second by P. Light, the Board unanimously voted to leave the maximum COLA base for the retirees' annual COLA at \$17,000.*

#### Schedule Advisory Council annual meeting

The Board was presented statistics from the last 2 year's annual Advisory Council meetings with the suggestion that we do the same this year. The Board agreed to have the meeting here at the office with a tentative date of Wednesday, November 7, 2018 at 9:00 a.m.

#### Quarterly Investment Managers

##### Investment Consultant – Dahab Associates

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:40 a.m. and reviewed the second quarter returns for the investment portfolio.

In addition, Greg presented several ideas for reallocation of our assets. With PRIT opening up an emerging markets sleeve and a high yield fixed income sleeve, Greg suggested that the Board:

- reallocate 2 of the 12% of our assets allocated to International Equity to the PRIT Emerging Markets sleeve by transferring the funds from our investment in the PRIT International Equity sleeve
- reallocate 4 of the 21% of our assets allocated to Core Fixed Income by transfer from Loomis Sayles to the PRIT Value Added Fixed Income sleeve
- add a Mid Cap growth manager by transferring from Loomis Sayles 5 of the 21% of our assets allocated to Core Fixed Income

The emerging market sleeve would offset the international class and the high yield fixed income sleeve would be a boost to the fixed income class.

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board unanimously voted to change our asset allocation as presented by Greg McNeille, Investment Consultant as follows (Mix 4).*

The transfers to PRIT Emerging Market, and PRIT Value Added Fixed Income will occur at the end of September to catch the first business day of October (PRIT's monthly transaction date) using the target dollars on the PRIT International line (5%-2%), and the Loomis line (13%-4%), of the most recent month-end asset allocation analysis report (August) as the base amounts to calculate the funds to transfer.

The scheduling of the RFP for the mid cap growth manager will be discussed (and decided) by Dale and Greg. Likely it will follow the new pattern of - RFP issued in December, responses by the first of February, results reported by Greg at the February Board meeting, interviews in April, paperwork finalized and funds transferred as soon as possible thereafter.

#### Mid Cap Manager – Seizert Captial Partners

David Collon, Managing Partner Portfolio Manager, and Christopher Heatley, Director Client Relations joined the meeting at 9:17 a.m. and presented to the Board a comprehensive written quarterly report of investment performance, a review of the system's investments, reported no change in personnel, reported that their office will be moving at year end three blocks away from their current location, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

#### Bond Manager – Loomis Sayles & Company

Joseph Beuparlant, Vice President, Client Portfolio Manager joined the meeting at 9:50 a.m. and presented to the Board a comprehensive written report of investment performance since early July 2018 inception. Joseph reported that Loomis Sayles Core Fixed Income Trust received \$17.3 million on July 6, 2018, which remained in a transition account until July 25, 2018. The assets were officially moved to the Trust on July 26, 2018. A report on the investment manager's current investment outlook or forecast as well as strategy for the future was also presented.

#### Adjournment

*On a motion made by P. Light and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 11:30 a.m.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES July 25, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA, on the above date was called to order at 8:03 a.m. by Vice Chair, Paul Mokrzecki with Board Members Paula Light, Mary Stokarski and Gabriele Voelker present. Board Chair, Sandra Hanks was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

## **Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the following minutes:*

*Minutes of the regular meeting held on June 26, 2018*

*Minutes of the executive session held on June 26, 2018*

## **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$874,886.27
Refunds	71,871.56
Transfers	19,117.15
Invoices 07-18W	<u>114,783.60</u>
For a total of:	\$1,080,658.58

## **Cash Transfer between Investments and Bank**

*On a motion made by G. Voelker and second by P. Light, the Board voted unanimously to transfer \$4,500,000 from Unibank to the PRIT Core Fund as a result of excess cash from assessment payments that have been received by the end of July.*

## **Membership**

*On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the new members, new positions and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Cole, Scott	05/31/2018	100%		SHB	Highway laborer
Day, Katrina LR	07/05/2018	60%		FRT	Customer Care Assistant
Larned, Danielle M	07/02/2018	60%		ROW	Custodian/Library
Shufelt, Eric R	07/02/2018	100%		NSW	Maintenance Assistant
Wentzel, Megan L	05/07/2018	100%		WTY	Pre-School Instructional Aide
<b><u>New Positions</u></b>					
Bradgon, Owen N	08/27/2018	100%		HLT	Paraprofessional
Chenette, Jennifer L	07/02/2018	100%		NSW	Student Support Services Coordinator
Rogers, Pamela J	07/02/2018	100%		NSW	Executive Assistant to the Superintendent
<b><u>Additional Position</u></b>					
Amet, Norie	07/02/2018	100%		MOH	SPED Summer Program Para
Andrews, Aaron	07/02/2018	100%		MOH	SPED Summer Program Para
Baker, Barton G	07/02/2018	100%		MOH	SPED Summer Program Para
Baker, Barton G	07/02/2018	100%		MOH	Summer Tutor
Cole, Rose M	07/02/2018	100%		MOH	SPED Summer Program ABA Para
Eastman, Ryan I	07/02/2018	100%		MOH	SPED Summer Program ABA Para
Gamelli, Kately G	07/02/2018	100%		MOH	SPED Summer Program ABA Para
Annear-Gilbert, Karen L	07/02/2018	100%		MOH	SPED Summer Program Para

Holloway, Mary E	07/02/2018	100%		MOH	SPED Summer Program Para
Hopkins, Susan L	07/02/2018	100%		MOH	SPED Summer Program Para
Jenkins, Robin	07/02/2018	100%		MOH	Summer Tutor
Moriarty, Heidi A	07/02/2018	100%		MOH	SPED Summer Program Para
Nelson, David K	07/02/2018	100%		MOH	SPED Summer Program Para
Roberts-Crawford, Amy	07/02/2018	100%		MOH	SPED Summer Program Coordinator
Rounds, Cassandra L	07/02/2018	100%		MOH	SPED Summer Program ABA Para
Rush, Lillian A	07/02/2018	50%		MOH	SPED Summer Program ABA Para
Taylor, Mia	07/02/2018	100%		MOH	SPED Summer Program Para
Wichman, Ashley N	07/02/2018	100%		MOH	SPED Summer Program Para
Yager, Barbara A	07/02/2018	100%		MOH	SPED Summer Program Para
<b><u>Reinstated</u></b>					
Gelinas, Michael	04/01/2014	0%		WCK	Police Officer
Nartowicz, Kristi	11/01/2014	12.5%		LED	Treasurer
Nartowicz, Kristi	11/01/2014	12.5%		HTH	Treasurer

### **New Retirees:**

*On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

**Bockus, Sue** - the retirement package has been submitted to retire Sue Bockus for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Bockus was a group 1 member working as a reading teacher/tutor for the Pioneer Valley Regional School District, accruing 16 years, 5 months of creditable service. The Massachusetts Teachers' Retirement System holds liability for 1 year, 10 months, 24 days of the total service and the Athol Retirement System, which has been transferred to the Worcester Regional Retirement Board, holds liability for 1 year, 7 months of the total service.

**Boothroyd, Kari** - the retirement package has been submitted to retire Kari Boothroyd for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Boothroyd was a group 1 member working as a paraprofessional for the Town of Orange, accruing 18 years of creditable service.

**Brault, Chris Ann** - the retirement package has been submitted to retire Chris Ann Brault for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Brault was a group 1 member working as a paraprofessional for the Erving Elementary School, accruing 14 years of creditable service. The Athol Retirement System, which has been transferred to the Worcester Regional Retirement Board, holds liability for 1 year, 2 months of the total service.

**Cromack, Wayne** - the retirement package has been submitted to PERAC to retire Wayne Cromack for a Superannuation, Option C retirement allowance. His last day of work was May 25, 2018 and his retirement benefit will begin on May 26, 2018. Mr. Cromack was a group 1 member working as a custodian for the Towns of Leverett and Rowe and for the Mohawk Regional School District, accruing 21 years, 11 months of creditable service.

Gonynor, Linda - the retirement package has been submitted to PERAC to retire Linda Gonynor for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018.

Ms. Gonynor was a group 1 member working as a cook for the Town of Orange Schools, accruing 27 years of creditable service.

Hillman, Michelle - the retirement package has been submitted to PERAC to retire Michelle Hillman for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Hillman was a group 1 member working as a cafeteria worker for the Mohawk Regional School District, accruing 30 years, 4 months of creditable service.

Lang, Linda - the retirement package has been submitted to PERAC to retire Linda Lang for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Lang was a group 1 member working as vocational coordinator and paraprofessional for the Mohawk Regional School District, accruing 11 years, 5 months of creditable service. MTRS holds liability for 3 years, 3 months, 12 days of the total service and the Montague Retirement Board holds liability for 9 months, 20 days of the total service.

Mallet, BettyLou - the retirement package has been submitted to PERAC to retire BettyLou Mallet for a Superannuation, Option C retirement allowance. Her last day of work was June 29, 2018 and her retirement benefit will begin on June 30, 2018. Ms. Mallet was a group 1 member working as an executive secretary for the New Salem/Wendell Union School District, accruing 17 years, 11 months of creditable service.

Russell, Barbara - the retirement package has been submitted to PERAC to retire Barbara Russell for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Russell was a group 1 member working as a kindergarten aide for the Orange Elementary School, accruing 27 years of creditable service.

Thaxton, Dorell - the retirement package has been submitted to PERAC to retire Dorell Thaxton for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018.

Ms. Thaxton was a group 1 member working as a paraprofessional for the Mohawk Regional School District, accruing 25 years, 4 months of creditable service.

Wood, Sue - the retirement package has been submitted to PERAC to retire Sue Wood for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2018 and her retirement benefit will begin on July 1, 2018. Ms. Wood was a group 1 member working as a cafeteria manager for the Pioneer Valley Regional School District, accruing 33 years, 9 months of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

#### **Buybacks and Makeups:**

*On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following buybacks, makeups and creditable service:*

Sullivan-Flynn, Jason – current member in the Town of Orange has requested a buyback of a refund taken from the State Board of Retirement for time worked 09/16/2001 to 08/19/2006. State Board of Retirement will accept service liability of 4 years, 5 months, 25 days. Total cost is \$26,352.42 if paid by August 31, 2018; otherwise interest will accrue as allowed by law.



**Grant Service for Unpaid Leaves:**

Adams, Bonnie – current member in the Town of Shutesbury working as a paraprofessional, retirement date to be determined. During the review process an unpaid leave of 8 months between 07/01/2008 and 02/27/2009 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

**General Business:**

Audit exit conference – Melanson Heath

Patrice Squillante, CPA, and John Jasiewicz, CPA of Melanson Heath joined the meeting at 8:30 a.m. to review with the Board the results of an independent audit of calendar year 2017. Patrice went over the financial statements and various components that impact the funded ratio of the system. No management letter was issued and the Board was commended for an excellent audit with no findings.

**Adjournment**

*On a motion made by M. Stokarski and a second by G. Voelker, the Board voted to adjourn the meeting at 9:52 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
June 26, 2018

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to PERAC's interpretation regarding the Vernava Decision – SJC-12331 PERAC v. CRAB & others (February 13, 2018). Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:04 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.

**Present:** Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

These are the OPEN session minutes, the release of the CLOSED session minutes has not been authorized by the Board.

*A motion to come out of executive session was made at 8:21 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

June 26, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

### **Vernava decision**

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to PERAC's interpretation regarding the Vernava Decision – SJC-12331 PERAC v. CRAB & others (February 13, 2018). Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:04 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.

After some discussion the Board voted the following motion:

*On a motion made by G. Voelker, and a second by P. Mokrzecki, the Board voted by roll call vote, to join the other regional/county boards in seeking a court determination regarding PERAC's interpretation regarding Vernava, as described by Board's Counsel Michael Sacco. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

*A motion to come out of executive session was made at 8:21 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye; Gabriele Voelker - aye.*

### **Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to approve the following minutes:*

*Minutes of the regular meeting held on May 30, 2018*

*Minutes of the executive session held on May 30, 2018*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$850,581.13
Refunds	71,660.69
Transfers	18,055.49
Invoices 06-18W	<u>53,702.84</u>
For a total of:	\$994,000.15

## **Cash Transfer between Investments and Bank**

*None Needed*

## **Membership**

*On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the new members and additional positions as follows:*

<b><u>NAME</u></b>	<b><u>HIRE DATE</u></b>	<b><u>C.S. %</u></b>	<b><u>New %</u></b>	<b><u>UNIT</u></b>	<b><u>POSITION</u></b>
Arnot, Ben	04/30/2018	100%		OGE	Equipment Operator Cemetery & Parks
Damian, Karen M	05/21/2018	60%		FCH	Administrative Assistant
Davis, Jr., Larry J	05/21/2018	100%		BUC	Driver/Laborer
Halasz, Natane	06/04/2018	100%		LEV	Library Director
Howard, Elizabeth Jane	05/14/2018	80%		FRN	Teacher's Aide
Knapp, Corey J	05/21/2018	100%		OGE	Night Custodian
Miner, Christopher	06/11/2018	100%		NTD	Police Officer
Paige, Isaac J	05/15/2018	100%		ROW	Custodian
Rheault, Helena A	05/21/2018	50%		FCH	Property Assistant
Stathis, Erin S	05/31/2018	100%		MOH	Long-term substitute librarian
Szewczyk, Donald F	05/14/2018	100%		DER	Custodian
Uzdavinis, Dylan T	05/21/2018	100%		WTY	Highway Laborer/Operator
Yagmin, Cherone L	04/23/2018	100%		WTY	Instructional Aide
<b><u>Additional Position</u></b>					
Walsh, Peter R	05/07/2018	100%		ASH	Police Officer

## **New Retirees:**

*On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following retirement:*

Snow, Kevin - the retirement package has been submitted to PERAC to retire Kevin Snow for a Superannuation, Option B retirement allowance. His last day of work was May 11, 2018 and his retirement benefit will begin on May 12, 2018.

Mr. Snow was a group 1 member working as a truck driver for the Town of Bernardston, accruing 31 years, 11 months of creditable service.

## **Grant Service for Unpaid Leaves:**

*On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following creditable service:*

Lamarche, Donna – current member in the Town of Orange working as a paraprofessional who will be retiring on July 29, 2018. During the retirement process an unpaid leave of 7 months between 07/01/2007 and 02/01/2008 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

## **Deaths:**

Denison, Russell – Option C pop-up retiree since 12/01/1992, Mr. Denison was the Chief of Police for the Town of Colrain, accruing 25 years of creditable service. DOD was 06/24/18 at the age of 88.

Nichols, Janice – Option A retiree since 09/06/1988, Ms. Nichols worked as a clerk for the County and FRCOG, accruing 10 years of creditable service. DOD was 06/10/18 at the age of 85.

### **General Business:**

#### **Policy question: Continuation after status change of active members**

Does the Board want to allow the continuation of member-in-service status to members that separate from a membership eligible position into a non-membership eligible position?

The question of continuing member-in-service status has been prompted by the ‘Once a member, always a member’ interpretation of MGL c.32, section 3. Although section 3(1)(a)(i) states that member in-service status shall continue until retirement, resignation, death.....the Board has broad discretion under 3(2)d to determine membership eligibility for less than full-time employees even though section 4 mandates an annual salary greater than \$5000 to award creditable service.

After some discussion, the Board voted as follows:

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to allow the continuing of member-in-service status to those members that separate from a membership eligible position into a non-membership eligible position.*

#### **Annual review of Investment consultant performance**

Currently the Board is satisfied with the performance of our investment consultant. The Board is preparing to go out to bid for investment consultant services required under procurement law, MGL 32 §23b.

No action, or votes, taken at this time.

#### **Annual review of Legal counsel performance**

Currently the Board is satisfied with the performance of our legal counsel.

The Board is preparing to go out to bid for legal counsel services required under procurement law, MGL 32 §23b.

No action, or votes, taken at this time.

#### **Review drafts of RFPs**

Susan Bobe, Assistant Director presented the following RFP drafts to the Board for review:

- a. Legal Counsel
- b. Investment Consultant
- c. Custodian Bank

No action, or votes, taken at this time.

#### **Loomis Sayles Agreement**

The Board discussed and reviewed the agreement with the new investment manager – Loomis Sayles Core Fixed Income. The term of the contract is from July 1, 2018 to June 30, 2025.

*On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the 7 year contract with Loomis Sayles Core Fixed Income, subject to PERAC acknowledging successful receipt of required documentation.*

### **Adjournment**

*On a motion made by P. Mokrzecki and a second by P. Light, the Board voted to adjourn the meeting at 10:07 a.m.*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION  
May 30, 2018

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to DALA decision instructing the board to grant the accidental disability retirement application of, and award benefits to Michael Pellin. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:06 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye.

**Present:** Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and Mary Stokarski. Gabriele Voelker was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

These are the OPEN session minutes, the release of the CLOSED session minutes has not been authorized by the Board.

*A motion to come out of executive session was made at 8:18 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye..*

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
May 30, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and Mary Stokarski present. Gabriele Volker was absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Investment managers were in attendance – see below

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Michael Pellin disability application**

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to DALA decision instructing the board to grant the accidental disability retirement application of, and award benefits to Michael Pellin. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:06 a.m., the Board voted in the affirmative, by roll call vote, to move into executive session. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye.

After some discussion the Board voted the following motion:

*On a motion made by M. Stokarski, and a second by P. Mokrzecki, the Board voted by roll call vote, on recommendation of Board Counsel Michael Sacco to file objections with CRAB in regards to awarding an accidental disability to Michael Pellin. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye.*

*A motion to come out of executive session was made at 8:18 a.m. and accepted by roll call vote. Roll call vote: Sandra Hanks – aye; Paula Light – aye; Paul Mokrzecki – aye; Mary Stokarski – aye.*

### **Review and Acceptance of Meeting Minutes**

*On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on April 24, 2018.*

*On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the minutes of the special meeting held on May 14, 2018.*

### **Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:*

Retirees Payroll	\$847,139.91
Refunds	14,838.51
Transfers	48,706.57
Invoices 05-18W	<u>86,498.53</u>
For a total of:	\$997,183.52

### **Cash Transfer between Investments and Bank**

*On a motion made by P. Light and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$320,000 from PRIT Core Fund to Unibank to cover next month's warrants.*

### **Membership**

*On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the new members, additional positions, and reinstated members as follows:*

<u>NAME</u>	<u>HIRE DATE</u>	<u>C.S. %</u>	<u>New %</u>	<u>UNIT</u>	<u>POSITION</u>
Berenson, Karina L	04/09/2018	90%		BER	COA Director
Bowers, Jon R	04/23/2018	100%		WEN	Driver/Operator/Laborer
Depault, Douglas J	04/23/2018	100%		BER	Highway Foreman
Little, Timothy J	04/23/2018	100%		NTD	Chief Operator/Sewer
Novak, Catherine L	04/09/2018	100%		FCH	Staff Accountant
Platek, Paul D	04/02/2018	100%		FCH	Maintenance

<b><u>New Positions</u></b>					
Dagrosa, Lauren	09/13/2017	100%		DER	LT Sub Teacher
Dagrosa, Lauren	02/26/2018	100%		DER	LT Sub Teacher
Obringer, Mark E	04/30/2018	100%		BER	Truck Driver/Laborer
<b><u>Additional Position</u></b>					
Griffin, Brent	09/01/2016	100%		DER	Part-time Police Officer
Larson, Joseph	01/17/2018	100%		NTD	EMT
<b><u>Reinstated</u></b>					
Adams, David R	12/31/2009	0%		NTD	call firefighter
Annear, Douglas	07/01/2009	0%		CHT	call firefighter
Balk, David C	05/09/2012	0%		NTD	Elected Board of Health
Codere, John P	05/03/2010	0%		DER	Assessor
Deane, Russell L	07/01/2012	0%		BER	Elected Assessor/Poll Worker
Deane, Russell L	07/01/2012	0%		BFW	Elected Assessor/Elected and Appointed Associate Commissioner
Grover, Lloyd L	07/01/2009	0%		BER	Emergency Management Deputy/Fireman Engineer
Holton, Thomas E	07/01/2009	0%		NTD	call firefighter
Malsch, Steven R	12/31/2009	0%		NTD	call firefighter
Ness, Carolyn S	11/01/2011	0%		DER	Board of Selectmen
Ness, Carolyn S	07/01/2016	100%		DER	Board of Selectmen
Newton, Thomas V	07/01/2009	0%		NTD	EMT/call firefighter
Peabody, Richard	05/04/2010	0%		ERV	Moderator
Powling, Joseph	09/30/2014	0%		WCK	Police Officer
Ramon, Mary	02/01/2011	0%		DER	School Committee
Wahlstrom, Richard	07/01/2009	0%		BER	call firefighter

### **New Retirees:**

*On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:*

**Emmett, Debra** - the retirement package has been submitted to PERAC to retire Debra Emmett for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2015 and her retirement benefit will begin on April 12, 2018.

Ms. Emmett was a group 1 member working as the Food Service Director for the New Salem/Wendell Union School District, accruing 12 years, 11 months of creditable service.

**Little II, Kenneth** - the retirement package has been submitted to PERAC to retire Kenneth Little II for a Superannuation, Option C retirement allowance. His last day of work was March 11, 2011 and his retirement benefit will begin on May 27, 2018. Mr. Little was a group 1 member working in maintenance for the Franklin County Housing and Redevelopment Authority, accruing 16 years, 1 month of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks and makeups:*

Donelan, Christopher – the State Retirement Board has asked FRRS to accept creditable service liability if their current member, Christopher Donelan, re-deposits refunds taken from this system. Donelan was a full time police officer in the Town of Orange. Creditable service was determined to be 3 years, 11 months, 18 days for the period 8/24/1987 to 8/11/1991. An additional 3 days of actual hours worked, part-time, intermittent in 1991 post termination, and 1992.

Refund on 9/24/1991 was for \$9,160.09, deductions and \$771.38 in interest.

Refund on 8/4/1992 was for \$1.92 in deductions

Refund on 3/31/1994 was for \$22.22 in deductions and \$.84 in interest.

Gancarz, John – State Board of Retirement has asked FRRS to accept creditable service liability if their current member, John Gancarz, re-deposits a refund taken from this system. The refund taken on 02/28/2003 was for \$15,521.82 in deductions and \$569.16 in interest for a total of \$16,090.98. John was the Police Chief in the Town of Ashfield and creditable service was determined to be 6 years, 2 months, 20 days, 07/01/1995-09/20/2001.

### **Buybacks and Makeups:**

Boutwell, Lynne – current member in the Town of Orange has part-time non-membership service as a clerk in the Highway Department and various other positions in the Town of Orange eligible for purchase. Service eligible for purchase is between 9/3/1996-11/7/1999 for a total of 8 months, 18 days. Using payroll records provided by the Town of Orange, service is based on actual hours worked (1,398.75). Cost of the purchase is \$1,932.49 if paid by 6/30/2018; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was erroneously excluded from membership for the period 11/8/1999-1/23/2000 while working as a clerk in the Highway Department and various other positions in the Town of Orange. Total service allowed is 2 months, 16 days. Cost of the purchase is \$454.83 if paid by 6/30/2018; otherwise interest will accrue as allowed by law.

Kennedy, Linda – current member in the Town of Orange has requested a make-up of service prior to her enrollment on 01/26/2004. Service is for work as a part-time accounting assistant for the Town of Orange for the period 09/16/2002 – 01/25/2004. Service is based on actual hours worked, determined by reviewing Town of Orange payroll records, for a total of 6 months, 27 days at a cost of \$1,810.00 if paid by 06/30/2018; otherwise interest will continue to accrue as allowed by law.

Podosek-Bosman, Lynn – current member in the Town of Deerfield, working as an aide in the elementary school, requested approval of service buyback for a refund taken 6/17/2011 from MTRS. The refund also included funds from Hampshire Regional Retirement System. Hampshire County will accept 11 months of service for work between 9/1/1998-6/30/1999 and 2/1/2000-8/31/2000 and MTRS will accept 7 years for service between 9/1/2000-6/30/2007. Total cost of the buyback is \$51,841.52 if paid by 6/30/2018 otherwise interest will accrue as allowed by law. Interest has been calculated using the actuarial interest rate.

Wilkins, Kurt – current member in the Town of Shelburne, working as a police officer, requested approval of a purchase of non-membership service for work performed as a police officer in the Town of Eastham, MA between 6/27/2008 and 9/7/2008. The Barnstable County Retirement System has denied liability for this purchase. FRRS may accept 2 months, 10 days of service for actual hours worked at a cost of \$632.65 if purchased prior to 6/30/2018 otherwise interest will accrue as allowed by law.



Lannon, Christopher – Police Chief and current member in the Town of Colrain, Mr. Lannon has requested a service purchase of all time worked prior to his membership eligible position. Payroll has been collected from Colrain and Heath from the Fire Department and the Police Department. Dates of service begin June 9, 2008 through June 30, 2017. Actual hours worked are 4 years, 4 months, 29 days at a cost of \$15,593.13 if paid by 6/30/2018 otherwise interest will accrue as allowed by law.

Johnson, Ruth – current member in the Town of Orange working as a night custodian for the public schools, has requested a service purchase of 2 years, 9 months, 1 day for time worked in Orange as a cafeteria worker between 1995 and 12/31/1999. Service is actual hours worked on a school year basis and the cost is \$5,116.33 if paid by 6/30/2018 otherwise interest will accrue as allowed by law.

### **Deaths:**

Forest, Thomas – Option B retiree since 01/01/2003, Mr. Forest was the Superintendent of Cemeteries for the Town of Orange, accruing 37 years, 2 months of creditable service. DOD was 04/23/18 at the age of 70. His wife, Cheryl, will be receiving the balance in his annuity account.

### **General Business:**

Validation by Board of January 1, 2014 start date for interest on 4(2)(b) service

Since January 2014 we have been following an unwritten policy to not start interest on purchases of Police and Fire 4(2)(b) service until January 1, 2014. The December 2013 and January 2014 minutes do not reflect any discussion as to how and why it was decided to not start interest until January 1, 2014.

PERAC Memo #33-2013 instructed all systems to start interest from June 21, 2013.

From PERAC memo 33-2013

“A question has been raised as to the application of buy back interest on these service purchases. Buy back interest should only be charged prospectively from June 21, 2013 for any purchase made pursuant to G.L. c. 32 § 4(2)(b); the member should not be charged interest going back to the period they served as a call fighter or were on an eligible list.”

Therefore, if the Board wants to continue using January 1, 2014 as the cutoff date, the Board needs to vote.

*On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to be consistent and keep January 1, 2014 as the start date for interest on purchases of Police and Fire 4(2)(b) service.*

### **Quarterly Investment Managers**

#### **Investment Consultant – Dahab Associates**

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:45 a.m. and reviewed the first quarter returns for the investment portfolio.

#### **Large Cap Growth Manager – Polen Capital Management**

Anthony Xuereb, Senior Relationship Manager and Bryan Power, Research Analyst joined the meeting at 9:30 a.m. Mr. Xuereb reported that there have been no changes to the firm ownership, and that the firm continues to grow with additional employees being added to the IT, Client Services, Operations and Finance Departments as well as the firm just hired a Human Resource Officer. By the end of the year the firm will employ 60 - up from 53. Mr. Power gave a performance update and confirmed that the large-cap focus of the fund remains the same.

#### **Large Cap Value Manager – O’Shaughnessy Asset Management**

Chris Loveless, Principal, President and Ehren Stanhope, CFA Principal, Client Portfolio Manager joined the meeting at 10:15 a.m. Mr. Loveless reported an organizational change, in January 2018, Patrick O’Shaughnessy became CEO of the firm. Mr. Loveless also announced the new initiative: the OSAM

Research Partners Program, a “collaborative environment which will allow those that had been working on ideas independently to work with like-minded researchers.” Mr. Stanhope gave a performance update and confirmed that the large-cap focus of the fund remains the same.

### **Adjournment**

*On a motion made by P. Light and a second by P. Mokrzecki, the Board voted to adjourn the meeting at 11:00 a.m.*

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES (Special meeting)

MAY 14, 2018

A special meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, Paul Mokrzecki, and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, and Auditor Deb Frenzoz.

### Main Business:

Follow-up discussion on Fixed Income selection

After discussion and debate:

On a motion made by P. Light and second by G. Voelker, the Board unanimously voted to rescind the vote of April 24, 2018 to continue with Income Research & Management as their Fixed income manager.

On a motion made by P. Light and second by G. Voelker the Board unanimously voted to contract with Loomis Sayles to manage a Fixed income for the benefit of the retirement system.

Follow-up discussion on Actuarial Valuation funding schedule selection

The Board further discussed the Board’s adoption of the funding schedule D2, based on the results of the January 1, 2018 Actuarial Study. The Board requested Dale Kowacki, Executive Director prepare a presentation for the Town’s Finance Boards explaining the future savings to each Town.

No action, or votes, taken at this time.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

APRIL 24, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

On a motion made by G. Voelker and second by P. Light, the Board voted unanimously to approve the following minutes:

- Minutes of the regular meeting held on March 28, 2018
- Minutes of the executive session held on March 28, 2018
- Minutes of the executive session held on March 28, 2018
- Minutes of the special meeting held on April 12, 2018

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$849,004.24
Refunds	47,287.59
Transfers	187,613.70
Invoices 04-18W	551,444.47
For a total of:	\$1,635,350.00

**Cash Transfer between Investments and Bank**

On a motion made by P. Light and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$1,088,000 from PRIT Core Fund to Unibank to cover next month’s warrants.

**Transfer Warrant**

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrant as follows:

Transfers 04-18Ta  
\$600.11

**Membership**

On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the new members, additional positions, and reinstated as follows:

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Linde, Christina	03/12/2018	60%		OGE	Library Technician
Moriarty, Heidi A	03/19/2018	100%		MOH	Paraprofessional
Ortiz, Quincy L	02/28/2018	100%		SND	Highway
Woofenden, Alia K	04/02/2018	100%		MOH	After School Program Director

Additional Position					
Crossman, Maura A	03/19/2018	100%		MOH	Assistant Varsity Softball Coach
Gamelli, Katelyn G	03/19/2018	100%		MOH	Varsity Head Softball Coach
Larson, Joseph T	01/17/2018	100%		WCK	Call firefighter
Roberts-Crawford, Amy	01/08/2018	100%		MOH	Accompanist
Reinstated					
May, Edwin L	07/01/2010	0%		ROW	Emergency Management Director

**Accept Liability for Buybacks and Makeups Through Other Systems:**

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following buybacks and makeups:

Hoiseth, MaryEllen – Massachusetts Teachers’ Retirement System has asked FRRS to accept creditable service liability if their current member, MaryEllen Hoiseth, re-deposits a refund taken from this system. The refund taken on 8/25/1992 was for \$244.84, deductions only. MaryEllen was a part-time pre-school assistant at the Conway Grammar School. Creditable service was determined to be 3 months, 19 days, actual hours worked (408), 12 for 10 calculation, for the period 9/1/1991 to 6/30/1992.

**Buybacks and Makeups:**

Bishop, Susan – current member in the New Salem/Wendell Union School District has long-term paraprofessional substitute service for the Swift River School eligible for purchase. Service eligible for purchase is between 10/18/2010-06/15/2012 for a total of 1 year, 8 months, 24 days. Using payroll records provided by the New Salem/Wendell Union School District, service is based on actual hours worked (2,341) on a 12 for 10 basis. Cost of the purchase is \$3,297.60 if paid by 05/31/2018; otherwise interest will accrue as allowed by law.

Podosek-Bosman, Lynn – current member in the Town of Conway (Instructional Assistant), Ms. Podosek-Bosman has requested a service purchase of Long Term Substitute work for the Town of Whately between 8/26/2015 and 12/22/2015 plus one day in July for Curriculum Planning. She was paid on the teacher’s salary scale for 79 working days + 1 days curriculum planning which has been determined to be 5 months, 9 days creditable service. Cost of purchase is \$1916.12 if paid by 5/31/2018 otherwise interest will accrue as allowed by law.

**4(2)b Service Purchase:**

Wilkins, Kurt – current member in the Town of Shelburne has requested a purchase of service prior to his enrollment in the Franklin Regional Retirement System. Mr. Wilkins worked as a police officer in the Towns of Deerfield and Shelburne prior to membership in the State Board, 5/25/2014 and FRRS, 6/5/2017. Eligible 4(2)b service begins with his appointment to Deerfield as a special police officer on 10/12/2011 up to his enrollment in the State Board. Total service is 2 years, 7 months, 14 days at a cost of \$6,561.42 if paid by 5/31/2018, otherwise interest will accrue as allowed by law.

**General Business:**

Policy question about interim positions

The Board was presented the current membership policy of FRRS which excludes “interim” positions from membership. The membership policy states:

Membership:

Any individual, who is permanently employed twenty (20) or more hours per week with any member unit or units of the Franklin Regional Retirement System, shall become a member of the Retirement System. Upon becoming a member of the System, unless the member ends employment in a way described in Massachusetts General Laws Chapter 32, § 3(1)(a)(i), the member will continue contributing to the System and accruing additional creditable service, consistent with the Board’s creditable service regulation.

The Board was asked to consider changing the membership policy to allow for interim positions.

The policy continues in regard to temporarily switching positions or taking on an additional temporary position but by using the word ‘permanent’ in the above clause, anyone accepting an interim position is precluded from membership. If the employee is subsequently hired to a regular position, (s)he may then purchase the prior interim service for deductions that would have been taken plus interest at ½ the actuarial rate, currently 3.875%.

Should the Board vote to change its policy, deductions for interim positions would be taken upon hire. The salary of the interim position would be considered when determining the cost to the governmental unit for appropriation purposes and the funds would be invested. Should the interim employee not accept a regular permanent position, the deductions plus allowable interest could be refunded. The funding increase, and the lack of need to process a service purchase, outweighs the costs of processing new member forms and possible refunds.

On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to amend the first sentence of the membership policy by removing the word “permanently”.

Membership:

Any individual, who is employed twenty (20) or more hours per week with any member unit or units of the Franklin Regional Retirement System, shall become a member of the Retirement System. Upon becoming a member of the System, unless the member ends employment in a way described in Massachusetts General Laws Chapter 32, § 3(1)(a)(i), the member will continue contributing to the System and accruing additional creditable service, consistent with the Board’s creditable service regulation.

In addition, the Board was asked to consider continuation of member-in-service status to people that separate from a membership eligible position into a non-membership eligible position.

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to defer this until the June Board meeting.

Linda Bournival, Actuary, joined the meeting at 8:52 a.m. to present the draft report of January 1, 2018 actuarial study

Ms. Bournival engaged the Board in an informative discussion about various assumptions used in the study and the funding schedule options.

On a motion made by G. Voelker and second by P. Light, the Board voted (2-ayes, 1 opposed) to adopt the funding schedule D2, included herein, as presented, based on the results of the January 1, 2018 Actuarial Study.

Schedule D2 maintains the 7.75% investment assumption, the 4% amortization of UAL payment. It imposes a 5.75% cap on the annual increases to the "Total Employer Cost". And it forecasts the system to be fully funded by 2034.

Paul Mokrzecki left at 11:05 a.m.

FYI: FRRS to join DALA appeal: Mankowsky v. MTRS  
No action or votes taken at this time.

Follow-up discussion on Fixed Income search

The Board decided to defer this until all Board members are present along with the Board's Investment Consultant, Greg McNeillie. Dale Kowacki, Executive Director was asked to schedule a meeting with the full Board and Greg McNeillie for a follow-up discussion on the Fixed Income search.

Discuss procurement schedule(s) for Legal Counsel, Investment Consultant, Custodial Bank  
The Board was presented with a schedule of the procurement process to begin this summer.

Susan Bobe, Assistant Director will prepare and process mandated procurement procedures for our three non-investment manager contractors – Legal Counsel, Investment Consultant, and Custodial Bank.

The schedule of activities will be something like what follows:

During May and June Susan will prepare the RFPs

Early in July she will issue and advertise the RFPs

RFPs will be due around August 8, 2018

Susan will review, rank, and have them ready for presentation at the board meeting on August 29, 2018.

If the Board decides to do interviews, they can be scheduled for the meeting on September 26, 2018 – unless the Board wants to schedule a separate meeting date for the interviews.

No action or votes taken at this time.

Report on DALA decision on Thomas Sharp v. FRRS

Dale Kowacki, Executive Director informed the Board that the DALA decision on Thomas Sharp was decided in the Board's favor.

No action or votes taken at this time.

On a motion made by G. Voelker and a second by P. Light, the Board voted to adjourn the meeting at 11:11 a.m.

Franklin Regional Retirement System  
30-Year Forecast of Annual Appropriations

Funding Schedule D-2  
5.75% Limit per year

Based on Results of January 1, 2018 Valuation

Fiscal Year Ending	Employer Normal Cost	Amortization Payment of UAL	Amortization Payment of ERI 2002	Amortization Payment of ERI 2003	Net 3(8)(c) Transfers	Total Employer Cost	Increase Over Prior Year	2016 Schedule	Unfunded Actuarial Accrued Liability
2019	\$2,441,861	\$3,259,667	\$142,717	\$42,803	\$725,800	\$6,612,848		\$6,612,848	50,800,814
2020	2,539,535	3,684,948	-	42,803	725,800	6,993,086	5.75%	6,976,555	51,227,185
2021	2,641,116	4,028,272	-	-	725,800	7,395,188	5.75%	7,360,267	51,398,663
2022	2,746,761	4,347,852	-	-	725,800	7,820,413	5.75%	7,765,082	51,277,196
2023	2,856,633	4,687,654	-	-	725,800	8,270,087	5.75%	8,192,160	50,820,659
2024	2,970,897	5,048,918	-	-	725,800	8,745,615	5.75%	8,642,730	49,982,477
2025	3,089,732	5,432,957	-	-	725,800	9,248,489	5.75%	9,096,379	48,711,203
2026	3,213,321	5,841,156	-	-	725,800	9,780,277	5.75%	9,441,576	46,950,065
2027	3,341,853	6,274,989	-	-	725,800	10,342,642	5.75%	9,800,578	44,636,478
2028	3,475,527	6,736,018	-	-	725,800	10,937,345	5.75%	10,173,941	41,701,506
2029	3,614,548	7,225,894	-	-	725,800	11,566,242	5.75%	10,562,239	38,069,280
2030	3,759,129	7,746,372	-	-	725,800	12,231,301	5.75%	10,966,068	33,656,365
2031	3,909,495	8,299,305	-	-	725,800	12,934,600	5.75%	11,386,050	28,371,076
2032	4,065,876	8,886,665	-	-	725,800	13,678,341	5.75%	11,822,831	22,112,731
2033	4,228,511	9,510,535	-	-	725,800	14,464,846	5.75%	12,277,086	14,770,837
2034	4,397,650	6,581,453	-	-	725,800	11,704,903	-19.08%	12,749,509	6,224,213
2035	4,573,557	-	-	-	725,800	5,299,357	-54.73%	13,240,829	-
2036	4,756,499	-	-	-	725,800	5,482,299	3.45%	5,491,318	-
2037	4,946,759	-	-	-	725,800	5,672,559	3.47%	5,692,311	-
2038	5,144,630	-	-	-	725,800	5,870,430	3.49%	5,901,344	-
2039	5,350,416	-	-	-	725,800	6,076,216	3.51%	6,118,738	-
2040	5,564,432	-	-	-	725,800	6,290,232	3.52%	6,344,827	-
2041	5,787,009	-	-	-	725,800	6,512,809	3.54%	6,579,960	-
2042	6,018,489	-	-	-	725,800	6,744,289	3.55%	6,824,498	-
2043	6,259,228	-	-	-	725,800	6,985,028	3.57%	7,078,818	-
2044	6,509,597	-	-	-	725,800	7,235,397	3.58%	7,343,311	-
2045	6,769,982	-	-	-	725,800	7,495,782	3.60%	7,618,384	-
2046	7,040,780	-	-	-	725,800	7,766,580	3.61%	7,904,460	-
2047	7,322,411	-	-	-	725,800	8,048,211	3.63%	-	-
2048	7,615,308	-	-	-	725,800	8,341,108	3.64%	-	-

	Schedule D-2	Baseline	Increase
• Employer Normal Cost as of January 1, 2018:	2,309,317	2,505,047	(195,730)
• Unfunded Actuarial Accrued Liability (UAL):	50,800,814	50,913,148	(112,334)
• Funded Status:	73.2%	73.2%	
• Investment Return Rate:	7.750%	7.750%	
• Amortization Payments Increase Annually:	4.00%	4.00%	
• Limit on Annual Increase:	5.75% per year	None	
• Fully Funded in Fiscal Year:	2034	2035	
• COLA Base	17,000	17,000	

APRIL 12, 2018

A special meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, Paul Mokrzecki, and Gabriele Voelker present. Also present were Assistant Director Susan Bobe, Auditor Deb Frentzos and the Board's investment consultant, Greg McNeillie.

Main Business:

After discussing with Greg McNeillie the format of the interviews, and reviewing the comparative performance of each, the Board interviewed the following Fixed Income investment managers:

Loomis Sayles

EJ Tateosian, CFA Vice President, Product Manager

John H. Meyer, CFA, CAIA, FRM Vice President

Wellington Management

Kristina C. O'Gannon Business Development Manager

Campe Goodman, CFA Fixed Income Portfolio Manager

Western Asset

Travis M. Carr, CFA - Product Specialist

Erin M. McCullaugh - Client Service Executive

Income Research + Management

Mike Sheldon, CFA - Principal, Senior Portfolio Manager

Allison Walsh, Vice President, Client Portfolio Manager

After discussion and debate:

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted (1-aye, 3-opposed) to contract with Loomis Sayles to manage a Fixed income for the benefit of the retirement system. Motion failed.

On a motion made by G. Voelker and second by P. Light the Board voted (3-ayes, 1-opposed) to continue with Income Research + Management as their Fixed income manager and further directed Greg McNeillie to request the fees be lowered to 29 basis points from the presented fee of 30 basis points.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MARCH 28, 2018



A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on February 28, 2018.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$848,489.71	
Refunds	23,972.29	
Transfers	52,658.07	
Invoices 03-18W	57,910.79	
For a total of:		\$983,030.86

#### Cash Transfer between Investments and Bank

On a motion made by P. Light and a second by M. Stokarski, the Board, voted unanimously to transfer \$705,000 from PRIT Core Fund to Unibank to cover next month's warrants.

#### Visitors

Alana Mankowsky, former member, and MTA Legal Services Ashley Walter were visitors.

#### Judith Wilder hearing

Sandra Hanks, Board Chair called for the Board to enter into Executive session to investigate charges of criminal misconduct. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:14 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

#### In executive session:

On a motion made by P. Light, and a second made by M. Stokarski, the Board voted by roll call to accept Board counsel's recommendation and as reflected in the proposed decision, and find that Ms. Wilder's 2001 criminal convictions for violating M.G.L. c. 266, § 51 are violations of the laws applicable to her office or position, requiring pension forfeiture pursuant to M.G.L. c. 32, § 15 (4). Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

A motion to come out of executive session was made at 8:17 a.m. and accepted by roll call vote. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

#### Membership

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the new members, and the new positions as follows:

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Larson, Joseph T	01/17/2018	100%		OGE	Firefighter EMT
Messer, Betty	02/12/2018	60%		BER	Van Dispatcher/Driver
Munson, Mathew J	02/14/2018	100%		LEV	Truck Driver
Poirier, Alicia M	02/05/2018	100%		OGE	1:1 Aide
Potts, Carla J	02/26/2018	100%		MOH	Communications Specialist
Reardon, Katilyn M	03/01/2018	90%		PNR	1:1 Para
Roberts, Brett T	02/20/2018	100%		COL	Truck Driver/Laborer
Talbot, Daniel M	02/05/2018	50%		WTY	Custodian
Vieland, Luran J	03/12/2018	100%		FCH	Home Base Administrator
New Positions					
Piescik, Jennifer F	02/26/2018	100%		PNR	Administrative Assistant
Coutu, Stephanie L	03/12/2018	100%		MOH	Kindergarten Teacher - Long term sub
Bragdon, Owen N	02/12/2018		0%	HLT/MOH	on-call substitute

#### New Retirees:

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following retirements:

Cornwell, Dianne - the retirement package has been submitted to PERAC to retire Dianne Cornwell for a Superannuation, Option B retirement allowance. Her last day of work was February 28, 2018 and her retirement benefit will begin on March 1, 2018. Ms. Cornwell was a group 1 member working as the Director of the Council on Aging for the Town of Bernardston, accruing 14 years, 6 months of creditable service.

Sawyer, Patricia - the retirement package has been submitted to PERAC to retire Patricia Sawyer for a Superannuation, Option C retirement allowance. Her last day of work was September 22, 2011 and her retirement benefit will begin on March 19, 2018. Ms. Sawyer was a group 1 member working as a custodian and a kitchen worker for the Mahar Regional School District, accruing 18 years, 11 months of creditable service.

Dale Kowacki joined the meeting at 8:20 am.

Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to accept liability for the following buybacks through other systems:

Hager, Sherry – Massachusetts Teachers' Retirement System has asked FRRS to accept creditable service liability if their current member, Sherry Hager, re-deposits a refund taken from this system. The refund taken on 06/30/1998 was for \$778.24, deductions only. Sherry was a part-time secretary in the Town of Colrain and a substitute for the Mohawk Regional School District. Creditable service was determined to be 1 year, 4 months, 15 days, actual hours worked, 12 for 10 calculation, for the periods 8/26/1983-1991 and 1993-1996.

Mathieu, Pamela – State Board of Retirement has asked FRRS for clarification of creditable service liability for their current member, Pamela Mathieu. On 1/27/2000 her account of \$13,009.66, \$11,319.82 in deductions and \$1,689.84 in interest, was transferred to State. Pamela was working as a school secretary for the Whately schools. Creditable service of 12 years 4 months for the period 8/21/1987-12/31/1999 was transferred. After a review of her file, it was determined the period of her creditable service was 8/21/1987-11/26/1999. Revised creditable service liability FRRS will accept is 12 years, 3 months, 24 days, 12 for 10 calculation.

Roche, Todd – State Board of Retirement has asked FRRS to accept creditable service liability if their current member, Todd Roche, re-deposits refunds taken from this system. Refunds were taken on two different dates totaling \$5,846.00, deductions only. Todd worked as a police dispatcher and police officer for the Town of Orange. Creditable service was determined to be 5 years, 25 days, consisting of part time and full time work. Service with FRRS was for the periods 01/11/1988-09/07/1990 and 08/01/1991-09/27/1994.

In addition, the service for the period 01/11/1988-09/07/1990 is dual with part time service transferred to the State Board of Retirement on 06/26/2013. If this service is purchased, it would supersede the service transferred for this same time period.

Stone, Rebecca – Berkshire County Retirement System has asked FRRS to accept creditable service liability if their current member, Rebecca Stone, re-deposits refunds taken from this system. Refunds were taken on three different dates totaling \$38,253.52, \$34,289.83 in deductions and \$3,963.69 in interest. Rebecca worked in the following positions:

Selectmen's Clerk	Town of Colrain
Town Coordinator	Town of Heath
Administrative Assistant	Town of Bernardston
Administrative Assistant	Franklin Regional Transit Authority
School Committee Secretary	Mohawk & Hawlelement Regional School Districts

Creditable service was determined to be 11 years, 1 month, 7 days. Service was for the periods 3/28/1999-7/13/2000, 9/5/2001-8/7/2004, 8/16/2004-11/24/2010, 1/10/2011-7/22/2011 and 9/15/2014-10/10/2014.

Buybacks and Makeups:

On a motion made by P. Mokrzecki and a second by P.Light, the Board voted unanimously to approve the following buyback:

Reyes, Susan – current member with the Pioneer Valley Regional School District has requested a buyback of two refunds taken from the Massachusetts Teachers' Retirement System, for which MTRS accepts liability, as follows:

09/01/1991-06/30/1995 – 3 years, 9 months, 13 days. Total cost if paid by 04/30/2018 is \$16,744.61; otherwise interest will accrue as allowed by law.

02/08/1998-06/30/1988 – 5 months, 21 days. Total cost if paid by 04/30/2018 is \$2,087.29; otherwise interest will accrue as allowed by law.

For the two refunds, the total service liability the Massachusetts Teachers' Retirement System accepts is 4 years, 3 months, 4 days at a total cost of \$18,831.90 if paid by 04/30/2018; otherwise interest will accrue as allowed by law.

Change of service previously approved:

On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to change service for the following service previously approved:

Santerre, Joyce – former employee in the Pioneer Valley Regional School District, Ms. Santerre is now a retiree with the MTRS. Creditable service of 4 years, 6 months for service dates 12/19/95 to 6/26/2000 was transferred to MTRS 2003. A recent review indicates that service liability is from 10/2/1995 to 6/26/2000 allowing 4 years, 8 months, 24 days of service that should have been transferred, an increase of two months 24 days.

Lannon was deferred to a later month because it was not ready for presentation.

Grant Service for Unpaid Leaves:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following creditable service:

Avery, Linda – inactive member who worked as the Vocational Coordinator in the Mohawk Regional School District is inquiring about retirement. During a review of her file an unpaid leave of 4 months between 03/01/2008 and 06/30/2008 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

Military Buybacks:

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following military buyback:

Kelly, Anthony – current member of the Frontier Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 2 years, 11 months, 29 days. Per M.G.L. 32, § 4(1)(h) an eligible veteran has the right to purchase up to four years. The total cost of his buyback based on his first 12 months of earnings as a member of the Retirement System is \$11,420.96 (\$3,811.88 x 2 years, 11 months, 29 days) if paid by April 30, 2018 otherwise interest will accrue as allowed by law (1st year salary was \$38,118.77 based on actual wages with payroll provided by the Treasurer.)

General Business:

Michael Sibley disability application

Sandra Hanks, Board Chair called for the Board to enter into Executive session to discuss and decide the Board's legal options in regards to DALA decision instructing the board to request a medical panel examination for Michael Sibley. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:35 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

After some discussion the Board voted the following:

On a motion made by P. Mokrzecki, and a second by P. Light, the Board voted by roll call, on recommendation of Board Counsel, Michael Sacco to file objections with CRAB in regards to requesting

a medical examination for Michael Sibley. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

A motion to come out of executive session was made at 8:38 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

Alana Mankowsky

At 8:50 a.m. Ashley F. Walter, MTA Legal Services and Alan Mankowsky, former member joined the meeting.

Mass Teachers has made the following request that FRRS reverse policy and accept liability for the service when Alana Mankowsky “should have been a member”. If FRRS took the liability, Mass Teachers says they would waive the interest when Alana purchased the service.

What’s at play here is the amount of interest Alana would have to pay. Prior to 2013 Board policy was that FRRS would accept liability when the person “should-have-been-a-member”, and subsequently MTRS would waive the interest. In 2013 the FRRB changed the rules and decided to deny liability regardless of membership eligibility.

The Board discussed the matter and having heard from Ashley Walter and Alana Mankowsky the Board voted the following:

On a motion made by P. Mokrzecki, and a second by G. Voelker the Board voted unanimously to follow the current service liability policy and deny acceptance of liability for Alana Mankowsky regardless of eligibility.

Benefit verifications

Dale Kowacki, Executive Director asked the Board if staff can change how we do the retirees’ benefit verifications.

Do them every-other-year instead of annually

Require notarized signatures instead of inspect them every year for consistency

Send them with the July notice-of-deposits instead of the December NODs

Dale informed the Board that we are required by CMR 840, 15.01, to obtain affidavits of Retired Members and Beneficiaries, “no less frequently than once every two years,…”

After a brief discussion, the Board agreed to change to a biennial schedule, beginning July 2019 and require notarized signatures on the retirees’ benefit verifications.

On a motion made by G. Voelker, and a second by P. Mokrzecki the Board voted unanimously to change to a biennial schedule, beginning July 2019 and require notarized signatures on the retirees’ benefit verifications.

Review and approve 2017 Annual report

Dale Kowacki, Executive Director presented and reviewed the 2017 Annual report with the Board. The Board members signed and approved the annual report.

On a motion made by M. Stokarski, and a second by P. Light the Board voted unanimously to approve the 2017 Annual report.

Review and approve annual disclosures filed by managers with PERAC

The Board received, reviewed and acknowledged receipt of the Annual Vendor disclosures that our investment managers filed with PERAC.

On a motion made by P. Mokrzecki, and a second by P. Light the Board voted unanimously to approve the Annual Vendor disclosures filed by our investment managers with PERAC

Change July 31, 2018 meeting date.

The Board discussed changing the July meeting to accommodate Board members schedules.

After some discussion, the Board agreed to change the date of the July meeting to July 25, 2018, Wednesday 8:00 a.m.

Paul Mokrzecki left at 11:00 a.m.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

MARCH 28, 2018

Sandra Hanks, Board Chair called for the Board to enter into executive session to discuss and decide the Board's legal options in regards to DALA decision instructing the board to request a medical panel examination for Michael Sibley. Sandra in addition, stated that the Board would reconvene at the end of the Executive session.

At 8:35 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

Present: Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, Paul Mokrzecki, and Gabriele Voelker. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

A motion to come out of executive session was made at 8:38 a.m. and accepted by roll call vote. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

MARCH 28, 2018

Sandra Hanks, Board Chair called for the Board to enter into Executive session to investigate charges of criminal misconduct. In addition, Sandra Hanks stated that the Board would reconvene at the end of the Executive session.

At 8:14 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

Present: Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, Paul Mokrzecki, and Gabriele Voelker. Also present were Assistant Director Susan Bobe and Auditor Deb Frenzoz.

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

A motion to come out of executive session was made at 8:17 a.m. and accepted by roll call vote. Roll call vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye; Gabriele Voelker – aye.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
FEBRUARY 28, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes  
On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on January 30, 2018.

Payroll, Refunds, Transfers and Bills Warrants  
On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$851,393.61	
Refunds	39,675.46	
Transfers	1,159.06	
Invoices 14-17W	10,892.25	
Invoices 02-18W	129,654.54	
For a total of:		\$1,032,774.92

### Cash Transfer between Investments and Bank

On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$742,000 from PRIT Core Fund to Unibank to cover next month's warrants.

### Membership

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Aiken, Aaryn	08/29/2016	100%		MHR	Special Education Para
Allen, Christopher W	12/18/2017	100%		LEV	Driver/Equipment Operator/Laborer
Bashaw, Kirsten M	02/12/2018	100%		OGE	1:1 Paraprofessional
Desmarais, Nickolas L	02/12/2018	100%		MOH	Custodian
Ferris, Nathan J	12/18/2017	100%		OGE	Landfill Laborer
Hart, Tarrah C	02/12/2018	90%		OGE	Title 1 para
Killay, Colin P	01/02/2018	100%		OGE	Superintendent Highway, Cemetery, Parks
Lively, Kim M	12/21/2017	100%		OGE	Tax Collector
Rabtor, Bryn J	01/19/2018	100%		BER	Patrolman
New Positions					
Dufresne, Jr, Walter D	02/20/2018	100%		MOH	Maintenance Technician
Hamilton, Richard E	09/11/2017	100%		NTD	Highway Foreman
Holmes, Kevin R	02/20/2018	100%		MOH	Head Custodian
McKnight, Jr., Kevin D	12/18/2017	100%		OGE	Highway Laborer
Additional Position					
Black, Tomas	02/22/2018	100%		FRN	Assistant Ski Coach
Butler, Sarah	02/02/2018	100%		FRN	Receptionist
Capuano, Timothy	01/11/2018	100%		WTY	Substitute OST Teacher
Reinstated					
Pantermehl, Luke R.	04/30/2016		0%	ASH	Highway Laborer

### New Retirees:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Alden, Janice - the retirement package has been submitted to PERAC to retire Janice Alden for a Superannuation, Option B retirement allowance. Her last day of work was December 22, 2017 and her retirement benefit will begin on January 1, 2018. Ms. Alden was a group 1 member working as a cook for the Mahar Regional School District and as the Tax Collector for the Town of Warwick, accruing 14 years of creditable service.

Lynch, Daniel - the retirement package has been submitted to PERAC to retire Daniel Lynch for a Superannuation, Option A retirement allowance. His last day of work was January 17, 2018 and his retirement benefit will begin on January 19, 2018. Mr. Lynch was a group 1 member working as the Head Custodian for the Town of Orange elementary schools, accruing 24 years, 4 months of creditable service. The State Board of Retirement holds liability for 17 years, 5 days of the total service and the Worcester Regional Retirement System holds liability for 1 year, 11 months, 7 days of the total service.



Wells, Gina - the retirement package has been submitted to PERAC to retire Gina Wells for a Superannuation, Option A retirement allowance. Her last day of work was January 26, 2018 and her retirement benefit will begin on January 27, 2018.

Ms. Wells was a group 1 member working as the Library Manager for the Mohawk Regional School District, accruing 25 years, 6 months of creditable service.

Buybacks and Makeups:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following buyback and makeup:

Foxmyn, Wendy – current member in the Town of Deerfield has requested approval for purchase of non-membership service in the Town of Deerfield as a temporary Town Administrator. Ms. Foxmyn worked full time beginning 7/1/2013 and ending 2/5/2014. Allowable service of 7 months, 5 days may be purchased at a cost of \$4,514.39 if paid by 3/31/2018; otherwise interest will accrue as allowed by law.

Change of service previously approved:

On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to change service for the following service previously approved:

Pepyne, Edward – current member of MTRB, MTRB asked for a review of his service. In 2010 his record was transferred to MTRB stating a start date of 04/24/1996 and an end date of 12/31/2009. FRRS accepted 13 years, 8 months, 8 days. The member was an elected Moderator for the South Deerfield Water District. After researching this service, it is recommended that the FRRS liability be reduced to 13 years, 6 days. The reduction in service is due to additional information received from the unit informing us that his last day worked was 4/29/2009.

Deaths:

Cote, Alfred – Option C beneficiary of Donna Cote died 2/7/18. Mrs. Cote will pop-up to an Option A monthly benefit.

Newell, Catherine – Option A retiree since 10/05/1991, Ms. Newell was a cafeteria worker at the Hawlemont Regional Elementary School, accruing 24 years of creditable service. DOD was 2/12/18 at the age of 87.

Smith, Francis – Option B retiree since 10/01/2001, Mr. Smith was a fire fighter for the Town of Orange, accruing 32 years of creditable service. DOD was 01/26/18 at the age of 74. No annuity balance remains.

## General Business:

### Vote Retirees COLA for July 1

On a motion made by M. Stokarski and a second by G. Voelker, the Board voted (3-ayes, 1-opposed) to approve a 2% COLA for retirees starting July 1, 2018.

### Vote Reallocation of last year's budget line items

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following transfers between budget lines in 2017:

\$390.22 from: Management Fees

\$214.08 to: Health and Life Insurance

\$176.14 to: Service Contracts-Admin & Equipment

### Date for the Bond Manager interviews

The Board discussed the possibility of changing the April 11th date to perhaps April 4th due to some scheduling conflicts for Board members. After some discussion, the Board agreed to change the interviews to Thursday, April 12, 2018.

### Investment Consultant

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:50 a.m. and reviewed the fourth quarter returns for the investment portfolio. In discussing the 4th quarter investment results, Greg informed the Board that PRIT is opening up an emerging market sleeve and a value added fixed income sleeve that Boards may use to diversify their portfolios. Greg stated that the emerging market sleeve would offset the international class and the value added fixed income sleeve would be a boost to the fixed income class.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JANUARY 30, 2018

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Vice Chair, Paul Mokrzecki with Board Members Paula Light, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

### Review and Acceptance of Meeting Minutes

On a motion made by G. Voelker and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on December 20, 2017.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$851,649.39
Refunds	42,362.51
Transfers	0.00

Invoices 13-17W 59,723.75  
 Invoices 01-18W 328,997.02  
 For a total of:

\$1,282,732.67

**Cash Transfer between Investments and Bank**

On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$426,000 from PRIT Core Fund to Unibank to cover next month's warrants.

**Membership**

On a motion made by G. Voelker and second by P. Light, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Adams, Jr., Robert C	12/04/2017	100%		STB	Highway
Ahearn, Matthew P	11/21/2017	100%		BUC	Assistant Waste Water Operator
Boyden, Amy L	08/28/2017	90%		LEV	Para professional
Clemenzi, Darcee L	12/04/2017	100%		NSW	Food Service Director
Fillion, Peggy S	01/03/2018	100%		MHR	Assistant Cook
Herzig, Tara N	11/26/2017	100%		ROW	Café Assistant/Para
Littleton, Caitlin M	08/29/2017	100%	80%	FRN	Instructional Assistant
McCarthy, Scott C	01/02/2018	100%		SDW	Water Operator
New Positions					
Brown, Melissa S	12/11/2017	0%	50%	OGE	Speech Aide
LaRochelle, Amy K	11/15/2017	80%		DER	Cafeteria Assistant
Richardson, John	12/05/2017	100%		BER	Sergeant
Savinski, Christopher R	12/23/2017	100%		DER	Police Officer
Additional Position					
Dupree, Pamela	01/02/2018	100%		MOH	Curriculum Assistant
Herzig, Tara N	11/26/2017	100%		ROW	Library Staff
Niles, Christie S	01/08/2018	100%		MOH	Substitute Coordinator
Steer, Corey D	01/08/2018	100%		MOH	Custodian

**New Retirees:**

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following retirement:

Deyo, Jerilynn - the retirement package has been submitted to PERAC to retire Jerilynn Deyo for a Superannuation, Option A retirement allowance. Her last day of work was December 28, 2017 and her retirement benefit will begin on December 29, 2017. Ms. Deyo was a group 1 member working as the Collector for the Town of Orange, accruing 18 years, 1 month of creditable service.

**Accept Liability for Buybacks and Makeups Through Other Systems:**

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following change in service for service previously transferred/approved:

Goodrum, Kathleen – Massachusetts Teachers' Retirement System has asked FRRS for clarification of creditable service liability for their current member, Kathleen Goodrum. On 9/29/1995 her account of

\$6,883.34, \$5,745.72 in deductions and \$1,137.62 in interest, was transferred to MTRS. On 6/25/1996 the balance of her account of \$459.54, \$453.87 in deductions and \$5.67 in interest, was transferred to MTRS. No creditable service details were communicated at the time of the transfer. Kathleen was a library aide for the Orange schools for the period 9/1/1979 to 6/30/1981. She was an aide for Mahar for the period 9/26/1988 to 6/30/1994 and a teacher for Mahar for the period 9/1/1994 to 5/15/1995. In error, Mahar deducted FRRS deductions during the period 9/1/1994 to 5/15/1995. Creditable service was determined to be 8 years, 9 months, 5 days, 12 for 10 calc.

#### Buybacks and Makeups:

On a motion made by G. Voelker and a second by P.Light, the Board voted unanimously to approve the following buybacks and makeups:

Eno, Ki J – current member with the Town of Deerfield has requested a buyback of three refunds taken from the State Retirement Board, for which the State Board accepts liability, as follows:

10/31/1993-07/09/1994 - 8 months, 10 days. Total cost if paid by 02/28/2018 is \$5,386.78; otherwise interest will accrue as allowed by law.

03/22/1987-06/24/1989 – 2 years, 3 months, 3 days. Total cost if paid by 02/28/2018 is \$24,568.81; otherwise interest will accrue as allowed by law.

05/03/1980-10/07/1980 – 5 months, 5 days. Total cost if paid by 02/28/2018 is \$3,461.92; otherwise interest will accrue as allowed by law.

For the three refunds, the total service liability the State Board of Retirement accepts is 3 years, 4 months, 18 days at a total cost of \$33,417.51 if paid by 02/28/2018; otherwise interest will accrue as allowed by law.

Lengieza, Heather – current member in the Hawlemont Regional School District has part-time non-membership service as a cafeteria worker in the Hawlemont Regional School District eligible for purchase. Service eligible for purchase is between 11/28/2011 – 06/30/2016 for a total of 2 years, 2 months, 17 days. Using payroll records provided by the Hawlemont Regional School District, service is based on actual hours worked (2,988.50) on a 12 for 10 basis. Cost of the purchase is \$3,414.21 if paid by 02/28/2018; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was erroneously excluded from membership for the period 09/01/2016-10/15/2017 while working as a cafeteria worker and in the After School Program for the Hawlemont Regional School District. Total service allowed is 9 months, 13 days calculated at 70%. Cost of the purchase is \$1,312.44 if paid by 02/28/2018; otherwise interest will accrue as allowed by law.

Taylor, Lynn – Current member in Ashfield has requested a service purchase of her non-membership service beginning October 2011 through June 27, 2013. Ms. Taylor worked as the assistant municipal clerk, tax collector, and on special projects for the Town of Ashfield. Payroll records provided by the Town were used to determine total earnings and hours for the periods provided. Accepted service liability is hour for hour for a total of 11 months, 2 days at a cost of \$2,471.11 if paid by February 28, 2018 otherwise interest will accrue as allowed by law.

Foxmyn, Wendy – current member in the Town of Deerfield has requested approval for purchase of non-membership service in the Town of Amherst as a temporary Administrative Assistant and the Town of Greenfield as Interim Senior Center Director as follows. FRRS will accept creditable service of actual hours worked:

11/27/1995 – 8/13/1996 for a total of 4 months, 23 days. Using documentation from the Amherst Human Resources Department including a memo of hire/ agreement, hire forms and the total amount earned stated in a memo, the cost of the purchase is determined to be \$2,774.84 if paid by 02/28/2018; otherwise interest will accrue as allowed by law.

11/4/2002 – 4/10/2003 for a total of 4 months, 4 days. Using a spreadsheet of hours worked and pay earned from the Town of Greenfield, the cost of the purchase is determined to be \$2,573.18 if paid by 02/28/2018; otherwise interest will accrue as allowed by law.

#### Deaths:

Wozniak, Stanley – Option A retiree since 03/04/1995, Mr. Wozniak was a highway worker for the Town of Northfield, accruing 19 years, 2 months of creditable service. DOD was 12/23/17 at the age of 88.

#### General Business:

##### Change to Investment Managers' visit schedule

The Board members discussed and agreed to move the February Investment Managers' visit to November and have Greg McNeillie our Investment Consultant come in February for the yearly manager re-bid as well as the EOY results.

##### Annual Retirees COLA for July 1

After some discussion, the Board decided to defer this until the February Board meeting when all board members are present.

##### Increase Retirees' COLA Base

On a motion made by G. Voelker, and a second by P. Light, the Board unanimously voted to leave the maximum COLA base for the retirees' annual COLA at \$17,000.

##### Travel approval for MACRS meetings

On a motion made by P. Light, and a second by M. Stokarski, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2018 MACRS meeting on Cape Cod, and the Fall 2018 MACRS meeting.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
 BOARD MEETING MINUTES

DECEMBER 20, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:10 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzozos.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on November 29, 2017.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$847,300.44	
Refunds	358.34	
Transfers	34,375.71	
Invoices 12-17W	32,546.14	
Invoices 0A-18W	5,737.48	
For a total of:		\$920,318.11

Cash Transfer between Investments and Bank

On a motion made by P. Light and a second by G. Voelker, the Board, voted unanimously to transfer \$722,000 from PRIT Core Fund to Unibank to cover next month’s warrants.

Membership

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
Baker, Barton G	11/29/2017	100%		MOH	Para professional
Belder, Brian	11/20/2017	100%		WTY	Laborer/Highway
Bragdon, Owen N	11/30/2017	100%		HLT	Para professional
Cooley, Adam R	11/19/2017	100%		OGE	Patrolman
Hatt, Deborah J	10/30/2017	100%		MOH	Para professional
Kilburn, Danielle M	10/19/2017	100%		HLT	Para professional

Menges, Adrienne M	11/13/2017	100%		OGE	CD Administrator
Milewski, Aaron	11/13/2017	80%		FRT	Maintenance
Pirozhkov, Alexander S	11/14/2017	100%		NTD	Police Officer
Teluwo, Samuel O	11/14/2017	50%		FCH	Property Management Assistant
New Positions					
Kilburn, Danielle M	11/13/2017	100%		MOH	Para professional
Delusa, Mary-Elizabeth	11/06/2017	100%		FRN	Food Service Director
Bassett, Jason	12/06/2017	100%		GIL	Police Sergeant
Additional Position					
Smith, Robert E	12/01/2017	70%	90%	BER	Custodian - Town Hall

#### New Retirees:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to approve the following retirement:

Clark, Jaqueline – the retirement package has been submitted to PERAC to retire Jacqueline Clark for a Superannuation, Option B retirement allowance. Her last day of work was October 31, 2017 and her retirement benefit will begin on November 1, 2017. Ms. Clark was a group 1 member serving the Ashfield Elementary School, accruing 30 years, 11 months of creditable service.

#### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by G. Voelker and a second by P.Light, the Board voted unanimously to approve the following buybacks, makeups and to change service for service previously transferred/approved:

Marshall, Kare – Massachusetts Teachers' Retirement System has asked FRRS for clarification of creditable service liability for their current member, Kare Marshall. On 11/30/1994 her account of \$220.08, \$213.42 in deductions and \$6.66 in interest, was transferred to MTRS. No creditable service details were communicated at the time of the transfer. Kare was a substitute for Bernardston and Pioneer for the period November 1991 to May 1992 and again in June 1993. She was an aide for Northfield Elementary School for the period 9/21/1993 to 11/12/1993. Creditable service was determined to be 2 months, 25 days, 12 for 10 calc.

Wells, Gregory – Massachusetts Teachers' Retirement System has asked FRRS to accept creditable service liability if their current member, Gregory Wells, re-deposits refunds taken from this system. Refunds were taken on four different dates totaling \$20,044.92, \$16,218.49 in deductions and \$3,826.43 in interest. Gregory worked as an aide in Conway and Sunderland and also worked for the Franklin County Jail. Creditable service for FRRS was determined to be 10 years, 6 months, 2 days and MTRS accepts liability for 5 years, 10 months. Service with FRRS was for the periods 7/1/80-3/31/1988, 1/1/1989-9/30/1991, 11/14/1991-1/05/1993 and 11/1/1993-11/30/1993. MTRS service was for the period 9/1/1974-6/30/1980.

#### Buybacks and Makeups:

Hopkins, Susan – current member with the Mohawk Regional School District has requested a buyback of a refund taken from the State Board of Retirement for time worked 10/25/1992 to 09/24/1994. The State Board of Retirement will accept service liability of 1 year, 8 months, 5 days. Total cost is \$5,744.64 if paid by January 31, 2018; otherwise interest will accrue as allowed by law.

## Deaths:

Corey, Barbara – Option A retiree since 3/31/1984, Ms. Corey worked as a reading tutor at Mahar, accruing 10 years, 1 month of creditable service. DOD was 12/14/17 at the age of 90.

## General Business:

### Staff evaluations

The members of the Board discussed and reviewed the staff evaluations. In view of the positive staff evaluations, the Board voted the following:

On a motion made by G. Voelker and a second by M. Stokarski, the Board voted unanimously to award a 2.28% merit increase to all staff effective January 1, 2018.

### Current Year Budget

Susan Bobe, Assistant Director analyzed the budget to determine what we will need to finish the year and determined that no additional funds are needed.

No action, or votes, taken at this time.

### Investment Manager Meetings

Dale Kowacki, Executive Director, presented the Board with a 2018 schedule for quarterly meetings with our Investment Managers. Upon review by the Board the schedule was accepted as presented.

Wednesday, February 28, 2018 - Greg (8:30 am)

Systematic (9:00 am)

Aberdeen (9:30 am)

PRIT/PRIM (10:00 am)

Wednesday, May 30, 2018 - Greg (8:30 am)

Polen (9:00 am)

O'Shaughnessy (9:30 am)

Wednesday, August 29, 2018 - Greg (8:30 am)

Seizert (9:00 am)

IR&M (9:30 am)

Wednesday, November 28, 2018 - Greg only (8:30 am)

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

NOVEMBER 29, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.



A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on October 31, 2017.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$850,991.27	
Refunds	25,189.01	
Transfers	45,509.02	
Invoices 11-17W	61,279.02	
Invoices 00-18W	1,125.00	
For a total of:		\$984,093.32

#### Cash Transfer between Investments and Bank

On a motion made by P. Light and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$725,000 from PRIT Core Fund to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:

E	HIRE DATE	C.S. %	New %	UNIT	POSITION
on, Dorothy A	11/07/2017	60%		PNR	Assistant Data Coordinator
on, Rebecca J	10/19/2017	100%		MOH	Para Professional
udhri, Tahir M	10/23/2017	90%		PNR	Instructional Assistant
r, Melanie	10/16/2017	50%		FCH	Housing Counselor
, Andrea L	10/23/2017	90%		OGE	Assessor's Office Manager
ell, Ray M	11/06/2017	100%		MOH	Maintenance Tech
cavitch, Jennifer L	10/23/2017	100%		FCH	Leased Housing Representative
ieza, Heather M	10/16/2017	70%		HLT	Cafeteria Assistant
sina, Mark S	09/18/2017	90%		MNR	Para Professional
ca, Kayla M	10/16/2017	90%		PNR	Instructional Assistant
ay, Carolyn D	10/16/2017	100%		FCH	Homebase Administrator
, Christie S	11/06/2017	100%		MOH	Secretary
am, Daniel N	10/16/2017	90%		PNR	Instructional Assistant
lan, Cara S	08/29/2017	100%		DER	Instructional Assistant
l, Sarah E	09/18/2017	100%		MNR	Behavior Aide/Para

oda, Alexis M	10/30/2017	50%	MOH	Before and After School Coordinator
mpson, Tami J	10/10/2017	100%	FRN	Instructional Assistant
ace, Jennifer K	10/30/2017	100%	DER	Town Clerk Assistant

#### Positions

arceski, Tracy	12/04/2017	100%	ERV	Long-term substitute teacher
assa, Kylee M	08/28/2017	100%	HLT	Teacher

#### Additional Position

er, Christine	07/03/2017	100%	DER	Summer Camp Counselor
uano, Timothy	09/18/2017	100%	SND	OST Teacher
uano, Timothy	07/03/2017	100%	DER	Summer Camp Counselor
ek, Jacquelyn	07/03/2017	100%	DER	Summer Camp Counselor
n, Doloris	07/03/2017	100%	DER	Summer Camp Nurse
sseur, Rosina	07/03/2017	100%	DER	Summer Camp Counselor
ale, Megan	07/03/2017	100%	DER	Summer Camp Counselor
ola, Dorothy	07/03/2017	100%	DER	Summer Camp Group Leader
van, Jean	07/03/2017	100%	DER	Summer Camp Counselor
s, Jeremy	07/03/2017	90%	DER	Summer Camp Group Leader
e, David	07/03/2017	100%	DER	Summer Camp Group Leader/Counselor

#### New Retirees:

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve the following retirements:

Belder, Ronald - the retirement package has been submitted to PERAC to retire Ronald J. Belder for a Superannuation, Option B retirement allowance. His last day of work was November 3, 2017 and his retirement benefit will begin on November 4, 2017. Mr. Belder was a group 1 member working as a truck driver for the Town of Whately, accruing 31 years, 10 months of creditable service.

Hastings, David – the retirement package has been submitted to PERAC to retire David Hastings for a superannuation, Option C retirement allowance. His last day of work was September 14, 2017 and his retirement benefit will begin on September 15, 2017. Mr. Hastings was a group 4 member serving as the police chief for the Town of Gill, accruing 35 years, 3 months, of which the State Board of retirement holds 5 years, 8 months plus an additional 2 years, 11 months of shared liability with FRRS.

Nichols, Alan - the retirement package has been submitted to PERAC to retire Alan Nichols for a Superannuation, Option C retirement allowance. His last day of work was October 27, 2017 and his retirement benefit will begin on October 28, 2017. Mr. Nichols was a group 1 member working as an assistant wastewater operator for the Towns of Buckland and Ashfield, accruing 12 years, 3 months of creditable service.

Palmer, David – the retirement package has been submitted to PERAC retire David C. Palmer for a Superannuation, Option C retirement allowance. His last day of creditable service was 05/01/2011 and

his retirement benefit will begin on September 14, 2017. Mr. Palmer was a group 1 member serving the Town of Leverett as an elected Assessor, accruing 23 years, 1 month of creditable service.

#### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks, makeups and to change service for service previously transferred/approved:

Chaffee, Sherry – State Board of Retirement has asked FRRS to accept creditable service liability if their current member, Sherry Chaffee, re-deposits a refund taken from this system. The refund taken on 6/30/1990 was for \$1,210.32, deductions only. Sherry was a self-contained aide for the Mohawk Regional School District. Creditable service was determined to be 1 year, 9 months, 19 days, 12 for 10 calculation, for the period 9/1/1988 to 5/2/1990.

Putala, Jill – Massachusetts Teachers' Retirement System has asked FRRS to accept creditable service liability if their current member, Jill Putala, re-deposits a refund taken from this system. The refund taken on 1/30/1998 was for \$1,572.01, deductions only. Jill was an instructional assistant for the New Salem/Wendell Union School District and for the Town of Conway. Creditable service was determined to be 2 years, 12 for 10 calculation, for the period 9/1/1994 to 6/30/1996.

#### Buybacks and Makeups:

Harding, Thomas – current member in the Town of Shutesbury has requested a make-up of service prior to his enrollment on 08/22/2005. Service is for work as a part-time Police Officer for the Town of Hadley for the period 04/19/1999 – 03/15/2002. Service is based on actual hours worked, determined by reviewing Town of Hadley payroll records, for a total of 4 months, 24 days at a cost of \$1,596.87 if paid by 12/31/2017; otherwise interest will continue to accrue as allowed by law.

#### Change of service previously approved:

Blanchard, Sabrina – on 10/26/2010 the Board voted to accept 7 years, 13 days of liability for service between 6/24/1999 to 07/07/2006 as the Early Childhood Secretary and part-time OST aide for the Pioneer Valley Regional School District. Sabrina is a current member of the Montague Retirement System and is requesting a buyback of her time with FRRS. A review of her file determined her creditable service should be revised down to 7 years based on service dates of 9/01/1999 to 6/30/2006 provided by Pioneer.

#### Grant Service for Unpaid Leaves:

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following creditable service:

Jacqueline Clark - Staff is requesting one month of creditable service as allowed by MGL c.32 §4(1)c for Jacqueline Clark, school secretary for the Ashfield Elementary School. Ms. Clark, a pending retiree with 31 years of service, was on unpaid medical leave from 11/3/2015 through 12/23/2015, returning to paid service effective 12/24/2015.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Lannon, Christopher – Current member working as the Police Chief in the Town of Colrain, Mr. Lannon has requested 4(2)b full-time service for a 5 year period of part-time police work beginning 7/9/2003 through 7/8/2008. Payroll records have been obtained from the town treasurer to complete the worksheet for this service purchase totaling \$557.82 if paid in full by 12/31/2017 otherwise interest will accrue as allowed by law.

#### Deaths:

Brynda, Josef – Option C retiree since 08/31/2012, Mr. Brynda worked as a custodian for the Frontier Regional School District, accruing 40 years, 4 days of creditable service. DOD was 11/23/17 at the age of 75. His son, Ryszard Brynda, is his Option C beneficiary.

## General Business:

### Board Meeting Schedule for 2018

The members of the Board were in agreement to continue the regular monthly meeting schedule generally the last Wednesday of each month, at 8:00 a.m., beginning January, the first meeting of the year will be Tuesday, January 30, 2018 as well as the following exceptions - Tuesday, April 24, 2018, Tuesday, July 31, 2018, Tuesday, October 30, 2018 and Wednesday, December 19, 2018 (the third Wednesday). (see addendum A to these minutes for copy of calendar).

### Investment Consultant

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:27 a.m. to review the 3rd quarter investment results and present research done by Dahab in regards to the Fixed Income manager bids.

In discussing the 3rd quarter investment results, Greg informed the Board that PRIT is opening up an emerging market sleeve and a value added fixed income sleeve that Boards may use to diversify their portfolios. Greg also stated that small cap growth has been "on fire".

The Board asked Greg about PRIM private equity options. Greg stated that we already have private equity (5%) with PRIT Core Fund.

The Board asked Greg about the IR&M paper on pending tax reform and changes at the Federal Reserve. Greg told the Board that this paper was information about the markets.

### Proposals from Fixed Income managers:

At its August 30, 2017 meeting, the Board asked Mr. McNeillie to conduct a search for Fixed Income managers, and to bring to this meeting his recommendations to the Board.

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to interview four (4) Fixed Income Managers to manage a Fixed Income for the benefit of the retirement system.

The Board selected the following four managers, from the pool of 31 that submitted proposals, to be interviewed in 30 minute intervals by the Board on January 17, 2018 starting at 8:30 a.m.

Western Asset Management  
Loomis, Sayles Company, L.P.  
Wellington Management Company  
Income Research + Management

### Updated Investment Policy

Dale Kowacki, Executive Director presented to the Board the updated Investment Policy for approval. The new investment policy replaces Daruma Ginkgo with Aberdeen Asset Management as a small cap manager to manage a small cap fund for the benefit of the retirement system (see addendum B).

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to adopt the new investment policy, which replaces Daruma with Aberdeen to manage a Small Cap Fund for the benefit of the retirement system.

2018 BOARD MEETING DATES  
Wednesdays (generally) at 8:00 am

JANUARY	30 (T)
FEBRUARY	28 (W)
MARCH	28 (W)
APRIL	24 (T)
MAY	30 (W)
JUNE	27 (W)
JULY	31 (T)
AUGUST	29 (W)
SEPTEMBER	26 (W)
OCTOBER	30 (T)
NOVEMBER	28 (W)
DECEMBER	19 (W)

Addendum A

**FRANKLIN REGIONAL RETIREMENT SYSTEM  
INVESTMENT POLICY  
With revisions effective: April, 2017**

**I. PURPOSE OF INVESTMENT GUIDELINE STATEMENT**

The Franklin Regional Retirement System has been created under the laws of the State of Massachusetts and funded to provide retirement benefits for those employees who through their years of service have earned a right to a pension benefit. The purpose of this fund is to provide for the accumulation and distribution of money in an actuarially sound fashion over the years of the employees' service and subsequent retirement. This document is designed to set forth the policies and guidelines for those who administer and invest the funds in the portfolio.

The Retirement System Pension Board of Trustees maintains that an important determinant of future investment returns is the expression and periodic review of the Fund's investment objectives. To that end, the Trustees have adopted this statement of Investment Guidelines.

In fulfilling their fiduciary responsibility, the Trustees recognize that the retirement system is an essential vehicle for providing income and benefits to retired participants and/or their beneficiaries. The Board also recognizes that the obligations of the Fund are long-term and that the investment policy should be made with a view toward performance return over a number of years. The general investment objective, then, is to obtain a reasonable total rate of return, defined as interest and dividend income plus realized and unrealized gains or losses, commensurate with the Prudent Investor Rule and any other applicable statute or requirement.

A reasonably consistent and adequate return, protection of the assets against the inroads of inflation, and absolute safety of the assets are paramount. However, the volatility of interest rates and securities markets make it necessary to judge results within the context of several years rather than over short periods of one or two years. Performance will be measured quarterly.

**II. MASSACHUSETTS LAWS**

Since the Franklin Regional Retirement System is a defined benefit plan as defined and set forth by Massachusetts laws, Chapter 32, certain investment procedures and restrictions set forth under these regulations must be followed. If at any time this document is found to be in conflict with Massachusetts laws, the statute shall prevail.

Although this fund is not subject to the Employee Retirement Income Security Act (ERISA), the Board and all of its agents comply with the standards set forth in ERISA. Therefore, all of the individuals associated with the plan should act within the confines of that statute. Where not specifically indicated, the actions or decisions of the individuals are to be governed by the prudent investor rule.

Additionally:

EVERY FIDUCIARY SHALL:

- Discharge his or her duties for the exclusive purpose of providing benefits to the Franklin Regional Retirement System members and their beneficiaries and defraying reasonable expenses of administering the Plan;
- Act with care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims;
- Diversify investments of the Franklin Regional Retirement System so as to minimize the risk of large losses unless under the circumstances it is clearly not prudent to do so, and;
- Operate in accordance with the Franklin Regional Retirement System procedures, documents and instruments.

NO FIDUCIARY SHALL:

- Deal with the Franklin Regional Retirement System assets for his or her own account or his or her own interest, or;
- Act in any matter affecting the retirement system on behalf of any person or organization whose interests are adverse to the interests of the Franklin Regional Retirement System, its members or beneficiaries.

### III. INVESTMENT PERFORMANCE OBJECTIVES

Based upon the Fund's latest actuarial report, the Trustees have established long-term goals for the overall investment portfolio consistent with the liabilities of the Fund. At a minimum, the Fund in aggregate needs to earn a compound annualized rate of return over time of 8.0%.

#### A. Total Fund Performance

The performance of the total fund will be measured each quarter for rolling three and five year periods. These periods are considered sufficient to accommodate the different market cycles commonly experienced with investments. In addition to achieving the required actuarial rate of return, the total return of this portfolio is expected to exceed the return of the calculated model index as provided by the consultant. The model index is defined as a composite of passive indices whose composition is determined each quarter based on the plan's actual allocation mix.

#### B. Domestic Equity Performance

The equity portion of the portfolio is expected to perform at a rate greater than a custom index composed of 37.0% Russell 2000, 44.0% S&P 500 and 19.0% S&P 400 indices.

#### C. Fixed Income Performance

The fixed income portion of the portfolio is expected to perform at a rate greater than the Lehman Aggregate Index and/or in the top 40% of an appropriate broad market fixed income universe.

While the Trustees acknowledge that market conditions can produce periods where such returns are difficult to achieve, the advisor is expected to contribute to meeting the long term objectives of the plan as well as others set forth in this document.

### IV. BROKERAGE

Investment managers shall use their best efforts to ensure that portfolio transactions are placed on a "best execution" basis. Brokerage transactions should not be directed to any firm if in doing so, taking all factors into consideration, the Fund will incur a disadvantage with respect to the market price of the security. Further, irrespective of any obligations to pay for services engaged by either the investment managers or the Trustees, only transactions that would normally be made for the Fund in the absence of such obligations should be executed.

### V. PROXY VOTING

Responsibility for the exercise of ownership through proxy solicitation shall rest solely with the investment managers. Guidelines for voting proxies will be listed in individual manager guidelines.

### VI. ASSET ALLOCATION

The Board of Trustees has currently adopted the following asset allocation at market value:

	<u>% allocated</u>	<u>Corresponding Index</u>
Diversified Investment	45.0%	Customized
Separately Managed Domestic Stocks	27.0%	Customized
International Stocks	5.0%	MSCI ACWI-ex US
Separately Managed Domestic Bonds	13.0%	Barclay's Aggregate Bond Index
Real Estate	10.0%	NCREIF Real Estate Index

Although cash is not included in the asset allocation of the Fund, the Trustees realize the need to provide liquidity to pay obligations as they come due. Surplus cash flows, additional contributions, and investment manager cash will be utilized to pay obligations of the Fund and periodic re-balancing of the assets. The Fund's investment manager(s) shall be kept informed of the liquidity requirements of the Fund, and to the extent possible, avoid untimely sales of assets which could be detrimental to the performance of the Plan.

## VII. MANAGEMENT STRUCTURE

To diversify plan assets so as to minimize the risk associated with dependence on the success on one enterprise, the Board of Trustees has decided to employ a multi-manager team approach to investing plan assets.

Investment managers will be employed to utilize individual expertise within their assigned area of responsibility. Each manager will be governed by individual investment guidelines. Separate manager guidelines for each investment manager shall serve as addenda to this Policy. Commingled funds will be governed by the guidelines adopted by said fund and reviewed during the contract negotiation process.

The asset management structure at market value is currently as follows:

	<u>Target</u>	<u>MINimum</u>	<u>MAXimum</u>
<b><u>Diversified Investments:</u></b>	<b><u>45.0%</u></b>	<b><u>35.0%</u></b>	<b><u>55.0%</u></b>
PRIT Fund *	45.0	35.0	55.0
<b><u>Domestic Stocks:</u></b>	<b><u>27.0%</u></b>	<b><u>22.0%</u></b>	<b><u>32.0%</u></b>
<i>Large Cap Stocks:</i>			
O'Shaughnessy A.M. (Active LC Value)	6.0	0.0	10.0
Polen Capital Mgmt (Active LC Growth)	6.0	0.0	10.0
<i>Mid Cap Stocks:</i>			
Spizart (Active Mid Cap)	5.0	0.0	7.5
<i>Small Cap Stocks:</i>			
Aberdeen A.M.(Active Small Cap) *	5.0	0.0	7.5
Systematic A.M. (Active Small Cap)	5.0	0.0	7.5
<b><u>International Stocks:</u></b>	<b><u>5.0%</u></b>	<b><u>0.0%</u></b>	<b><u>7.5%</u></b>
PRIT International Sleeve *	5.0	0.0	7.5
<b><u>Domestic Bonds:</u></b>	<b><u>13.0%</u></b>	<b><u>10.0%</u></b>	<b><u>16.0%</u></b>
Income Research and Management *	13.0	10.0	16.0
<b><u>Real Estate:</u></b>	<b><u>10.0%</u></b>	<b><u>0.0%</u></b>	<b><u>12.5%</u></b>
PRIT R/E Sleeve *	10.0	0.0	12.5

\* Denotes Commingled Fund

## VIII. IMPLEMENTATION

All monies invested for the Plan by the investment managers after the adoption of these Investment Guidelines shall conform to this statement.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

---

fgr: Franklin Regional Retirement System



A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

On a motion made by G. Voelker and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on September 27, 2017.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$838,588.26	
Refunds	26,981.35	
Transfers	59,987.32	
Invoices 09-17Wa	300.00	
Invoices 10-17W	126,822.45	
For a total of:		\$1,052,679.38

**Cash Transfer between Investments and Bank**

On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$610,000 from PRIT Core Fund to Unibank to cover next month’s warrants.

**Membership**

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the new members, new positions, and additional positions as follows:

NAME	HIRE DATE	C.S. %	New %	UNIT	POSITION
...y, Jeffrey A	10/02/2017	100%		LEV	Head Custodian
...r-DeKater, Ruben	08/28/2017	100%		MOH	Paraprofessional
...ers, Ryan S	10/10/2017	100%		ERV	Fireman
...han, Jessica H	08/29/2017	100%		SND	Instructional Assistant
...ish, Lisa A	09/25/2017	100%		FCH	Director of Finance
...andes, Daniel P	10/09/2017	100%		STB	Police Officer
...ins, Dawn M	08/28/2017	100%		SND	Instructional Assistant
...on-Clark, Emily R	08/29/2017	90%		PNR	Instructional Assistant
...ard, Karen A	08/29/2017	90%		PNR	Paraprofessional
...son, Andrew P	08/28/2017	100%		STB	Paraeducator
...s, Dara	08/28/2017	90%		STB	Paraprofessional

anca, Carlo T	09/21/2017	100%		ERV	Assistant Custodian
ue, Lee Ann	08/29/2017	90%		PNR	1:1 Instructional Assistant
son, Kirsten L	08/29/2017	100%		SND	Instructional Assistant
cio, Nicholas S	08/29/2017	90%		PNR	Permanent Long Term Sub
ay, Nicholas D	08/21/2017	100%		PNR	Computer Technician
er-Brown, Miranda K	08/29/2017	90%		PNR	Instructional Assistant
apati, Radha	09/11/2017	100%		SND	Instructional Assistant
s, Susan B	08/29/2017	90%		PNR	Instructional Assistant
iguez, Jeanine M	09/18/2017	100%		FCH	Property Manager
y, Janet S	10/10/2017	60%		WTY	Administrative Assistant
sey, Robert W	09/05/2017	100%		SDF	Firefighter
enyuk, Theresa M	08/29/2017	90%		PNR	Instructional Assistant
d, Melissa J	08/29/2017	100%		PNR	Kitchen Helper
Positions		C.S. %	New %		
uano, Timothy	09/18/2017	100%		FRN	Student Services Assistant
hack, Wayne	08/15/2017	100%		ROW	Custodian
ra, Amanda J	08/28/2017	100%	90%	HLT	Paraprofessional
itional Position					
n, Dolores	08/30/2017	100%		SND	OST Nurse
law, Brooke	09/05/2017	100%		DER	Pre K assistant, extended daycare

#### New Retirees:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to approve the following retirements:

Benson, Deborah - the retirement package has been submitted to PERAC to retire Deborah Benson for a Superannuation, Option A retirement allowance. Her last day of work was September 18, 2017 and her retirement benefit will begin on September 19, 2017. Ms. Benson was a group 1 member working in the kitchen for the Mohawk Regional School District, accruing 13 years of creditable service.

Bunker, Gary - the retirement package has been submitted to PERAC to retire Gary Bunker for a Superannuation, Option C retirement allowance. His last day of work was August 25, 2017 and his retirement benefit will begin on September 20, 2017. Mr. Bunker was a group 1 member working as the Director of Technology for the Ralph C. Mahar Regional School District, accruing 12 years, 11 months of creditable service.

Schmidt, Stephen - the retirement package has been submitted to PERAC to retire Stephen Schmidt for a Superannuation, Option A retirement allowance. His last day of work was August 16, 2017 and his retirement benefit will begin on August 17, 2017. Mr. Schmidt was a group 1 member working as an administrative assessor for the Town of Leverett and as an assessor for the Town of Shutesbury, accruing 17 years, 3 months of creditable service.

Curtis, Priscilla - the retirement package has been submitted to PERAC to retire Priscilla Curtis for a Superannuation, Option A retirement allowance. Her last day of work was September 30, 2017 and her retirement benefit will begin on October 1, 2017. Ms. Curtis was a group 1 member working as the Sanitation Department Superintendent for the Town of Orange, accruing 26 years, 7 months of creditable service.

#### Buybacks and Makeups:

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following buybacks of creditable service:

Carey, Jill – current member with the Franklin County Regional Housing & Redevelopment Authority has requested a buyback of a refund taken from the State Board of Retirement for time worked 09/12/1993 to 11/01/2003. The State Board of Retirement will accept service liability of 10 years, 1 month, 20 days. Total cost is \$30,657.69 if paid by November 30, 2017; otherwise interest will accrue as allowed by law.

Mallet, BettyLou – current member in New Salem/Wendell Union School District has requested a make-up of part-time non-membership service prior to membership eligibility between August 4, 1997 and January 1, 1998. Service was as the Treasurer/Tax Collector Clerk for the Town of Erving. The Treasurer has provided payroll records. Creditable service of 1 month, 14 days has been determined by actual hours worked using the gross wages divided by 2 times the Massachusetts minimum hourly wage for each year of data provided. The cost is \$480.34 if paid by November 30, 2017; otherwise interest will accrue as allowed by law.

Wilcox, Toni – current member in the Mohawk Regional School District has requested a make-up of part-time non-membership service prior to membership eligibility between January 22, 1985 and June 30, 1985. Service was as a teacher aide for the Buckland-Shelburne Regional School. W2 and appointment letter have been obtained. Allowable service is calculated using hour for hour, for a total of 300 hours equal to 2 months, 20 days of creditable service, 12 for 10 calculation. The cost is \$361.15 if paid by November 30, 2017; otherwise interest will accrue as allowed by law.

#### General Business: 2018 Budget

The budget was presented to the Board with changes to the Board stipends line and the investment management fees line to reflect the 4.34% increase to the four board member stipends, and an increase to the projected management fees for 2018.

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted to approve the budget as presented for a total of \$1,444,905.00.

Minimum wage versus double the minimum wage for service purchases.

In May 2009 the Board voted using minimum wage (State) to determine service to grant call firefighters, and then in June 2009 the Board voted to use double the minimum wage (State) to determine service in stipended positions. The question is, does the Board believe that the June vote retroactively updates the May vote?

May 27, 2009 –

2) Creditable Service for Call Firefighters

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to determine the actual hours worked for call firefighters, by dividing the earnings by the known hourly rate for those wages, and if the hourly rate is not known, to use the corresponding Massachusetts minimum hourly wage for each particular time period.

This vote assumes that call fire fighters are intermittent, unscheduled employees and accrue creditable service as actual hours worked.

June 30, 2009 –

4) Use of Minimum Wage for Calculating Service

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously that in the case of appointed officials or employees purchasing creditable service for time prior to becoming a member, when actual hours worked cannot be determined, or when the position was salaried or stipend, the hours can be determined by using double the Massachusetts minimum wage for that period.

After a brief discussion, the Board left the votes as-is.

No action taken.

Discuss new Open Meeting rules.

Dale Kowacki, Executive Director presented the revisions to the Open Meeting Law regulations, a brief discussion of the pertinent changes followed.

Stock Market Corrections

Dale Kowacki, Executive Director provided materials to support discussion of how well, or not, the system is prepared to absorb a downturn in the “market”. The conversation was intended as preparation for asking the question of the Board’s investment consultant at the November 2017 board meeting.

Bitcoin, Cryptocurrency, Blockchain

Dale Kowacki, Executive Director provided reading materials and described the meaning, technology, and possible future use of blockchain technology and related cryptocurrencies being reported in mainstream press.

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

Paul Mokrzecki arrived at 8:05 a.m.

On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on August 30, 2017.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$832,721.69	
Refunds	51,743.19	
Transfers	11,217.39	
Invoices 09-17W	39,827.65	
For a total of:		\$935,509.92

#### Cash Transfer between Investments and Bank - September

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board, voted unanimously to transfer \$125,000 from PRIT International Fund to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the new members and additional positions as follows:

#### Membership

t, Norie	08/28/2017	100%	MOH	Para Professional
s, Elizabeth C	08/29/2017	100%	SND	Instructional Assistant
Fallon M	8/22/2017	100%	OGE	Occupational Therapy Asst.
aiuto, Kirsten E	08/29/2017	100%	DER	Instructional Aide
ult, Brandon R	09/19/2017	100%	ERV	Fire Fighter II/EMT-B
ona, Elizabeth A	08/22/2017	100%	OGE	Para Professional
y, Jill S	08/14/2017	100%	FCH	Admin. Assistant
tenson, Nina E	09/05/2017	100%	HLT	Para Professional
rningshield, Brian C	09/18/2017	100%	ROW	Heavy Equipment Operator
Ki J	08/10/2017	100%	DER	Admin. Assistant
er, Michelle L	08/21/2017	80%	ERV	Office Asst./Cafeteria
law, Brooke A	08/29/2017	100%	DER	Instructional Assistant

as, Ashley M	08/29/2017	100%	CON	Instructional Assistant
kins, Susan L	08/28/2017	100%	MOH	Para Professional
e, Sara M	08/29/2017	100%	DER	Instructional Assistant
er, Michelle R	09/01/2017	80%	MHR	Cafeteria - Dishwasher
ey, Thomas H	08/28/2017	100%	MOH	Para Professional
tz, Wendy L	08/25/2017	100%	MOH	After School Coord/Café Helper
asco, Mark T	08/28/2017	100%	MOH	Para Professional
ella, Katelyn	08/29/2017	90%	WTY	Pre-School Coordinator
t, Kyle J	07/31/2017	100%	DER	Assistant Building Commissioner
bee, Karen M	08/28/2017	100%	MOH	Para Professional
r, Corey D	08/24/2017	100%	MOH	IT Assistant
bt, Andrea E	08/21/2017	60%	FRT	Call Center Representative
os, Gregory A	08/14/2017	80%	MOH	Athletic Director
ner, Ann M	08/29/2017	100%	DER	Instructional Assistant
d, Catherine A	08/22/2017	100%	OGE	Occupational Therapist
man, Ashley N	08/28/2017	100%	HLT	Para Professional
, Brittany A	08/28/2017	100%	MOH	Para Professional
oski, Jessalyn L	08/28/2017	60%	NSW	Assistant Secretary

Positions				
ert, Karen L	08/28/2017	100%	MOH	Para Professional
-ortega, Anthony R	08/21/2017	100%	FCH	Maintenance/Mechanic/Laborer
cki, Sean A	06/05/2017	100%	LEV	Police Officer
ron Hanson, Janice	08/28/2017	100%	HLT	Para Professional/Teacher

Additional Positions		Prior %	New %	
e III, Clifford F	08/08/2017	100%		ROW Temporary Custodian
rs, Joan	09/06/2017	100%		MOH Speech Tutor

#### New Retirees:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Jernstrom, Erik - the retirement package has been submitted to PERAC to retire Erik Jernstrom for a Superannuation, Option C retirement allowance. His last day of work was July 7, 2017 and his retirement benefit will begin on August 2, 2017. Mr. Jernstrom was a group 1 member working in maintenance for the Franklin County Regional Housing & Redevelopment Authority, accruing 15 years, 2 months of creditable service.

Shedd, Roxene - the retirement package has been submitted to PERAC to retire Roxene Shedd for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 13, 2017. Ms. Shedd was a group 1 member working as an assistant cafeteria manager for the Pioneer Valley Regional School District and as an on-call firefighter for the Town of Bernardston, accruing 30 years of creditable service.

Ahearn, Robert - the retirement package has been submitted to PERAC to retire Robert Ahearn for a Superannuation, Option C retirement allowance. His last day of work was June 30, 2017 and his retirement benefit will begin on July 3, 2017. Mr. Ahearn was a group 4 member working as the Town of Sunderland Fire Chief, accruing 18 years 8 months of creditable service.

#### Buybacks and Makeups:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks of creditable service:

Jacobson-Carroll, Elizabeth – current member in the Town of Buckland has requested a buyback of a refund taken from the Middlesex County Retirement System for time worked 09/08/1994 to 05/26/1995. Middlesex County Retirement System will accept service liability of 8 months, 18 days. Total cost is \$5,619.39 if paid by October 31, 2017; otherwise interest will accrue as allowed by law.

Curtis, Priscilla – current member, Supervisor of the Sanitation Dept. for the Town of Orange has requested a make-up of service prior to her becoming a member for time worked 7/10/1985 to 7/31/1991 in the Town of Orange as Highway Dept. secretary. Creditable service allowed is actual hours worked for a total of 5 months, 24 days. Total cost is \$1,567.32 and must be paid prior to her 9/30/2017 retirement date.

General Business:

2018 Draft Proposed Budget

The second draft of the 2018 budget for the system was presented to the Board. The Board was asked if it wanted to increase the annual stipend of its Board Chair.

On a motion made by G. Voelker and second by M. Stokarski, the Board unanimously voted to increase the annual stipend of the Board Chair by 3.42%.

In addition, the Board discussed the current office space lease which expires on 7/31/2018. Dale Kowacki, Executive Director explained to the Board that the lease was written with three renewal options of three years each limiting the increase to a maximum of 3% for each renewal. If the current lease is honored by the new owner, then the options will expire at the end of the next three year renewal, 7/31/2021.

After some discussion, the Board asked Dale to get in touch with the landlord to see if the current lease will be honored for the purpose of completing the 2018 budget.

Staff payscale ranges and modify the longevity policy

In June, the Board voted to abandon the pay grade levels for the staff and replace it with set salary ranges for each position. Dale Kowacki, Executive Director presented to the Board the idea of eliminating the top end of the salary ranges and only have a starting salary for each position.

In addition, Dale informed the Board of a possible inequity in the longevity bonus policy, in that if someone never reaches the top of their pay grade they would never be rewarded for their longevity. Therefore, Dale asked if the Board would consider removing the stipulation that an employee reach the maximum of their paygrade before receiving the longevity bonus from the policy.

After a brief discussion, the Board voted the following:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board unanimously voted to remove the top end of the salary ranges and abandon the longevity bonus policy effective January 1, 2018.

Follow-up report on late assessment payments

In August the Board voted to charge actuarial interest effective July 1 for any assessment payments not received by August 1. Units can pay their assessment in full by July 1 or pay the 1st half by July 1 and the 2nd half by January 1. For units that pay by July 1 they receive an actuarial discount for paying in full.

Units that paid in full after July 1 were charged interest of 7.75% and also had the actuarial discount reversed to reflect when payment was received. Staff noticed that the interest charged by the Board differed from the actuarial discount given for paying in full.

Dale Kowacki, Executive Director explained why the monthly reversal of the actuarial discount differs from the monthly interest charged for payments received after August 1. Interest charged for late payments is based on our actuarial rate of 7.75% as is the actuarial discount with some other factors added by our actuary to come to the actuarial discount to be given to units paying in full.

Pay second third of the past due 3(8)(c) bill to the State Retirement? (Pending a progress report from the State Board.)

No action taken.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

AUGUST 30, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on July 19, 2017.

### Payroll, Refunds, Transfers and Bills Warrants – July revised

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the revised July warrants as follows:

Retirees Payroll	\$811,846.98
Added Chaplin +	410.76
	\$812,257.74

Refunds	37,151.02	
Transfers	34,043.13	
Invoices 07-17W	95,576.32	
For a total of:		\$979,028.21
	(was 978,617.45)	

### Payroll, Refunds, Transfers and Bills Warrants - August

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$840,859.04
Refunds	17,545.25
Transfers	9,764.52
Invoices 08-17W	67,128.40



For a total of:

\$935,297.21

#### Cash Transfer between Investments and Bank – August

On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$150,000 from Polen Capital Management, \$250,000 from Seizert Capital Partners, \$200,000 from O'Shaughnessy Asset Management and \$50,000 from Systematic Financial Management to Unibank to cover this month's warrants due to a shortfall in assessment money.

#### Cash Transfer between Investments and Bank - September

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board, voted unanimously to transfer \$495,000 from Polen Capital Management, \$439,000 from O'Shaughnessy Asset Management to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional positions as follows:

#### Membership

Belval, Cody A	07/19/2017	100%	ASH	Highway Laborer
Clarke, Samuel H	08/07/2017	100%	SDW	Water System Operator
Dowd, Timothy H	07/10/2017	100%	FCH	Director & Property Mgt.
Gagne, Gizelle M	08/14/2017	100%	FCH	Property Manager
Harris, Philip J	07/03/2017	100%	OGE	Building Inspector
Inman, Tyler L	07/13/2017	100%	SHB	Operator/Laborer
Klumpp, Adam B	07/21/2017	60%	OGE	Airport Laborer
Korenewsky, Frederick	07/05/2017	100%	SND	Highway
Miller, Margaret T	08/29/2017	100%	HLT	Para Professional
Morales, Willie	07/10/2017	100%	NTD	Town Administrator
Spooner, Malgorzata	08/28/2017	100%	NSW	Teacher's Aide
Valentine, Rory N	08/28/2017	100%	STB	Para professional
Wonkka, Philip D	07/01/2017	100%	ERV	Fire Chief

#### New Positions

Additional Position		Prior %	New %		
Boehmer, Mary E	07/05/2017	100%		MOH	Summer Tutor
Boehmer, Mary E	07/05/2017	100%		HAW	Summer Tutor
Bromberg, Virginia E	07/01/2017	100%		MOH	Summer SPED Tutor
Chandler, Wilma D	07/05/2017	100%		MOH	SPED Summer Para
Cole, Rose M	07/05/2017	100%		MOH	SPED Summer Para
Crossman, Maura A	07/05/2017	100%		MOH	SPED Summer Para
EiBorgy, Omnia M	07/05/2017	80%		DER	Summer Instr. Asst.
Finn, Melissa M	07/05/2017	100%		MOH	SPED Summer Para
Fuller, Susan M	07/01/2017	100%		MOH	Summer Custodian
Gamelli, Katelyn G	07/05/2017	100%		MOH	SPED Summer Para
Henry, Tiffany M	07/01/2017	100%		MOH	Summer Tutor
Heon, Kelli M	07/05/2017	100%		MOH	SPED Summer Para
Holloway, Mary E	07/05/2017	100%		MOH	SPED Summer Para
Kearney, Mary E	07/05/2017	100%		MOH	SPED Summer Para
Kersavage, Carrie M	07/01/2017	100%		MOH	Summer Camp Counselor
Lannon, Chris E	07/01/2017	50%		SFF	Firefighter
Lemelin, Catherine S	07/01/2017	100%		MOH	Admin. Asst. Curriculum

Mazanec, Jacob W	07/05/2017	100%		MOH	SPED Summer Para
Meservey, Julia M	07/01/2017	100%		MOH	Summer Tutor
Nichols, Alan L	07/21/2017	100%		ASH	WWTP Asst. Operator
Plesnar, Melissa M	07/05/2017	100%		MOH	SPED Summer Para
Roberts-Crawford, Amy B	07/05/2017	100%		MOH	Summer Program Nurse
Rodrigue, Bridget S	07/21/2017	80%	100%	ASH	Admin. Asst. Select Board
Rush, Lillian A	07/05/2017	50%		MOH	SPED Summer Para
Shippee, Valerie J	07/01/2017	100%		MOH	Summer Tutor
Sliwoski, Christine M	07/05/2017	100%		MOH	SPED Summer Para
Stracco, Jon-Paul	07/05/2017	100%		MOH	SPED Summer Speech Language
Waldron-Hansen, Janice A	07/05/2017	100%		MOH	SPED Summer Teacher
Wickland-Shearer, Sharon A	07/01/2017	100%		MOH	SPED Summer Tutor
Yager, Barbara A	07/05/2017	100%		MOH	SPED Summer Para
Holloway, Patricia J	04/10/2017	100%		NTD	Weight Room Attendant

#### New Retirees:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Boadway, Joanne - the retirement package has been submitted to PERAC to retire Joanne Boadway for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 01, 2017. Ms. Boadway was a group 1 member working as the Supervisory Assistant for Frontier Regional School District/Union, accruing 17 years, 4 months of creditable service.

Caron, Beth - the retirement package has been submitted to PERAC to retire Beth Caron for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 1, 2017. Ms. Caron was a group 1 member working as an instructional aide for the Town of Conway, accruing 28 years of creditable service.

Chadwick, Priscilla - the retirement package has been submitted to PERAC to retire Priscilla Chadwick for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 01, 2017. Ms. Chadwick was a group 1 member working as a paraprofessional for Mohawk Regional School District, accruing 38 years(!) of creditable service.

Chapin, Linda - the retirement package has been submitted to PERAC to retire Linda Chapin for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 1, 2017. Ms. Chapin was a group 1 member working as a librarian for the Pioneer Valley Regional School District, accruing 16 years, 11 months of creditable service.

Maguire, Clare - the retirement package has been submitted to PERAC to retire Clare Maguire for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 1, 2017. Ms. Maguire was a group 1 member working in the cafeteria of the Pioneer Valley Regional School District, accruing 14 years, 4 months, 28 days of creditable service.

Rearick, Mary - the retirement package has been submitted to PERAC to retire Mary Rearick for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 1992 and her retirement benefit will begin on July 5, 2017. Ms. Rearick was a group 1 member working as part-time

teacher Leverett and Whately, accruing 14 years, 4 months of creditable service of which MTRS holds 14 years of the liability.

Schempp, Carol - the retirement package has been submitted to PERAC to retire Carol A. Schempp for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 3, 2017. Ms. Schempp was a group 1 member working as a cafeteria worker for the Town of Deerfield, accruing 10 years, 2 months of creditable service.

Tresback, Joanne - the retirement package has been submitted to PERAC to retire Joanne Tresback for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 1, 2017. Ms. Tresback was a group 1 member working for the Mahar Regional School District, accruing 29 years, 2 months of creditable service.

Wheeler, Harold - the retirement package has been submitted to PERAC to retire Harold Wheeler for a Superannuation, Option A retirement allowance. His last day of work was June 30, 2017 and his retirement benefit will begin on July 1, 2017. Mr. Wheeler was a group 1 member working as the Water Superintendent for the Shelburne Falls Fire District accruing 42 years (!), 10 months of creditable service.

Williams, Theresa - the retirement package has been submitted to PERAC to retire Theresa Williams for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 14, 2017. Ms. Williams was a group 1 member working as an assistant cafeteria manager for the Pioneer Valley Regional School District, accruing 18 years, 1 month of creditable service.

Zimnowski, Debra - the retirement package has been submitted to PERAC to retire Debra Zimnowski for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 01, 2017. Ms. Zimnowski was a group 1 member working as the cafeteria manager for Frontier Regional School District/Union 38, accruing 22 years, 8 months of creditable service.

Buybacks and Makeups:

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks of creditable service:

Lane, Molly – current member in the Town of Rowe has requested a make-up of service, prior to her enrollment on 10/18/2016, as a library director and school librarian for the Town of Rowe for the period 07/06/2013 – 10/17/2016. Service purchase is 2 years, 21 days at the cost of \$7,480.10 if paid by 09/30/2017; otherwise interest will continue to accrue as allowed by law.

Lively, Linda – current member in the Pioneer Valley Regional School District has requested a make-up of service, prior to her enrollment on 09/02/2009, as an aide for the Pioneer Valley Regional School District for the period 10/01/2007 - 06/30/2009. Service purchase is 1 year, 8 months, 15 days on a 12 for 10 basis at the cost of \$3,347.25 if paid by 9/30/17; otherwise interest will continue to accrue as allowed by law.

Scarborough, Kevin - Current member in the Town of Deerfield as the Superintendent of Public Works and a call firefighter with the South Deerfield Fire District, Kevin Scarborough was previously approved (May/2012) for two different buybacks for refunds from the State Board of Retirement. He has asked for an updated purchase amount. Board regulation requires a re-vote if the original approval is 5 or more years old.

Refunded on 4/17/1987 for service of 12/1/1985-2/27/1987: 1 year, 2 months, 27 days. Total cost if paid by 8/31/2017 is \$12,992.64

Refunded on 1/3/2003 for service of 7/6/1993 – 9/12/1998: 5 years, 2 months, 7 days. Total cost if paid by 8/31/2017 is \$36,494.02

Change of service previously approved:

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to change service for the following service previously approved:

Yazwinski, Donna – current member of MTRB, MTRB asked for a review of her service. In 1994 her record was transferred to MTRB stating a start date of 9/4/1990 and an end date of 12/31/1993. The member was a teacher assistant through the Town of Deerfield with the last deductions being received July 1993 consistent with a school employee. The transfer letter did not indicate the liability FRRS would accept. It is recommended that FRRS accept 3 years' service (12-month basis) using service dates 9/4/1990 to 6/30/1993.

Deaths:

Fournier, Raymond - Option A retiree since 06/30/1997, Mr. Fournier worked for the Town of Orange as a school custodian, accruing 24 years, 4 months of creditable service. DOD was 7/10/17 at the age of 82.

Bliss, Janet – Option B retiree since 11/01/1991, Mrs. Bliss worked as a district nurse for the Western Franklin Public Health District, accruing 13 years, 10 months of creditable service. DOD was 8/19/17 at the age of 84. No annuity balance remains.

General Business:

Elizabeth Bell litigation

At 8:41 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call Vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye.

In executive session:

The Board discussed the Board's legal options in regards to DALA decision awarding Mrs. Bell accidental death benefits.

On a motion made by P. Mokrzecki, and a second by M. Stokarski, the Board voted to instruct Board Counsel, Michael Sacco to appeal the DALA decision to award Mrs. Bell accidental death benefits. Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye.

A motion to come out of executive session was made at 8:50 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye.

Staff COLA

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion made by P. Light and second by P. Mokrzecki, the Board unanimously voted to grant a 1.72% increase to the base salaries of staff beginning January 1, 2018.

2018 Draft Proposed Budget

The first draft of the 2018 budget for the system was presented to the Board.

After a brief discussion, the Board's consensus is to ask the Advisory Council to approve an increase in the Board Member salaries.

Ask Board about assessments paid late

Dale Kowacki, Executive Director informed the Board that three units haven't paid their assessments as of August 23, 2017 and asked what the Board wanted to do about assessments paid late.

After some discussion, the Board members voted as follows:

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to charge actuarial interest effective July 1 for any assessments not received by August 1.

Vote to increase retirees' COLA base

After a brief discussion, the Board decided to leave the maximum COLA base for the retirees' annual COLA at \$17,000.

Schedule Advisory Council annual meeting

The Board was presented statistics from the last two year's annual Advisory Council meetings as well as a 10-year history of attendance at the Council meetings with the suggestion that we do the same this year. The Board agreed to have the meeting here at the office.

No action, or votes, taken at this time.

Quarterly Investment Managers

Investment Consultant – Dahab Associates

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 9:00 a.m. and reviewed the second quarter returns for the investment portfolio.

Also, the Board discussed with Greg if any further adjustments were needed to reallocate assets. Greg is happy with our asset allocation and sees no need to make any adjustments at this time.

Another discussion was in regards to the upcoming compliance re-bid on our fixed income bond manager. Greg informed the Board that DAHAB will be taking care of the compliance re-bid process.

Mid Cap Manager – Seizert Capital Partners

David Collon, Partner Portfolio Manager, and Christopher Heatley, Marketing and Client Services Manager joined the meeting at 9:40 a.m. and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, a review of the system's investments, and a report on the investment manager's current investment outlook or forecast and confirmed that the large-cap focus of the fund remains the same.

Bond Manager – Income Research & Management

Allison Walsh, Client Portfolio Manager, joined the meeting at 10:07 a.m. and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, a review of the system's investments, key personnel staffing changes, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

Pay second third of the past due 3(8)(c) bill to the State Retirement? (Pending a progress report from the State Board.)

No action taken.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

AUGUST 30, 2017

At 8:41 a.m.

The Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call Vote: Mary Stokarski – aye; Paul Mokrzecki – aye; Paula Light – aye; Sandra Hanks – aye.

Present: Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and Paul Mokrzecki. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

A motion to come out of executive session as made at 10:14 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron - aye.

Respectfully submitted,

THESE MINUTES WERE APPROVED ON SEPTEMBER 27, 2017

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JULY 19, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on June 28, 2017.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$811,846.98	
Refunds	37,151.02	
Transfers	34,043.13	
Invoices 07-17W	95,576.32	
For a total of:		\$978,617.45

### Warrant to Return Assessment to Pioneer

On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to confirm approval for a disbursement to return Pioneer's FY2018 assessment in the amount of \$441,344.00 prior to Board approval.

Board vote on November 19, 2004 allows disbursements to be made prior to Board approval. Payment was requested by Pioneer to return their FY2018 assessment to them in the amount for \$441,344.00.

### Cash Transfer between Investments and Bank

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to transfer a proposed total of \$5,000,000 from Unibank to the following investments as a result of excess cash from assessments payments that have been received by the end of July:

\$1 million	- IRM
\$500K	- Aberdeen
\$500K	- Systematic
\$500K	- PRIT International
\$500K	- PRIT Real Estate
\$500K	- Seizert
\$500K	- PRIT
\$500K	- Polen
\$500K	- O'Shaughnessy

### Membership

On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the new members, new positions and additional positions as follows:

### Membership

Dalmaso-Rode, Marisa F	06/19/2017	100%	FRT	Administrative Assistant
Etman, Elizabeth A	05/30/2017	100%	SND	Instructional Assistant
Griffin, Brent W	06/12/2017	100%	ERV	Police Officer
Lannon, Christopher E	07/01/2017	50%	COL	Chief of Police
MacDonnell, Meghan P	06/12/2017	100%	MHR	Data Specialist/Registrar
Richardson, Charles T	06/22/2017	60%	FRT	Call Center Representative
Tirone, Christopher J	06/12/2017	100%	HAW	Equipment Operator/Laborer
Walsh, Rebecca B	07/10/2017	100%	ERV	Building Custodian

### New Positions

Rivera, Albert	04/14/2016	100%	SND	Instructional Assistant
Wonkka, Julie A	05/09/2017	100%	ERV	Treasurer

### Additional Position

Hendricks, Amy L	07/03/2017	100%	NTD	Summer Park Director
------------------	------------	------	-----	----------------------

### New Retirees:

On a motion made by G. Voelker and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Chaplin, Laurie - the retirement package will be submitted to PERAC to retire Laurie J. Chaplin for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 22, 2017. Ms. Chaplin was a group 1 member working as a baker for the Mahar Regional School District, accruing 25 years, 2 months of creditable service.

Stuffin, Sally A.M. – the retirement package has been submitted to PERAC to retire Sally A.M. Stuffin for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 1, 2017. Ms. Stuffin was a group 1 member working as an art teacher and paraprofessional for the New Salem Wendell School District, accruing 20 years, 4 months of creditable service.

Brazeau, Debhra – the retirement package has been submitted to PERAC to retire Debhra Brazeau for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2017 and her retirement benefit will begin on July 1, 2017. Ms. Brazeau was a group 1 member working as a paraprofessional for the Leverett Elementary School, accruing 16 years, 4 months of creditable service.

#### Grant Service for Unpaid Leaves:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following creditable service:

Caron, Beth – retiree as of June 30, 2017 who was working as a paraprofessional in the Town of Conway. During the retirement process an unpaid leave of 1 month, 15 days between 11/19/2014 and 01/02/2015 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

#### General Business:

Audit exit conference – Melanson Heath

Patrice Squillante, CPA, of Melanson Heath joined the meeting at 8:25 a.m. to review with the Board the results of an independent audit of calendar year 2016. Patrice went over the financial statements and the various components that impact the funded ratio of the system. No management letter was issued and the Board was commended for an excellent audit with no findings.

#### Only post meeting notices to website

Dale Kowacki, Executive Director recently realized that the process by which we post our meeting notices could be simplified. Our process currently is to fax, email, or upload to websites (our short agenda) which takes about half an hour and then the towns post it to their locations. The simpler method is for the Board to vote a procedure to only post the meeting notice on our website, as authorized by 940 CMR 29.03. A written notice must be filed with the Attorney General stating that the Board has adopted the alternative method for notice postings.

Dale suggested the following wording for notice postings:

All official and required notices of meetings of the Franklin Regional Retirement System shall be posted on the website of the system, which currently is at this web address: <http://www.frmsa.com/meetings-agendas-minutes/>. An electronic copy of the notice shall be filed and kept by the Executive Director in the system's electronic file system, as well as a paper copy, which will first be posted on the front door of the office in a manner that is visible by members of the public, and then stored with files related to the posted meeting. Annually, the member employer units of the system shall be provided with a list of the dates and times of the meetings of the system for the upcoming year, with a request that the list be posted officially by each member employer unit's posting officer. The list of meetings shall include instructions about the website location of the system's meeting notices. The list of meetings shall be updated and redistributed whenever a change is made to the date, or time, or location of any future meeting.



On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the procedure for notice postings as written above.

Petition PERAC to include our legal counsel on Prosper (online access)  
Dale Kowacki, Executive Director shared with the Board a letter from Jeanne Martineau, Executive Director, Brockton Retirement Board asking Boards to join them in their request that PERAC allow Board Counselors access to PROSPER.

After some discussion, the Board members voted as follows:

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to petition PERAC to allow Board Counselors access to PROSPER.

Pay second third of the past due 3(8)(c) bill to the State Retirement? (Pending a progress report from the State Board.)

No action taken.

Mass Retirees photo session

At last month's Board meeting the Board members agreed to have a professional photographer come to today's meeting to take a group photo for the Mass Retirees newsletter.

Professional Photographer Paul Franz joined the meeting at 9:30 a.m. to take photos.

New Business

FRRS vs PERAC for dual retirement check

At last month's Board meeting on June 28, 2017, the Board members decided to have Board Counsel, Michael Sacco pursue a court judgement as to whether or not a member that is dual in two retirement systems would still get a check from us if they were not actually vested with us.

In preparation for the filing with superior court, Board Counsel, Michael Sacco was asking if we had anyone that was affected, or barring that, examples of people that could possibly be affected . . .

The law was tweaked to limit it to the last 5 years of service right before retirement. Meaning, if the dual service is not part of the salary part of the calculation, then there's no point in doing multiple checks, because there's no boost in benefit to the member.

Research by staff to find examples of people that could possibly be affected turned up none. Would the Board like Board Counsel, Michael Sacco to proceed with a court judgement?

After some discussion, the Board voted as follows:

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to take no further action on this project at this time.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JUNE 28, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Mary Stokarski, Paula Light, Paul Mokrzecki and Gabriele

Voelker present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by G. Voelker and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on May 31, 2017.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$797,526.86	
Refunds	16,390.64	
Transfers	15,450.11	
Invoices 06-17W	51,638.37	
For a total of:		\$881,005.98

#### Cash Transfer between Investments and Bank

None needed.

## Membership

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the new members, new positions as follows:

## Membership

New	Bisceglia, Heather M	04/24/2017	100%	OGE	Para Professional
	Burke, Kelly	05/01/2017	100%	FCH	Staff Accountant
	Chace, Tammy-Lynn	05/02/2017	100%	OGE	Administrative Assistant
	Flematti, Shannon L	01/02/2017	100%	NSW	Para Professional
	Fountain, Jean C	06/05/2017	60%	ERV	Asst. Treasurer
	Mumblo, Yvonne D	04/03/2017	70%	OGE	Cafeteria Worker
	Wilkins, Kurt H	06/05/2017	100%	SHB	Patrolman
New Positions					
	Donovan, Megan E	12/21/2016	100%	DER	Temp. Long-term Sub. Teacher

## Retirees:

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Conway, Jean - the retirement package has been submitted to PERAC to retire Jean Conway for a Superannuation, Option C retirement allowance. Her last day of work was November 20, 1998 and her retirement benefit will begin on June 9, 2017. Ms. Conway was a group 1 member working as an assistant administrator for the Franklin Regional Transit Authority, accruing 14 years, 11 months of creditable service.

Sprague, Katherine - the retirement package has been submitted to PERAC to retire Katherine Sprague for a Superannuation, Option B retirement allowance. Her last day of work was May 12, 2017 and her retirement benefit will begin on May 13, 2017. Ms. Sprague was a group 1 member working for the Mohawk Trail Regional School District in the Heath Elementary School accruing 36 years, 10 months of creditable service.

## Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to accept liability for the following buybacks through other systems, and buybacks and makeups:

Hassay, Rosemary – State Board of Retirement has asked FRRS to accept creditable service liability if their current member, Rosemary Hassay, re-deposits a refund taken from this system. The refund taken on 12/26/1984 was for \$103.68 in deductions and \$9.21 in interest for a total of \$112.89. Rosemary was a junior secretary for the Frontier Regional School District and creditable service was determined to be 8 months, 23 days, 11/20/1972-06/29/1973.

Petersen, Christina – State Board of Retirement has asked FRRS to accept creditable service liability if their current member, Christina Petersen, re-deposits a refund taken from this system. The refund taken on 11/30/1980 was for \$761.54 in deductions and \$13.20 in interest for a total of \$774.74. Christina was a program representative for the Franklin County Regional Housing Authority and creditable service was determined to be 1 year, 2 months, 8 days, 08/22/1979-10/29/1980.

## Buybacks and Makeups:

Warren, Kayce - Current member in the Town of Ashfield, Kayce Warren has asked for approval for a purchase of service beginning with her appointment as Interim Town Administrator up to the start of the pay period for which deductions were first withheld after her appointment to the position as Town Administrator; January 19, 2016 – 12/8/2016 for 10 months, 20 days at a cost of \$5,052.59 if paid by July 31, 2017 otherwise interest will accrue as allowed by law.

Deaths:

Sturgeon, James – Option A retiree since 01/01/2008, Mr. Sturgeon worked for the Town of Colrain as the Highway Superintendent, accruing 30 years, 11 months of creditable service. DOD was 5/27/17 at the age of 73.

Ladd, Leslie - Option B retiree since 12/31/1999, Mr. Ladd worked as the Highway Superintendent for the Town of Ashfield and previously the Town of Shelburne, accruing 37 years, 1 month of creditable service. DOD was 6/22/17 at the age of 82. No annuity balance remains.

General Business:

Board photos and featured in MassRetirees?

Dale shared with the Board the verbal invitation from MassRetirees’ founder Ralph White that he would publish a feature article about the Board in an upcoming edition of “The Voice”. The Board members all agreed it was a fine idea and gave the go-ahead. Dale will arrange for a professional photographer to come to the July meeting to take a group photo.

Annual review of Investment Consultant performance.

Each year the Board takes a few minutes to reflect on the last twelve months’ of service from Greg McNeillie and Dahab Associates. The Board is pleased.

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted a “vote of confidence” for Greg McNeillie’s service to the Board.

Annual review of Legal Counsel performance.

Each year the Board takes a few minutes to reflect on the last twelve months’ of service from Michael Sacco and his staff. The Board is pleased.

On a motion made by G. Voelker and second by P. Light, the Board voted a “vote of confidence” for Michael Sacco’s service to the Board.

Review staff salary scale.

In December 2016, while approving the staff evaluations, the Board requested that it review the staff pay scale, at the June 2017 meeting, and decide if salary range numbers are in-line and consistent with salaries in the area, and similar positions in the field.

A motion was made by Gabriele Voelker to move Assistant Director up to Grade 12, and move Executive Director up to Grade 16, but there was no second of the motion, and the discussion switched to whether or not the Board should do away with the pay scale chart and the many grade levels, so Gabriele retracted her motion. The discussion continued regarding the design of the pay scale chart.

On a motion made by P. Light and second by P. Mokrzecki, the Board voted to abandon the chart with grade levels.

On a motion made by G. Voelker and second by M. Stokarski, the Board voted to set the salary ranges as indicated herein:

Executive Director	75,004	to	96,017
Assistant Director	57,214	to	73,189
Auditor	53,476	to	68,432
Member Services	46,735	to	59,764
Administrative Assistant	33,368	to	42,656

Revise again, policy on regular interest to 30 days

Immediately after April's meeting Dale received instruction from Attorney Michael Sacco that there is no legal provision for the Board to waive interest on makeup payments for missing service deductions. The FRRS will discontinue the practice.

Policy on service credit grandfathered when:

A member leaves one unit to take an identical position in another unit

Is transferred to a different position with fewer hours

After they return from a layoff.

Dale presented to the Board descriptions of actual situations where members had compelling circumstances that might warrant the continuation of credit for full-time service that was grandfathered part-time work through the Board's policy change on January 1, 2009.

On a motion made by P. Light and second by G. Voelker, the Board voted to change the wording of its regulation granting full creditable service after January 1, 2009 by striking the phrase "for any and all positions they continue working in as of January 1, 2009", and replacing it with the phrase "and regardless of involuntary movement to different positions, as long as the member remains active including, layoff and return within 3 months,".

Policy discussion re: board position on legal opinion that is at odds with PERAC on the dual service calculation between two systems and whether they get a refund or a calculation.

Staff requested direction from the Board on this matter.

Pension reform law passed in 2009 requires that anyone retiring from 2 or more systems will now receive separate benefits from each retirement system and will not be allowed to combine the multiple retirements and receive a combined benefit. However, there is a difference of interpretation as to whether or not the member has to be vested in the lesser systems to qualify for a benefit. Otherwise they would be refunded their contributions.

Attorney Michael Sacco says the member needs to be vested. PERAC opines the opposite. A few DALA decisions state opinions that support PERAC's position. Michael Sacco suggests filing a complaint with Superior Court to secure a determination that a member must be vested to receive a benefit.

On a motion made by P. Mokrzecki and second by P. Light, the Board voted to approve the pursuit by Michael Sacco to file a complaint with Massachusetts Superior Court to obtain a ruling that members must be vested in order to receive a benefit as described in MGL 32 §5(2)(e).

Pay second third of the past due 3(8)(c) bill to the State Retirement? (Pending a progress report from the State Board.)

No action taken.

## FRANKLIN REGIONAL RETIREMENT SYSTEM

### BOARD MEETING MINUTES

MAY 31, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Investment consultant and investment managers were in attendance – see below.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the minutes of the regular meeting held on April 25, 2017.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$798,796.72	
Refunds	70,076.62	
Transfers	105,797.71	
Invoices 05-17W	558,039.53	
For a total of:		\$1,532,710.58

#### Cash Transfer between Investments and Bank

On a motion made by P. Light and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$400,000 from Polen Capital Management, \$200,000 from Seizert Capital Partners and \$144,000 from Systematic Financial Management to Unibank to cover next month's warrants.

## Membership

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the new members, new positions and additional positions as follows:

## Membership

Blais, Timothy J	03/06/17	100%	LEV	Police Officer
Colturi, Matthew K	11/29/16	100%	NSW	Para Professional
Cook, Lorna M	01/27/17	100%	SND	Instructional Assistant
Ferris, John D	05/01/17	100%	SFF	Assistant Superintendent
Jillson, Douglas R	2/27/17	100%	MHR	Head Cook/Mgr.
Ladeau, Todd R	4/24/17	60%	OGE	Library Tech.
Macomber, Stephanie M	4/03/17	100%	OGE	Building Substitute
Melanson, Kelly M	4/03/17	100%	MHR	Para Professional
Ohlund, Glen M	4/03/17	100%	FCH	C.D. Director
Purinton, Jeremy P	4/12/17	100%	CON	Highway Laborer
Steele, Kathryn J	9/02/16	80%	LEV	Teacher's Aide

## New Positions

Heon, Kelli M	04/10/17	100%	MOH	Para Professional
Rogers, Pamela J	5/22/17	100%	MHR	Guidance Secretary

## Additional Positions

		Prior %	New %		
Crossman, Maura A.	3/20/17	100%	100%	MOH	Asst. Varsity Softball Coach
Gamelli, Katelyn G.	3/20/17	100%	100%	MOH	Head Varsity Softball Coach
Lively, Timothy M	05/08/17	100%	100%	HTH	Custodian
Roberts-Crawford, Amy B	9/15/16	100%	100%	MOH	Music Director
Roberts-Crawford, Amy B	9/15/16	100%	100%	MOH	Piano Accompanist
Roberts-Crawford, Amy B	9/15/16	100%	100%	MOH	Piano Accompanist Concert
Roberts-Crawford, Amy B	9/15/16	100%	100%	MOH	Musical Liaison
Sprague, Katherine D	9/01/16	100%	100%	MOH	Substitute Caller

## New Retirees:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:

Drury, Richard - the retirement package has been submitted to PERAC to retire Richard Drury for a Superannuation, Option A retirement allowance. His last day of work was June 30, 2009 and his retirement benefit will begin on March 23, 2017. Mr. Drury was a group 1 member working as the Solid Waste Administrator and Transfer Station Supervisor for the Town of Leverett, accruing 17 years of creditable service.

## Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to accept liability for the following buybacks through other systems:

Smith, Kathy – Easthampton Retirement Board has asked FRRS to accept creditable service liability if their current member, Kathy Smith, re-deposits a refund taken from this system. The refund taken on 07/31/2005 was for \$5,786.27 in deductions. Kathy was a school secretary and bookkeeper for the Town of Orange schools and creditable service was determined to be 4 years, 1 month, 22 days, 06/28/2000-11/26/2004.

Chmyzinski, Jessica – MTRS has asked FRRS to accept creditable service liability if their current member, Jessica Chmyzinski, re-deposits a refund taken from this system. The refund taken on 11/25/2013 was for \$5,194.77 in deductions and \$180.20 in interest for a total of \$5,374.97. Jessica was a paraprofessional for the Pioneer Valley Regional School District and creditable service was determined to be 2 years, 10 months, 11 days, 09/01/2010 -10/25/2013.

#### Buybacks and Makeups:

On a motion made by G. Voelker and a second by P. Light, the Board voted unanimously to approve the following buybacks of creditable service:

Chapin, Linda – current member in the Pioneer Valley Regional School District has part-time non-membership service as an aide in the Pioneer Valley Regional School District eligible for purchase. Service eligible for purchase is between 11/08/1999 – 01/23/2000 for a total of 1 month, 5 days, actual hours worked (132). Cost of the purchase is \$189.29 if paid by 06/30/2017.

In addition, information provided indicates that she was erroneously excluded from membership for the period 01/24/2000 – 06/30/2000. Total service allowed is 6 months, 7 days on a 12 for 10 basis. Cost of the purchase is \$780.68 if paid by 06/30/2017.

Ms. Chapin will need to complete the purchases prior to June 30, 2017 which is her retirement date.

Hardesty, Robert – current member in the Town of Leyden has requested a make-up of service prior to his enrollment on 09/01/2011. Service is for work as the elected Town Clerk for the Town of Leyden for the period 7/01/2002 – 6/30/2009. Service purchase is 7 years at the cost of \$4,205.90 if paid by 06/30/2017; otherwise interest will continue to accrue as allowed by law.

Harding, Thomas – current member in the Town of Shutesbury has requested a make-up of service prior to his enrollment on 08/22/2005. Service is for work as a part-time Police Officer for the Town of Hadley for the period 11/14/1992 – 09/21/1996. Service is based on actual hours worked, determined by reviewing Town of Hadley payroll records, for a total of 7 months, 25 days at a cost of \$2,260.76 if paid by 06/30/2017; otherwise interest will continue to accrue as allowed by law.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Minckler, Scott – current member in the Town of Leverett has 4(2)b service available for purchase beginning with his first day of service in Bernardston as a police officer on 3/26/2001 through date of hire into a full-time position on the Bernardston Police Department on 12/9/2001. 100% creditable service allowed for 8 months, 14 days at a cost determined by deductions and interest on actual wages (regular pay only) for \$272.94 if paid by 6/30/2017 otherwise interest will accrue as allowed by law.

#### Deaths:

Tacy, Edward A Jr. – Accidental Disability Option B retiree since 09/30/1977, Mr. Tacy worked for the Town of Orange Water Department, accruing 8 years, 3 months of creditable service. DOD was 5/17/17 at the age of 80.

#### General Business:



Name Election Officer for election of Third Board Member

Mary Stokarski's three-year term is ending on 12/31/2017 so an election will need to be scheduled for this fall. The first step is to appoint the 'election officer.'

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to appoint Executive Director Dale Kowacki to be the Election Officer for the 2017 Election process.

Pay second third of the past due 3(8)(c) bill to the State Retirement  
No action, or votes, taken at this time.

Quarterly Investment Managers

Investment Consultant – Dahab Associates

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:27 a.m. and reviewed the first quarter returns for the investment portfolio.

Large Cap Growth Manager – Polen Capital Management

Anthony Xuereb, Senior Relationship Manager and Brandon Ladoff, Director of Research joined the meeting at 9:09 a.m. Mr. Xuereb reported that there have been no changes to the firm ownership, and that the firm continues to grow with the addition of three (3) new research analysts. Mr. Ladoff gave a performance update and confirmed that the large-cap focus of the fund remains the same.

Large Cap Value Manager – O'Shaughnessy Asset Management

Chris Loveless, Principal, President and Chris Meredith, CFA, Principal, Director of Research, Senior Portfolio Manager joined the meeting at 9:52 a.m. Mr. Loveless reported organizational changes, in October 2016, 2 members of the team were let go, a Portfolio Manager and a Portfolio Analyst. In addition, as of 12/31/2016, COO Frank Fitzgerald left the firm and was replaced by Joe Dessalines, Director of Technology. Mr. Meredith gave a performance update and confirmed that the large-cap focus of the fund remains the same.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

APRIL 25, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on March 29, 2017.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$799,602.50	
Refunds	16,504.87	
Transfers	13,262.89	
Invoices 04-17W	178,676.78	
For a total of:		\$1,008,047.04

#### Cash Transfer between Investments and Bank

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to transfer \$790,000 from O'Shaughnessy Asset Management to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by G. Voelker, the Board voted unanimously to approve the new members and additional positions as follows:

## Membership

Capuano, Timothy R	02/01/2017	100%	SND	Instructional Asst.
Gokey, Melanie L	08/29/2016	60%	ROW	Kitchen Asst.
Hoad, Katelyn M	03/13/2017	80%	FCH	Admin. Asst. Leased Housing
Kelly, Anthony J	03/08/2017	100%	FRN	Custodian
MackKay, Hugh W	02/27/2017	100%	FCH	Financial & Personnel
Poehnelt, Mary-Elizabeth	03/07/2017	100%	DER	Cafeteria Manager
Rivera, Amanda J	03/03/2017	100%	MOH	Para Professional
Smith, Robert E	03/18/2017	50%	BER	Transfer Station

### Additional Positions

		Prior %	New %		
Bellows, Jared C	10/12/2016	100%	100%	HAW	Police Chief
Bobe, Susan M	03/15/2017	100%	100%	BER	Treasurer
Capuano, Timothy R	02/01/2017	100%	100%	SND	Referee, Rec. basketball games
Cullen, Deborah A	09/07/2016	100%	100%	DER	Out of School Nurse
Dean, Eric R	01/01/2017	100%	100%	CHT	Fire Fighter/First Responder
LaClaire, Donna E	03/08/2017	100%	100%	NSW	Food Service
Smith, Robert E	03/18/2017	50%	70%	BER	Custodian—Council on Aging
White, David A	09/07/2016	100%	100%	DER	Out of School Teacher
Wozniak, Alice M	07/01/2015	100%	100%	COL	Clerical Assistant

### New Retirees:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:

Boudreau, Steven - the retirement package has been submitted to PERAC to retire Steven J. Boudreau for a Superannuation, Option B retirement allowance. His last day of work was March 19, 2017 and his retirement benefit will begin on March 20, 2017. Mr. Boudreau was a group 1 member working as the Foreman for the Town of Orange Water Department, accruing 37 years, 4 months of creditable service.

### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to accept liability for the following buybacks through other systems:

Bernier, Mark – State Board of Retirement has asked FRRS to accept creditable service liability if their current member, Mark Bernier, re-deposits a refund taken from this system. The refund taken on 12/31/97 was for \$1,605.73 in deductions. Mark was a laborer/equipment operator for the Town of Shelburne and creditable service was determined to be 10 months, 9 days, 10/14/96-8/22/97.

Wales, Amy – MTRB has asked FRRS to accept creditable service liability if their current member, Amy Wales, re-deposits a refund taken from this system. The refund taken on 1/29/98 was for \$801.43 in deductions. Amy was an administrative assistant for the Franklin County Solid Waste Management District and creditable service was determined to be 11 months, 5 days, 12/24/96-11/28/97.

### Buybacks and Makeups:

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to approve the following buyback of creditable service:

Litchfield, Sheila – current member in the Town of Rowe has requested a make-up of service, prior to her enrollment on 07/01/2011, as an elected member of the Town of Heath Selectboard for the period 5/10/2003 – 6/30/2009. Service purchase is 6 years, 1 month, 21 days at the cost of \$804.37 if paid by 05/31/2017; otherwise interest will continue to accrue as allowed by law.

## General Business:

Perhaps change meeting days

Dale Kowacki, Executive Director presented the Board with the option of changing the meeting day to Tuesdays as a way to accommodate Board members, schedules.

After some discussion, the Board decided to leave the meeting dates for 2017 as-is with the exception of the July meeting. The Board agreed to change the date of the July meeting to July 19, 2017, Wednesday 8:00 am.

On a motion made by P. Mokrzecki, and a second by P. Light the Board voted unanimously to change the date of the July meeting to July 19, 2017, Wednesday 8:00 am.

Schedule visit with Attorney Sacco

Dale Kowacki, Executive Director asked the Board about the possibility of scheduling a visit with Attorney Sacco to refine the Board's understanding of the recent court decisions and to meet our new Board member, Gabriele Voelker.

After some discussion, the Board decided to table a visit with Attorney Sacco as vacation season is upon us and scheduling a day that everyone is available was proving difficult.

Revise 4(2)(b) policy regarding minimum salary

Dale Kowacki, Executive Director informed the Board of a recent CRAB decision regarding service credit for police and firefighters time on their "reserve lists." In light of this recent CRAB decision, Dale presented the Board with a copy of our current policy with review notes in red, taking out any reference to an annual rate of \$5,000.

On a motion made by P. Mokrzecki and a second by P. Light the Board voted unanimously to accept the revised 4(2)(b) policy regarding minimum salary as presented, see addendum A.

Revise policy regarding continuing deductions during non-membership

Dale Kowacki, Executive Director informed the Board that The Supreme Judicial Court of Massachusetts ("the SJC") has issued a decision regarding what it terms "non-full-time-employees." The SJC has decided that once a member is granted initial membership in a retirement system, he or she will retain that membership status so long as he or she remains employed. This means that a member, whose hours or pay are reduced below the initial membership threshold of a particular board, may not have their membership revoked. In light of this decision, Dale presented the Board with a copy of our current regulations with review notes in red with suggested changes to FRRS supplemental regulations.

Upon further discussion, the Board agreed that staff would reinstate members that are still active with FRRS who have been removed from membership erroneously and those members that were removed from membership under the \$5,000 rule as we discover them. The members will need to repay the amounts they should have paid into the system, and then be given creditable service in accordance with our supplemental regulations.

On a motion made by M. Stokarski, and a second by P. Mokrzecki the Board voted unanimously to accept the changes, as presented, to the FRRS supplemental regulations in regards to membership and pro-rated creditable service for non-full-time employees, see addendum B.

Revise policy on regular interest to 30 days, thereafter actuarial interest

Dale Kowacki, Executive Director presented to the Board the various types of interest to be used either when a benefit is over or underpaid via Section 20(5)(c)(2), as well as incorrect assessment under Section 20(5)(c)(2) or for Late Entry into Membership, Section 3(3).

Dale explained our policy to the Board that we have two types of interest-free corrections we make, those that are for insufficient deductions on wages not originally included in the deduction calculation for a given payroll that do not add service credit. And those that should have had deductions taken, and would add service, i.e. deductions mysteriously stopped, or, should-have-been-a-member. The latter we have processed as a make-up and had the Board approve the "purchase" interest-free until 30 days after the Board meeting date, after which we would charge buyback interest. The former we would first attempt to make arrangements with the treasurer to collect the missing deductions, interest-free, via subsequent payrolls, or barring that, get payment direct from the member, or barring that, settle up with them via their first retirement benefit payments.

After some discussion, the Board decided to keep the policy as-is with interest-free until 30 days after the Board meeting date, after which charge buyback interest.

On a motion made by P. Light, and a second by P. Mokrzecki the Board voted unanimously to stay with our current practice of interest –free until 30 days after the Board meeting date, after which we would charge buyback interest.

Pay second third of the past due 3(8)(c) bill to the State Retirement

No action, or votes, taken at this time.

#### Addendum A

#### Franklin Regional Retirement System Policy

#### Service Credit for Reserve Police and Call Firefighters as per MGL 32 § 4(2)(b)

Reserve Police, and call firefighters that were on the annual list of officers or call firefighters, in a particular town, and available to fill shifts in their respective departments, can receive up to five years credit for that period, but not until they are hired to a permanent position in that same town and become a member of the retirement system via that permanent position. Members receiving service will be required to pay an amount equal to the deductions on wages received, and/or \$5,000 – whichever is greater – for work performed during the service period. Availability is subject to consideration of the June 21, 2013 date of the “MacAloney” decision.

#### Must be on the “Respective List”

Police - MGL 41, §’s 96, 97, and 97A all provide that officers will be appointed either annually, or for terms not to exceed 3 years – so to be considered, the officer must appear on one of these lists - if the lists exist.

Fire - MGL 42 and 42A both provide for the appointment of firefighters, which would likely include the generation of a list of appointees, so to be considered, the firefighter must appear on one of these lists - if the lists exist.

Unless indicated otherwise, the above lists will be considered to be in effect for one year from the effective date. Where the above lists are not available, the Board will review alternative documentation.

Members can receive up to 5 years maximum.

Members will receive full service credit from the effective date of the first “respective list” upon which they are listed, up to the date of their appointment to the permanent membership position with the same town or fire district, limited to five years total service for the period, and excluding any periods they are not on the applicable “respective list” for any period of time.

Service credit beyond the first five years is subject to the Board's other regulations related to that type of service.

Members will have to pay for the service credit.

The member will have to pay to the retirement system the amount of retirement deductions on wages received for any pension eligible hours worked during the five years, or an annual rate of \$5,000, whichever is greater.

"Buyback" interest, as applied in regular "service makeup" purchases, will apply to these service purchases as well. Interest will start on January 1, 2014 or the start of the service period, whichever is later.

The member must be hired to a permanent, membership-eligible position with the town and become a member of the retirement system before receiving the service credit.

Permanent position does not have to be full time – just membership eligible.

Permanent position must be with same town as the reserve service.

Police - Permanent position does not have to be with the police department.

Call Firefighter - Permanent position must be with the same department.

Impact on Service already purchased and/or granted.

Retirees retired prior to June 21, 2013 will remain unaffected by these rules. Retirees retired on or after June 21, 2013 but before the implementation of this policy will have their service corrected to comply with these regulations without further payment by the retiree to the system.

Members not retired that have been denied or granted under MGL 32 § 4(2)(b) will have their service corrected to comply with all aspects of these regulations, and payment or refund<sup>1</sup> will be made by either the system or the member as applicable. Interest on corrective payments will not accrue back to the service period but will begin to accrue as of the date of payment request from the system to the member.

Addendum B

---

<sup>1</sup> To preserve all rights and options to the member, refunds will be held until it is clear that any legal challenges regarding this topic throughout the State, that would impact this policy, have ceased and been resolved. As per Board vote January 29, 2014.

# Rules and Regulations of the Franklin Regional Retirement System

January 1, 2009 to present

## Membership:

Any individual, who is permanently employed twenty (20) or more hours per week with any member unit or units of the Franklin Regional Retirement System, shall become a member of the Retirement System. Upon becoming a member of the System, unless the member ends employment in a way described in Massachusetts General Laws Chapter 32, § 3(1)(a)(i), the member will ~~a member must maintain the status of being permanently employed 20 or more hours per week to~~ continue contributing to the System and accruing additional creditable service, consistent with the Board's creditable service regulation.

<sup>10</sup>When an active member temporarily switches to a different position, without a break in service, within the Franklin Regional Retirement and regardless of unit, they will continue as an active member, with deductions taken, and receive service credit consistent with the Board's creditable service regulations.

<sup>1</sup>When an active member takes on an additional position that is temporary, the temporary position will not be included for maintaining membership, but will be included as salary earnings and creditable service, with deductions taken, ~~as long as the employee maintains active membership through permanent positions.~~

~~The system will not take contributions from members earning less than \$5,000 annually unless the member holds a position, or positions, that meet all other membership regulations and earns a minimum of \$5,000 in at least one other eligible position.~~

This policy will also apply to any individual who is already a member prior to January 1, 2009, but on January 1, 2009 was an inactive member.

~~Any individual who is already a member prior to January 1, 2009, and on January 1, 2009 is an active member, shall remain an active member, regardless of the number of hours worked, or regardless of subsequent reduction(s) of hours to less than 20 per week, until such time that they retire, or transfer to another system, or take a refund of their contributions, or their membership status changes to inactive for all positions that were held on January 1, 2009.~~

<sup>2</sup>Starting July 1, 2009, any individual who is employed and receiving less than \$5,000 annually is excluded from membership.

## Creditable Service:

New members of the Franklin Regional Retirement System shall receive creditable service, for the total of all positions worked, in prorated increments, not to exceed 100%, in the following manner → Reported hours of all the member's positions will be summed and the resulting total used to determine creditable service using the following service percentage chart.

# Rules and Regulations of the Franklin Regional Retirement System

January 1, 2009 to present

<u>Average weekly hours over 20<sup>1</sup> Primary membership positions</u>		
Weekly hours worked are:		Creditable service percentage given
not less than	not greater than	
20	22.99	50%
23	25.99	60%
26	28.99	70%
29	31.99	80%
32	34.99	90%
35	40	100%
<u>Average weekly hours under 20</u>		
<u>0</u>	<u>3.99</u>	<u>10%</u>
<u>4</u>	<u>6.99</u>	<u>15%</u>
<u>7</u>	<u>8.99</u>	<u>20%</u>
<u>9</u>	<u>10.99</u>	<u>25%</u>
<u>11</u>	<u>12.99</u>	<u>30%</u>
<u>13</u>	<u>14.99</u>	<u>35%</u>
<u>15</u>	<u>17.99</u>	<u>40%</u>
<u>18</u>	<u>19.99</u>	<u>45%</u>

Any individual who is already a member prior to January 1, 2009, and on January 1, 2009 is an "active" member, shall receive full creditable service regardless of the number of hours worked, for any and all positions they continue working in as of January 1, 2009, except that members working occasionally and sporadically with no clear pattern of a regular work schedule will be given creditable service equal to the actual time worked.

<sup>3</sup>Actual hours worked for call firefighters will be determined by dividing the earnings by the known hourly rate for those wages, and if the hourly rate is not known, the corresponding Massachusetts minimum hourly wage for each particular time period will be used.

Additional positions started on or after January 1, 2009 will receive prorated creditable service as per the above table.

<sup>2</sup>Starting July 1, 2009, any member receiving less than a rate of \$5,000 annually will receive zero service credit for the period where the rate computes to less than \$5,000 annually.

<sup>6</sup>Any individual who is an "inactive" member as of January 1, 2009 shall, for time worked prior to January 1, 2009, receive creditable service consistent with board regulations in effect prior to January 1, 2009. When returning to "active" membership for prior positions, or for additional positions, started on or after January 1, 2009, they will receive prorated creditable service as per the above table. Any return to "active" membership for prior positions shall be consistent with board policy, as of January 1, 2009, regarding membership.



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MARCH 29, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on February 22, 2017.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by G. Voelker, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$797,966.78	
Refunds	8,597.23	
Transfers	21,440.84	
Invoices 03-17W	105,645.08	
For a total of:		\$933,649.93

Cash Transfer between Investments and Bank

On a motion made by M. Stokarski and second by G. Voelker, the Board voted unanimously to transfer \$484,000 from Seizert Capital Partners to Unibank to cover next month's warrants.

Membership

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the new members, additional positions and new positions as follows:

## Membership

Blanchard, Hannah J	12/12/2016	100%	OGE	Teacher Aide
Boyer, Corice	08/25/2016	100%	OGE	Specialized Aide
Ferrazza, Tracy	08/25/2016	100%	OGE	Individual Aide
Foxmyn, Wendy	01/26/2017	100%	DER	Town Administrator
Kurtigian, Cindy L	01/23/2017	100%	MOH	Para Professional
LaFrance, Donna J	10/31/2016	50%	OGE	Crossing Guard, Noon Aide
Mountain, Christa	01/30/2017	100%	MOH	Para Professional
Pelak, Melissa A	01/18/2017	100%	SND	Instructional Assistant
Rich, David A	11/29/2016	100%	BUC	Driver/Laborer
Thompson, Samantha S	01/18/2017	60%	MOH	Para Professional
Willard, Maranda	10/31/2016	100%	OGE	Individual Aide
Winter, Eva L	12/14/2016	100%	FRN	Instructional Assistant

## Additional Positions

### New total %

Belder, Christine A	09/07/2016	100%	WTY	Out of School Time Teacher
Black, Tomas G	04/08/2016	100%	DER	Out of School Time Teacher
Cheek, Jacquelyn R	04/18/2016	100%	DER	Out of School Time Teacher
Cheek, Jacquelyn R	09/12/2016	100%	WTY	Out of School Time Teacher
Cheek, Jacquelyn R	09/19/2016	100%	SND	Out of School Time Teacher
Cheek, Jacquelyn R	06/27/2016	100%	DER	River Valley Day Camp Teacher
Cialek, Michelle A	09/07/2016	100%	DER	Early Childhood—extended day
Kociela, Kim F	09/07/2016	100%	DER	Out of School Time Teacher
Kuzmeskus, Tara K	11/09/2016	100%	SND	Out of School Art Enrichment
LaClair, Karen M	01/04/2017	100%	HLT	Extended Day Coordinator
Levasseur, Rosina L	09/07/2016	100%	DER	Out of School Time Teacher
McHale, Megan K	11/07/2016	100%	SND	Out of School Time Teacher
Reiter, Roberta R	09/07/2016	100%	DER	Out of School Time Teacher
Sojka, Laura J	09/07/2016	100%	DER	Early Childhood Extended Day
Sullivan, Jean A	09/07/2016	100%	DER	Out of School Time Teacher

## New Positions

Sears, Erin	11/7/2016	90%	DER	Extended Day Coordinator
-------------	-----------	-----	-----	--------------------------

## New Retirees:

On a motion made by M. Stokarski and a second by G. Voelker, the Board voted unanimously to approve the following retirements:

Deyo, Rita - the retirement package has been submitted to PERAC to retire Rita E. Deyo for a Superannuation, Option A retirement allowance. Her last day of work was February 1, 2017 and her retirement benefit will begin on February 2, 2017. Ms. Deyo was a group 1 member working as a paraprofessional and as a substitute scheduler for the Mohawk Regional School District, accruing 17 years, 4 months of creditable service.

Curran, Candace - the retirement package has been submitted to PERAC to retire Candace Curran for a Superannuation, Option A retirement allowance. Her last day of work was January 19, 2017 and her retirement benefit will begin on January 20, 2017. Ms. Curran was a group 1 member working for the Town of Orange in the Library, accruing 22 years, 4 months of creditable service.

Change of service previously approved:

On a motion made by G. Voelker and second by M. Stokarski, the Board voted unanimously to change service for the following service previously approved:

Wisniewski, Valerie - On 8/26/2015 the Board approved a make-up service purchase of 3 months, 17 days for part-time work as a paraprofessional during the 2003-2004 school year in the New Salem Wendell School District. While updating the cost to purchase this service and reviewing the creditable service approved, it was discovered that the service should be changed from 3 months, 17 days to 4 months, 9 days using the 12 for 10 calculation for actual hours worked.

Deaths:

Brown, L. Norma – Option A retiree since 06/14/1998, Mrs. Brown was the Town Clerk and Tax Collector for the Town of Rowe, accruing 26 years of creditable service. DOD was 3/14/2017 at the age of 80.

General Business:

Review and approve 2016 Annual report

Dale Kowacki, Executive Director presented and reviewed the 2016 Annual report with the Board. The Board members signed the annual report.

Review and approve annual disclosures filed by managers with PERAC

The Board received, reviewed and acknowledged receipt of the Annual Vendor disclosures that our investment managers filed with PERAC. After some discussion, the Board asked Dale Kowacki, Executive Director to further inquire of our Investment Consultant, Greg McNeillie, the affirmative conflict of interest disclosure from Systematic.

Perhaps revise 4(2)(b) policy regarding minimum salary

Dale Kowacki, Executive Director informed the Board of a recent CRAB decision regarding service credit for police and firefighters time on their “reserve lists” that means big changes to our policy. After some discussion, Dale stated that staff will be discussing the particulars and preparing suggested policy edits for the Board to consider at the April 2017 meeting.

Revise policy regarding continuing deductions during non-membership

Dale Kowacki, Executive Director informed the Board of a recent Supreme Judicial Court (state) decision that is the cause for us to have to re-examine and likely revise some of our policies. After some discussion, Dale stated that staff will be discussing the particulars and preparing suggested policy edits for the Board to consider at the April 2017 meeting.

Perhaps policy on regular interest to 30 days, thereafter actuarial interest

Dale Kowacki, Executive Director informed that Board that the staff is unclear regarding the various types of interest to use when making corrections to members accounts. The staff will be studying the various types of interest to be used either when a benefit is over or under paid Section 20(5)(c)(2) or for Late Entry into Membership, Section 3(3). Findings will be presented to the Board at the April 2017 meeting for possible policy edits.

Pay second third of the past due 3(8)(c) bill to the State Retirement

No action, or votes, taken at this time.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

FEBRUARY 22, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Investment consultant, and investment managers were in attendance – see below.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on January 31, 2017.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$799,700.14	
Refunds	23,926.05	
Transfers	990.13	
Invoices 02-17W	55,335.47	
Invoices 14-16W	13,635.56	
For a total of:		\$893,587.35

**Cash Transfer between Investments and Bank**

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to transfer \$742,000 from Systematic Financial to Unibank to cover next month’s warrants.

**Visitors**

Michael Vinskey, Town of Shutesbury Selectman was a visitor.

**Membership**

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional positions as follows:

**New Members**

Alexander, Donald R	02/02/2017	100%	FRT	Billing & Compliant Clerk
Dann, Chelsea M	10/20/2016	100%	STB	Guidance Counselor
Power, John C	01/03/2017	100%	DER	Custodian
Santos, John M	01/19/2017	100%	SND	Highway Laborer
Schmith, Kevin L	11/21/2016	80%	SND	Custodian
Smith, Katelyn L	01/03/2017	100%	DER	Instructional Assistant
Stout, Shane L	01/03/2017	100%	SND	Highway Laborer
Thomas, Tiffany P	01/30/2017	100%	MOH	Para Professional
Thompson, Tabetha M	11/17/2016	100%	MOH	Para Professional

#### New Retirees:

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following retirements:

Billings, Gary - the retirement package has been submitted to PERAC to retire Gary G. Billings for a Superannuation, Option B retirement allowance. His last day of work was January 6, 2017 and his retirement benefit will begin on January 7, 2017. Mr. Billings was a group 4 member working as the Police Chief for the Town of Leverett, accruing 32 years, 4 months of creditable service. The Montague Retirement Board holds 21 years, 28 days of the total liability.

Taylor, Sydney – the retirement package has been submitted to PERAC to retire Sydney Taylor for a Superannuation, Option C retirement allowance. His last day of work was January 13, 2017 and his retirement benefit will begin on January 14, 2017. Mr. Taylor was a group 1 member working in the Mahar Regional School District accruing 28 years, 10 months of creditable service. The Teachers' Retirement Board holds 11 years, 4 months, 18 days of the total liability.

#### Military Buybacks:

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buyback:

Brandl, Timothy S. – current member of the Pioneer Valley Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 7 years, 3 months, 9 days. Per G.L. 32, § 4(1)(h) an eligible veteran has the right to purchase up to four years. The total cost of his buyback based on his first 12 months of earnings as a member of the Retirement System is \$14,487.44 (\$3,621.86 x 4 years) if paid by March 31, 2017 otherwise interest will accrue as allowed by law. (1st year salary was \$36,218.55 based on actual wages with payroll provided by the Treasurer.)

#### Deaths:

Baldic, Richard – Option A retiree since 08/15/1996, Mr. Baldic was a head custodian for the Town of Orange elementary schools, accruing 13 years, 5 months of creditable service. DOD was 2/8/2017 at the age of 80.

Buell, Wanda – Option A retiree since 06/30/1984, Ms. Buell was a tutor for the Mahar Regional School District, accruing 12 years, 9 months of creditable service. DOD was 01/25/2017 at the age of 94.

#### General Business:

##### Retirees' COLA for July 1

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2017.

#### Vote Reallocation of last year's budget line items

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following transfer from 2016 budget line to adjust for a deficit:

\$137.23 from: Administrative Exp-Various  
to: Board Election

#### Travel approval for Retirement Administrators' meeting on Martha's Vineyard

On a motion made by P. Light and a second by G. Voelker, the Board voted unanimously to approve the attendance and travel of staff to the May 15 – 16, 2017 Retirement Administrators' meeting on Martha's Vineyard.

#### Investment Consultant

Greg McNeillie, Vice-Chairman and Principal with Dahab Associates joined the meeting at 8:36 a.m. and reviewed the fourth quarter returns for the investment portfolio.

#### Fossil Fuels Legislation

The Board discussed with Greg the House bill (Docket No 3605), regarding an effort by MassDivest to have pension funds divest from fossil fuel holdings. Greg told the Board that fossil fuels are a big sector of the return of the index and the fiduciary responsibility of the Board is future returns. After some discussion the Board members directed Dale to respond by sending the same letter to MassDivest that was sent in 2013 to the 350MA group declining an audience with the Board due to the political nature of the bill.

#### Polen Agreement

The Board discussed and reviewed the new Polen agreement. It was recommended by Board Attorney Michael Sacco and Greg to include the end date of the term in the contract with Polen. The term of the contract is from March 1, 2017 to February 29, 2024.

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the new 7 year contract with Polen, subject to PERAC acknowledging successful receipt of required documentation.

#### Aberdeen Agreement

The Board discussed and reviewed the agreement with the new investment manager – Aberdeen. The term of the contract is from April 1, 2017 to March 31, 2024.

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the 7 year contract with Aberdeen, subject to PERAC acknowledging successful receipt of required documentation.

#### OSAM's Performance

In addition, the Board discussed with Greg O'Shaughnessy's performance. Greg stated that they had two good quarters and they have kept up with the benchmark. At this point, there is nothing to be concerned about.

#### Systematic

James Wallerius, Partner, Client Services & Marketing and Eoin Middaugh, CFA, Portfolio Manager/Partner joined the meeting at 9:15 a.m. Mr. Wallerius shared staffing updates, and confirmed that the small-cap focus of the fund remains the same. Mr. Middaugh shared the firm's view of the current and future market and commented on the returns to date for the Board's investment.

#### PRIM/PRIT

Paul Todisco, Senior Client Services Officer and Francesco Daniele, Senior Client Services Officer at PRIT joined the meeting at 9:50 a.m. Mr. Todisco introduced Francesco Daniele and discussed other staff, PRIM Board Membership, and Committee membership changes. Mr. Daniele gave a performance update and reviewed the 2017 PRIM proposed changes in their asset allocation.

Pay second third of the past due 3(8)(c) bill to the State Retirement  
No action, or votes, taken at this time.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JANUARY 31, 2017

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on December 21, 2016.

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the minutes of the special meeting held on January 18, 2017.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$791,021.42	
Refunds	14,889.24	
Transfers	20,189.34	
Invoices 01-17W	232,843.69	
Invoices 13-16W	77,737.72	
Operating	39,149.38	
Investments		58,847.11
3(8)c pmts to other Boards	212,584.92	
For a total of:		\$1,136,681.41

#### Cash Transfer between Investments and Bank

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to transfer \$623,000 from Seizert Capital Partners to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new members and additional positions as follows:

#### New Members

Begos, Amanda M	11/28/2016	100%	CON	Instructional Assistant
Beymer, Darrel L	11/28/2016	100%	SND	Assistant Teacher
Bradbury-Carlin, Candace M	12/12/2016	50%	WTY	Library Director
Chicoine, Olivia M	08/29/2016	100%	NSW	Teacher's Aide

Cody, Ciji A	12/28/2016	100%	NSW	Para Professional
Dagrosa, Lauren M	10/31/2016	100%	DER	Instructional Assistant
Dietlin, Michael T	11/7/2016	100%	DER	Custodian
Emerson, Theresa A	12/28/2016	100%	DER	Paramedic
Gray, Denice A	11/21/2016	100%	FCH	Bookkeeper
Hamlett, Vernon R	1/3/2017	100%	OGE	Laborer
Holhut, John M	01/02/2017	100%	DER	Laborer/Operator
LaJoie, Cristie M	12/13/2016	100%	OGE	Building Sub.
Manley, Sarah A	01/09/2017	100%	HLT	Para Professional
Mason, Richard A	12/27/2016	100%	FCH	Maintenance Mechanic/Lab.
Mollison, Bryan D	12/28/2016	100%	ASH	Laborer/Operator
Nelson, David M	12/7/2016	100%	FCH	Director of Finance
Roberts-Crawford, Amy B	09/15/2016	100%	MOH	Para Professional
Sibley II, Clayton W	11/14/2016	100%	DER	Head Custodian
Wallace, Bradley S	08/22/2016	100%	SND	Laborer/Driver
Weigand, Kristen M	11/28/2016	80%	MOH	Para Professional

#### Additional Positions

		New total %		
Dagrosa, Lauren M	07/05/16	100%	SND	Summer Lead Teacher
Lane, Molly A	11/13/2016	70%	ROW	School Librarian
Skipton, Andrew P	12/05/16	100%	FRN	Carpenter
Taylor, Lynn M	11/28/16	100%	ASH	Collector
Voelker, Gabriele H	01/01/17	100%	FCR	Board Member
Wozniak, Alice M	11/23/2016	100%	HTH	Assistant Assessor

#### New Retirees:

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Blakesley, Laura - the retirement package has been submitted to PERAC to retire Laura Blakesley for a Superannuation, Option A retirement allowance. Her last day of work was November 30, 2016 and her retirement benefit will begin on December 1, 2016. Ms. Blakesley was a group 1 member working as the Treasurer in the Town of Ashfield, Easthampton and Westhampton, accruing 21 years, 6 months of creditable service. Hampshire County Retirement System holds 20 years of shared liability due to dual service.

Griswold, Laurie - the retirement package has been submitted to PERAC to retire Laurie A. Griswold for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2014 and her retirement benefit will begin on November 4, 2016. Ms. Griswold was a group 1 member working as a cafeteria worker for the Mohawk Regional School District, accruing 20 years, 5 months of creditable service.

Rennie, Deborah - the retirement package has been submitted to PERAC to retire Deborah A. Rennie for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on December 14, 2016. Ms. Rennie was a group 1 member working as an instructional assistant for the Deerfield Elementary School, accruing 18 years of creditable service.

#### Buybacks and Makeups:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following buyback:



Steiner, Kevin – current member in the Town of Northfield has requested a make-up of part-time non-membership service prior to membership eligibility between May 19, 2007 and September 20, 2008. Service was as an attendant at the Northfield Transfer Station. Payroll has been obtained. Allowable service is calculated using hour for hour, for a total of 627.5 hours equal to 3 months, 26 days of creditable service at a cost of \$1,037.51 if paid by February 28, 2017; otherwise interest will accrue as allowed by law.

#### Deaths:

Cummings, Elizabeth – Option A retiree since 06/30/2009, Ms. Cummings was a teacher's aide for the Mahar Regional School District, accruing 34 years, 10 months of creditable service. DOD was 01/03/2017 at the age of 81.

Delaney, Helen – Option B retiree since 05/08/1990, Ms. Delaney was a clerk to the Town of Buckland Selectmen, accruing 24 years, 1 month of creditable service. DOD was 01/11/2017 at the age of 84. No annuity balance remains.

Pratt, Joyce – Option A retiree since 07/01/1995, Ms. Pratt was a teacher's aide for the Town of Orange, accruing 14 years, 6 months of creditable service. DOD was 12/24/2016 at the age of 78.

#### General Business:

Elect Board Vice Chair

David Gendron was the Board Vice Chair, so with his departure, Dale Kowacki, Executive Director suggested the Board vote to designate someone else on the Board to be Vice Chair.

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted Paul Mokrzecki as Vice Chair.

#### Retirees' COLA for July 1

After some discussion, the Board decided to defer this until the February Board meeting.

#### Increase Retirees' COLA Base

On a motion made by P. Mokrzecki, and a second by P. Light, the Board unanimously voted to leave the maximum COLA base for the retirees' annual COLA at \$17,000.

#### Travel approval for MACRS meetings

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2017 MACRS meeting on Cape Cod, and the Fall 2017 MACRS meeting.

#### Pay second third of the past due 3(8)(c) bill to the State Retirement

No action, or votes, taken at this time.

#### FRANKLIN REGIONAL RETIREMENT SYSTEM

#### BOARD MEETING MINUTES (Special meeting)

JANUARY 18, 2017

A special meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07 a.m. by Board

Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and Gabriele Voelker present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Auditor, Deb Frenzoz, and the Board's investment consultant, Greg McNeillie.

#### Main Business:

After discussing with Greg McNeillie the format of the interviews, and reviewing the comparative performance of each, the Board interviewed the following Small Cap investment managers:

#### Aberdeen Asset Management

Jason Kotik, Senior Investment Manager, Aberdeen North American Equities

Jack Kirkpatrick, Deputy Head of Institutional Business Development, North America

#### BMO Global Asset Management

Christopher Jenks, CFA, Portfolio Management Specialist – Disciplined Equity

Brian S. Engel, CAIA, Director – Institutional Business Development

#### Federated Investors

Sarah A. Stahl, CIPM, Managing Director

Paul J. Zuber, CIMA, Senior Vice President, Consultant Relations Manager

#### Fidelity Institutional Asset Management

Ben Treacy, Institutional Portfolio Manager

Ed Schollmeyer, Vice President Business Development

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to contract with Aberdeen Asset Management to manage a Small Cap Fund for the benefit of the retirement system.

## FRANKLIN REGIONAL RETIREMENT SYSTEM

### BOARD MEETING MINUTES

DECEMBER 21, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on November 30, 2016.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$790,314.50	
Refunds	46,040.80	
2nd refund warrant	18,502.47	
Transfers	59,196.61	
Invoices 12-16W	33,560.99	
Invoices 0A-17W	5,692.72	
Operating	35,204.07	
Investments		4,049.64
3(8)c pmts to other Boards		
For a total of:		\$953,308.09

#### Cash Transfer between Investments and Bank

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to transfer \$760,000 from PRIT Core Fund to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

#### New Members

Freytag, Riana N	11/14/2016	60%	OGE	Library Assistant
Lane, Molly A	10/18/2016	80%	ROW	Library Director
Reynolds, Donna M	11/01/2016	80%	OGE	Cashier/Assist. Cook
Rodrigue, Bridget S	10/10/2016	80%	ASH	Town Clerk
Sanchez, Elizabeth M	11/08/2016	100%	FCH	Leased Housing Rep.
Warren, Kayce D	12/09/2016	100%	ASH	Town Administrator

#### New Retirees:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Fellows, Jeannette - the retirement package has been submitted to PERAC to retire Jeannette H. Fellows for a Superannuation, Option B retirement allowance. Her last day of work was May 22, 2014 and her retirement benefit will begin on November 1, 2016. Ms. Fellows was a group 1 member working as the Town Clerk, the Town Secretary, and as an assessor for the Town of Warwick, accruing 16 years, 11 months of creditable service.

Karras, David P - the retirement package has been submitted to PERAC to retire David Karras for a Superannuation, Option A retirement allowance. His last day of work was October 31, 2016 and his retirement benefit will begin on November 1, 2016. Mr. Karras was a group 1 member working for the Town of Orange Highway Department as a foreman and truck driver, accruing 17 years, 1 month of creditable service.

Change of service previously approved:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to change service for the following service previously transferred/approved:

Schleeweis, Dennise – current member of MTRB, MTRB asked for a review of her service. In 2004 her record was transferred to MTRB stating a start date of 9/4/2001 and no end date with FRRS accepting 2 years, 3 months of service. After researching this service, it was discovered that our software at the time, TACS, calculated the service to 12/31/2003. It is recommended that the FRRS liability be decreased to 2 years (12-month basis) using service dates of 09/04/2001 to 06/30/2003.

Grant Service for Unpaid Leaves:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to approve the following creditable service:

Griswold, Laurie – inactive member in the Mohawk Regional School District who worked as a cafeteria worker and retired as of November 4, 2016. During the retirement process an unpaid leave of 7 months between 02/1/1996 and 08/31/1996 was discovered. She returned to her normal schedule of work on 09/01/1996. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave. If granted, her total creditable service will be 20 years, 5 months, 10 days.

General Business:

Staff Evaluations

After a brief discussion, the Board decided to give Dale and Susan the residual merit at the top of their payscale range as a merit increase, and a longevity bonus of a tenth of a percent for each year completed after 10 years.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the residual merit and longevity for Dale and Susan.

In addition, the Board determined a merit raise for Deb, Patty, and Pat who are still well within their salary ranges, so they are all fully eligible for merit increases.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to approve a merit increase of 3% for Deb, Patty and Pat.

Schedule Section 15 hearing

Dale Kowacki, Executive Director, informed the Board that we hold the funds of a member that was found guilty of fraud related to their position with the town where they were elected. The member is now barred from a retirement benefit, but because they have made full restitution they are eligible to a refund of only their deductions (no interest). However, before a refund can happen, the Board must hold a hearing on the matter.

Dale asked the Board if they would like staff to inform the member of their eligibility for a refund, or wait for the member to request the refund. If they member requests a refund, it will entail some form of a hearing (Michael Sacco, Board Attorney has a way to abbreviate the process.), with the result being an immediate refund processing.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to send a letter informing the member of their eligibility to request a refund of their deductions only (no interest).

Current Year Budget

Susan Bobe, Assistant Director analyzed the budget to determine what we will need to finish the year and determined that no additional funds are needed.

No action, or votes, taken at this time.

#### Investment Manager Meetings

Dale Kowacki, Executive Director, presented the Board with a 2017 schedule for quarterly meetings with our Investment Managers. Upon review by the Board the schedule was accepted as presented.

Wednesday, February 22, 2017 - Greg (8:30 am)  
Systematic (9:00 am)  
PRIT/PRIM (9:30 am)

Wednesday, May 31, 2017 - Greg (8:30 am)  
Polen (9:00 am)  
O'Shaughnessy (9:30 am)

Wednesday, August 30, 2017 - Greg (8:30 am)  
Seizert (9:00 am)  
IR&M (9:30 am) |

Wednesday, November 29, 2017 - Greg only (9:00 am)

Pay second third of the past due 3(8)(c) bill to the State Retirement

No action, or votes, taken at this time.

#### Departure of David Gendron from the Board

The Board along with staff presented David with a couple of parting gifts and thanked him for his 17 years of service as an elected Board Member.

The regular election concluded on December 12, 2016, and resulted in the election of Gabriele H. Voelker to the position of Fourth Member on the board for a three-year term beginning on January 1, 2017 and ending December 31, 2019.

#### Sandra Hanks, Board Chair

The Board along with staff presented Sandy with a couple of gifts to recognize her 80th birthday which happened to be today.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

NOVEMBER 30, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

## Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on October 25, 2016.

## Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$794,645.74	
Refunds	4,535.81	
Transfers	0.00	
Invoices 11-16W	59,021.30	
Invoices 00-17W	1,000.00	
Operating	46,848.28	
Investments		13,173.02
3(8)c pmts to other Boards		
For a total of:		\$859,202.85

## Cash Transfer between Investments and Bank

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to transfer \$280,000 from PRIT Core Fund to Unibank to cover next month's warrants.

## Membership

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new members as follows:

### New Members

Bianchi, Heather J	8/29/16	100%	OGE	School Nurse
Blackmer, Lisa M	10/17/16	100%	BUC	Treasurer/Collector
Bromberg, Virginia E	10/24/16	100%	MOH	Para Professional
Crutch, Matthew E	09/19/16	100%	SDW	Operations
Dix, Marshall W	09/19/16	100%	SHB	Laborer
Donohue, Patricia A	08/18/16	50%	MOH	School Comm. Secretary
Elborgy, Omnia M	09/28/16	80%	FRN	Instructional Aide
Eugin, Jacob M	10/01/2016	100%	DER	Police Officer
Fierro Jr., David	09/19/16	50%	MNR	Treasurer/Accounting Officer
Gougeon, Rebecca L	10/24/2016	100%	MOH	Para Professional
Heon, Kelli M	11/10/2016	50%	PNR	Para Professional
Hersom, Tyler A	09/28/2016	100%	DER	Police Officer
Imhoff, Jordan K	10/11/16	100%	MOH	Para Professional
Kieras, Daniel D	09/07/16	100%	FRN	Instructional Assistant
Kuzmeskus, Tara K	10/31/2016	100%	DER	Instructional Assistant
LaRue, Jamie E	10/24/16	60%	MOH	After School Para Professional
Leslie, Michael	09/27/2016	100%	NTD	Patrolman
Marshall, Keith E	09/26/16	60%	WTY	Custodian
Marshall, Keith E	10/14/16	20%	FRN	Custodian
Mawson, Jeryn E	10/13/16	100%	DER	Custodian
McHale, Megan K	09/19/16	100%	FRN	Instructional Assistant
Morrow, Jennifer L	10/24/16	60%	FCH	Comm. Dev. Admin. Assistant
Mullaney, Jessica	10/24/16	100%	MHR	Para Professional
Palmer, Edwin A	10/03/16	100%	HAW	Laborer/Operator
Prosperi, Jonathan H	09/05/2016	80%	FRN	Instructional Assistant
Scannell, Julia M	09/19/16	100%	FCH	Staff Accountant

St. Cyr, Amy L	09/20/16	100%	MHR	Para Professional
Additional Positions		New total %		
Holst, Robert L	09/16/2016	100%	ASH	Police Officer
New Positions				
Grogan, Chelsey A	10/03/2016	100%	DER	Elem. Long-term Substitute

**New Retirees:**

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Marcotte, Linda - the retirement package has been submitted to PERAC to approve the calculation for a Superannuation, option B for Linda Marcotte. Her last day of work was October 17, 2016 and her retirement benefit will begin on October 18, 2016. Ms. Marcotte was a group 1 member most recently serving as the Treasurer/Collector in the Town of Buckland, accruing 35 years 3 months of creditable service. The State Board of Retirement holds 3 months, 17 days of that liability.

Mitchell, Elaine - the retirement package has been submitted to PERAC to approve the calculation for a Superannuation, option B for Elaine Mitchell. Her last day of work was October 31, 2016 and her retirement benefit will begin on November 1, 2016. Ms. Mitchell was a group 1 member working for the Ralph C Mahar Regional School District accruing 22 years, 2 months of creditable service.

Walker, Steven - the retirement package has been submitted to PERAC to approve the calculation for an Ordinary Disability allowance, option C for Steven A. Walker. His last day of regular compensation was October 10, 2016 and his retirement benefit will begin on October 11, 2016. Mr. Walker was a group 4 member working as the Chief of Police in the Town of Shelburne, accruing 27 years of creditable service.

**Deaths:**

Denison, Theresa - Option C beneficiary of Russell Denison died 10/23/2016. Mr. Denison will pop-up to an Option A monthly benefit.

Melnick, John - Option C beneficiary of Lucy Melnick died 10/28/2016. Mrs. Melnick will pop-up to an Option A monthly benefit.

Ormond, Robert – Option C retiree since 07/09/1997 who became an Option C ‘pop up’ retiree on 05/27/2007, Mr. Ormond worked as the Highway Superintendent and as a Selectman for the Town of Shelburne accruing 11 years of creditable service. DOD was 11/10/2016 at the age of 82.

**General Business:**

Edit to policy on installment payments for service purchases

During a discussion with Michael Sacco, Board Attorney, regarding one aspect of our policy on partial purchase of service, Michael educated us on the particulars of when we can and cannot prorate the partial purchase. As a result of this discussion we have modified the pertinent section of Board policy, and present it here for the Board’s review and approval.

**Proposed:**

Payments must be a minimum of \$150 per month, with full payment made within five years from the date the board votes the approval of a buyback and/or make-up (separately or together) unless a greater time period is approved by the board. If a payment agreement is incomplete at the time of retirement, prorated service will be granted if provided by law. If a payment agreement is incomplete at the time of transfer to another retirement system, payments received will be refunded to the member and any

service credit related to the payment agreement will be reversed and no creditable service will be allowed. If a payment agreement is incomplete at the time a member requests a refund of their accumulated total deductions, the refund will include the payment received for the payment agreement and no creditable service will be included in the statement of total credit at the time of refund.

On a motion made by P. Light and a second by P. Mokrzecki, the Board unanimously voted to accept as written the proposed Board policy on installment payments for service purchases.

#### Board Meeting Schedule for 2017

The Board agreed to the 2017 monthly meeting schedule as presented, with a change to the July meeting from Tuesday, July 25, 2017 to Wednesday, July 26, 2017 (see addendum to these minutes for copy of calendar).

#### Debit card, not credit card

It was getting complicated to do a credit card, so as it turned out, Unibank's debit card was the best option.

We opened a third account with Unibank that will be the only account connected to the debit card(s). It will be seeded with a carrying balance of \$2,000, and thereafter reimbursed from the money market account when the invoices are approved – exactly the same as the checking account. Sandy and Dale will have cards in their names, both of which will be kept in the office, in the locked cabinet.

On a motion made by P. Light and second by M. Stokarski, the Board unanimously voted to approve the use of debit cards instead of credit cards.

#### Updated Public Records Law

Dale Kowacki, Executive Director presented to the Board the Updated Public Records Law that Governor Baker signed into law June 3, 2016 to take effect January 1, 2017.

No action, or votes, taken at this time.

#### Review and perhaps approve 4(2)(b) refunds

As is the annual practice, Dale Kowacki, Executive Director, asked Board Attorney Michael Sacco, "is it time to issue 4(2)(b) refunds?". Michael's response was, "Unfortunately, we are no closer to resolution....."

However, Dale informed the Board of a memo received after Michael Sacco's original answer, dated November 28, 2016, from Michael Sacco to "All Retirement Board Clients" that CRAB, on November 18, 2016 released two decisions regarding Section 4(2)(b) – Reserve or Permanent intermittent Police Officer or a Reserve, Permanent-intermittent or Call Firefighter- (Gomes and Grimes), wherein CRAB indicates that minimum salary amounts cannot be used in the calculation of the cost for a member to purchase 4(2)(b) service, and if PERAC is not successfully able to appeal, refunds will be payable to certain members of FRRS. The Board will continue to wait for final resolution of the matter before deciding whether or not to issue refunds.

#### Investment Consultant

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:40 a.m. to review the 3rd quarter investment results and present the research done by Dahab in regards to the Small Cap and Large Cap manager bids.

Proposals from Large Cap managers;



At its August 31, 2016, Greg McNeillie informed the board that Dahab had started the compliance re-bid process for our large cap growth allocation. The Board asked Mr. McNeillie to bring to this meeting his recommendations.

After discussing the analysis done by Dahab Associates regarding ranking the respondents to the search, and seeing that Polen Capital ranked high enough to be in the “highly advantageous” category, the Board took the following action:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board, in accordance with research performed by Dahab and by recommendation of Dahab voted unanimously to resign Polen Capital to a 7-year contract beginning January 1, 2017 and ending December 31, 2023.

Proposals from Small Cap managers:

At its September 28, 2016 meeting, the Board voted to seek proposals from investment managers that provide active management equities in the Small Cap segment. The Board asked Mr. McNeillie to conduct a search for Small Cap managers, and to bring to this meeting his recommendations to the Board.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to interview four (4) Small Cap Managers to manage a Small Cap Fund for the benefit of the retirement system.

The Board selected the following four managers, from the pool of 39 that submitted proposals, to be interviewed in 30 minute intervals by the Board on January 18, 2017 starting at 8:30 am.

Aberdeen Asset Management  
BMO Asset Management  
Federated Investors, Inc.  
Fidelity Institutional Asset Management

Pay second third of the past due 3(8)(c) bill to the State Retirement  
No action, or votes, taken at this time.

**ADDENDUM B**

2017 BOARD MEETING DATES  
Wednesdays (generally) at 8:00 am

JANUARY	31 (T)
FEBRUARY	22 (W)
MARCH	29 (W)
APRIL	25 (T)
MAY	31 (W)
JUNE	28 (W)
JULY	26 (W)
AUGUST	30 (W)
SEPTEMBER	27 (W)
OCTOBER	31 (T)
NOVEMBER	29 (W)
DECEMBER	20 (W)

Meetings are scheduled to be held in the meeting room, in Suite 311, at  
278 Main Street in Greenfield Massachusetts

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

OCTOBER 25, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on September 28, 2016.

Paul Mokrzecki arrived at 8:02 a.m.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$779,512.19	
Refunds	5,875.04	
Transfers	28,622.24	
Invoices	81,838.61	
Operating	34,596.55	
Investments		47,242.06
3(8)c pmts to other Boards		
For a total of:		\$895,848.08

Cash Transfer between Investments and Bank

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to transfer \$500,000 from PRIT Core Fund to Unibank to cover next month's warrants.

Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new members as follows:

New Members

Aron, Daniel J	09/26/2016	90%	STB	Para-Educator
Byrne, Colleen M	09/05/2016	100%	DER	Instructional Assistant
Cerone, Alexander F	09/05/2016	100%	DER	Instructional Assistant
Crosby-Chantre, Casey K	08/25/2016	100%	MHR	Para Professional
Delaney, Suzanne H	09/05/2016	100%	DER	Instructional Assistant
Favreau, Sandra L	09/12/2016	90%	PNR	Para Professional
Ferreira, Stacey	09/08/2016	100%	MHR	Accountant/Grants Mgr.
Fluet, Kelsy A	09/07/2016	50%	DER	Extended Day Coordinator
Hellyar, June R.	08/29/2016	90%	STB	Para Educator
Jarvis, Eli F	09/12/2016	100%	FRN	Instructional Assistant
Miller, Gabrielle E	09/05/2016	100%	FRN	Instructional Aide
Nunley, Keegan M	08/25/2016	90%	MHR	Para Professional
Oberacker, Chad	09/23/2016	100%	MHR	Kitchen Manager
Podosek Bosman, Lynn A	09/05/2016	100%	CON	Instructional Assistant
Richter, Timothy F	09/19/2016	100%	NTD	Driver/Laborer
Robert, Rebecca V	09/05/2016	100%	SND	Individual Aide
Saisa, Laurie M	09/19/2016	100%	FRN	Para Professional
Sears, Erin N	09/05/2016	100%	SND	Instructional Assistant
Sellers, Joan	08/29/2016	100%	MOH	Speech Assistant
Shedd, Debra-Lynn	09/07/2016	90%	PNR	Instructional Asst.
Skiffington, Sarah L	09/05/2016	100%	DER	Instructional Assistant
Toyoda, Kaoru	09/05/2016	100%	SND	Instructional Assistant
Tuttle, Sarah	09/05/2016	100%	CON	Instructional Assistant
Varuzzo, Ashley M	09/19/2016	100%	HLT	Speech Assistant
Waldron-Hansen, Janice A	08/29/2016	100%	MOH	Para Professional

		New		
Additional Positions		total %		
Bassett, Jason R	10/01/2016	100%	GIL	Patrolman

Duguay, Michelle	09/06/2016	100%	CON	Clerk
Komerzan, Igor	08/25/2016	100%	PNR	Coach
Murphy, Kelli A	09/06/2016	100%	SND	Speech Pathologist Asst.
Rogers, Pamela	09/23/2016	100%	ERV	Office Assistant

#### New Retirees:

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the following retirement:

Schmitt, Elizabeth - the retirement package has been submitted to PERAC to retire Elizabeth Schmitt for a Superannuation, Option A retirement allowance. Her last day of work was April 29, 2011 and her retirement benefit will begin on September 2, 2016. Ms. Schmitt was a group 1 member working as the Librarian for the Deerfield Elementary School, accruing 21 years, 5 months of creditable service.

#### Buybacks and Makeups:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

Marcotte, Linda – As required by the Board vote at the 9/28/2016 meeting, staff reports that payroll records were received confirming service approved for Ms. Marcotte. Service was purchased prior to Ms. Marcotte's retirement date of 10/17/16.

Taylor, Sydney – current member in Mahar Regional School District has asked to purchase service from his 1970, 1971 and 1972 summer work on the grounds of Mahar Regional School. Payroll has been provided by the school. Allowable service has been calculated on a calendar year basis, actual hours worked for a total of 5 months, 27 days at a cost of \$445.50 if paid by 11/30/2016.

Russell, Barbara – current member in the Town of Orange has requested a make-up of part-time non-membership service prior to membership eligibility between September 8, 1986 and June 12, 1987. Service was with the Town of Orange as a teacher's aide. Payroll records have been obtained. Allowable service is calculated using hour for hour, for a total of 806.5 hours equal to 7 months, 5 days of creditable service on a 12 for 10 basis at a cost of \$1,157.40 if paid by November 30, 2016; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was eligible for membership prior to her enrollment on September 1, 1991. Total service allowed for September 21, 1987 – June 30, 1991 is 3 years, 11 months, 5 days calculated on a 12 for 10 basis. Cost of the purchase is \$1,682.77, deductions only, if paid by November 30, 2016; otherwise interest will accrue as allowed by law. Total service cost is \$2,840.17. Total service for both periods is 4 years, 6 months, 10 days.

#### General Business:

##### 2017 Budget

The budget was presented to the Board with changes to the parking permits line, the investment management fees line and the Investment consultant line to reflect increases to the cost of parking permits, projected management fees for 2017 and Dahab contract extension with an increase to the fee for the final two years.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to approve the budget as presented for a total of \$1,356,838.00.

##### Investment consultant (DAHAB) contract extension

The amended contract to extend the current contract with DAHAB for an additional two (2) years was presented to the Board to be reviewed and signed.

After a brief discussion and review of the amended contract the Board voted the following:

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to accept the amended contract with DAHAB for an additional two (2) years to February 14, 2019.

Vote Policy on interest when correcting errors

At last month's Board meeting on 09/28/2016, the Board members tabled this discussion until the 10/25/2016 meeting and asked staff for a simplified presentation of the proposed policy when correcting errors.

After a brief discussion and review of the proposed policy the Board decided to go with the proposed policy as presented with the addition to the last sentence.

On a motion made by P. Mokrzecki and second by D. Gendron, the Board unanimously voted to set policy as follows:

"When correcting errors in deductions, refunds, retirements, or any other circumstance subject to the requirements of MGL 32 §20(5)(c)(2), the interest rate to apply when refunding excess or collecting missing funds will be equal to the "regular interest" rate.

Presentation of January 1, 2016 Actuarial report

The final copy of the Jan 2016 Actuarial report was presented to the Board.

No action, or votes, taken at this time.

Pay second third of the past due 3(8)(c) bill to the State Retirement

No action, or votes, taken at this time.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

SEPTEMBER 28, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on August 31, 2016.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$779,422.99	
Refunds	46,256.41	
Transfers	72,141.16	
Invoices	55,224.96	
Operating	51,028.39	
Investments		4,196.57
3(8)c pmts to other Boards		
For a total of:		\$953,045.52

A motion was made by P. Mokrzecki and seconded by M. Stokarski, to amend the main motion to adjust for an error on the invoice warrant (90 cents) and to correct the total of the warrants as follows:

Invoices	55,224.06	
Operating	51,027.49	
Investments		4,196.57
3(8)c pmts to other Boards		
For a total of:		\$953,044.62

## Cash Transfer between Investments and Bank

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to transfer \$775,000 from PRIT Core Fund to Unibank to cover next month's warrants.

## Membership

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

New Members				
Andrews, Aaron E	08/26/2016	100%	MOH	Para Professional
Barnes, Allison	08/29/2016	100%	NSW	Teacher's Aide
Barnes, Jessica A	09/05/2016	100%	WTY	Instructional Assistant
Bashaw, Robert J	08/22/2016	100%	FCH	Finance & Personnel Coor.
Beaupre, III, Richard U	07/08/2016	100%	MOH	Custodian
Budziszewski, Elise M	09/05/2016	100%	SND	Instructional Assistant
Cicia, Lisa A	08/22/2016	100%	DER	Asst. Town Clerk
Cowles, Virginia L	09/05/2016	100%	WTY	Instructional Assistant
Daby Jr., Norman E	08/15/2016	100%	BUC	Laborer
Demetropoulos, Erik J	08/29/2016	100%	SND	Chief of Police
Donovan, Megan E	09/07/2016	100%	DER	Instructional Assistant
Friedman, Stephanie L	08/31/2016	60%	PNR	Instructional Assistant (Library)
Fuller, Susan M	08/29/2016	100%	MOH	Para Professional
Gagne, Megan A	08/29/2016	100%	ERV	Para Professional
Gordon, Michael J	09/06/2016	100%	ERV	Highway Equip. Operator
Hawkins, Susan L	09/05/2016	100%	SND	Instructional Assistant
Kelly, Allie S	09/05/2016	100%	DER	Instructional Aide
Mallard, Rachel R	08/31/2016	90%	PNR	Speech Assistant
Miner, Jacob R	08/31/2016	90%	PNR	Para Professional
Parent, Courtney L	09/05/2016	100%	DER	Instructional Assistant
Rounds, Cassandra L	08/29/2016	100%	MOH	ABA Para Professional
Ryan, Mallory I	08/26/2016	100%	MOH	ABA Therapist
Sessions, Denise	08/22/2016	100%	MOH	Cafeteria Manager
Severance, Julie M	08/31/2016	90%	PNR	Para Professional
Additional Positions				
		New total %		
Cornish, Charles H	07/01/2016	100%	HTH	Board of Health
Kaczenski-Bezio, Bethann R	08/26/2015	100%	ASH	Police Officer
Morse, Jennifer	08/22/2016	100%	SHB	Assistant Assessor
Parent, Courtney L	09/05/2016	100%	FRN	Coach--Volleyball
New Positions				
Young, Megan A	08/22/2016	100%	NSW	Central Bookkeeper—Union

#### New Retirees:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Gould, Richard - the retirement package has been submitted to PERAC to retire Richard L. Gould for a Superannuation, Option A retirement allowance. His last day of work was September 2, 2016 and his retirement benefit will begin on September 3, 2016. Mr. Gould was a group 1 member working as the Highway Superintendent for the Town of Hawley, accruing 38 years, 5 months of creditable service.

Moore, Jr., Dana - the retirement package has been submitted to PERAC to retire Dana Moore for a Superannuation, Option B retirement allowance. His last day of work was August 19, 2016 and his retirement benefit will begin on August 20, 2016. Mr. Moore was a group 1 member working for the Town of Erving in its Highway and Water Departments accruing 30 years, 4 months of creditable service. The Commonwealth of Massachusetts passed a legislative act on 4/7/2016 to enhance Mr. Moore's benefit by a combined age and service of 2 years, to wit, his age has been increased to 63, using 1 year, 6 months, 18 days of the enhancement and his service has been increased to 30 years, 9 months using the remaining 5 months, 12 days of the enhancement.

Wilder, Diane - the retirement package has been submitted to PERAC to retire Diane Wilder for a Superannuation, Option C retirement allowance. Her last day of work was September 1, 2016 and her retirement benefit will begin on September 2, 2016. Ms. Wilder was a group 4 member working for the Town of Ashfield as Chief of Police and for the Massachusetts State Police as a dispatcher accruing 21 years, 1 month of creditable service. The State Retirement System holds 18 years, 11 months, 19 days of the total liability.

Stephan Field - the retirement package has been submitted to PERAC to retire Stephan Field for a Superannuation, Option B retirement allowance. His last day of work was August 26, 2016 and his retirement benefit will begin on September 11, 2016. Mr. Field was a group 1 member working for the Pioneer Valley Regional School District as the Facilities Director accruing 18 years, 10 months of creditable service.

#### Buybacks and Makeups:

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to allow the following make-up pending payroll verification and report back to the Board in October:

Marcotte, Linda – current member in the Town of Buckland has requested approval for a make-up of Heath School Committee service beginning with her first successful election on 5/7/1984 through 6/30/1985 and again from 7/1/1992 through 6/30/1993. Total creditable service requested for approval is 2 years, 1 month, 23 days. Payment for service has been determined based on estimated earnings for this time period. Prior to actually being awarded this service, Ms. Marcotte must provide payroll records and payment must be made prior to her retirement date.

5/7/1984 – 6/30/1985 Based on an estimated annual stipend of \$155.00 the cost of this purchase is \$44.02 for 1 year, 1 month, 23 days service credit. Membership eligibility rules mandated by the Supplemental Regulations in '84-85 required the employee work a minimum of 130 days and earn no less than \$720 per year. Ms. Marcotte was employed by the Franklin County Housing Authority beginning in 1983 through February 1985 and in May of 1985, she was appointed as the Heath Town Treasurer. Both of these positions made her eligible for membership in the retirement system.

7/1/1992 – 6/30/1993 Based on an estimated annual stipend of \$350.00, the cost of this purchase is \$65.26 for 1 year of service credit. In 1992 no minimum earnings or scheduled hours were required for membership.

#### Audit exit conference – Melanson Heath

Patrice Squillante, CPA of Melanson Heath joined the meeting at 8:35 a.m. to review with the Board the results of an independent audit of calendar year 2015. Patrice went over the financial statements and the



deferred outflows and deferred inflows of resources particularly around the departure of the Franklin Regional Council of Governments to the State Board and how that impacts the rest of our units. No management letter was issued and the Board was commended for an excellent audit with no findings.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Walker, Steven – current member with the Town of Shelburne, requests creditable service through c.32, §4(2)(b) for service with the Town of Buckland as a reserve police officer between 7/25/1989 and 10/09/1989. Total service is 2 months, 17 days at a cost of \$93.99 if paid prior to retirement. Cost of service is based on deductions for earnings based on the minimum \$5,000.

#### Deaths:

Jablonski, Edward – Option A retiree since 02/06/2013, Mr. Jablonski worked as the Chief Operator at the Wastewater Treatment Plant for the Town of Deerfield, accruing 28 years, 1 month of creditable service. DOD was 09/12/2016 at the age of 65.

Puffer, Edward – Option B retiree since 12/31/1978, Mr. Puffer worked as the Superintendent of Streets for the Town of Shutesbury, accruing 5 years, 4 months of creditable service. DOD was 09/11/2016 at the age of 98. No annuity balance remains.

Samoriski, Henry – died on 09/24/2016 at the age of 91. Henry was the Option D survivor of Juliana who worked as a school nurse for the Mohawk Regional School District, accruing 9 years, 6 months of creditable service. Juliana died on 03/11/2003 at the age of 78.

Zimmerman, Lee – Option B retiree since 03/01/1985, Mr. Zimmerman worked as a correctional officer for the Franklin County Jail, accruing 22 years, 3 months of creditable service. DOD was 09/23/2016 at the age of 89. No annuity balance remains.

#### General Business:

Search, or not, for Small Cap Core manager

Last month the FRRS Board voted to remove funds from Daruma Ginkgo Fund and if possible go with Fidelity Institutional Asset Management, formerly Pyramis Global Advisors. However, Fidelity is doing such a great job that they closed the fund to new money – so the Board is out of luck and left to look elsewhere. Greg McNeille, the Board's Investment Consultant has his office preparing a search and they are waiting for the Board to decide what it wants to do – continue forward and find a new Small Cap manager, or stick with Daruma.

On a motion made by D. Gendron and a second by P. Light, the Board unanimously voted to approve the initiation of a Small Cap Manager search conducted by DAHAB.

In addition, the Board discussed what to do in the interim with the Daruma funds. The Board decided to leave the funds with Daruma due to the year-to-date returns being a positive balance and watch month to month with the plan to remove the funds if Daruma begins to underperform prior to the hiring of a new Small Cap Manager.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to retain Daruma while conducting the search for a new Small Cap manager.

#### Vote Policy on interest when correcting errors

Dale Kowacki, Executive Director presented the Board with a draft policy in response to Board Attorney Michael Sacco's email instructing us to decide and implement an interest rate to use when we are collecting missing, or refunding erroneous, deductions.

The point of the law (MGL 32 §20(5)(c)(2)) seems to be to make the member's account with FRRS "whole", which includes assumptions about the potential to earn interest towards providing funding for retirement benefits.

After some discussion, the Board members asked this to be tabled until the October meeting with a simplified presentation of the proposed policy.

#### Change in landlords at 278 Main

Dale Kowacki, Executive Director informed the Board that we have a new landlord. Dale met the owner, Tim Grader. Our lease is still in effect until July 31, 2018. Tim likes us and likes that we are here. Tim says that within a year he hopes to install a better door security system, and, he is aware and focused on keeping the back doors secure. Tim impressed Dale as an active and involved landlord and we are expecting he will be responsive. Dale also spoke with Tim's maintenance person Carl. (Tim owns nine other properties in Holyoke and Northampton.) Carl has a fairly long to-do list – including complete roof replacement next year. Again, Carl is pleasant to converse with and we expect he will be responsive as well.

No action, or votes, taken at this time.

#### Budget 2017 (second draft)

Dale Kowacki, Executive Director presented a second draft of the 2017 budget for the system to the Board with a few of changes. The biggest change was adjusting the Executive Director and Assistant Director salaries to longevity instead of merit. In addition, the first draft increased the Board Stipends line item allowing for the maximum stipend of \$4,500 for Board Members (up from \$4,140) and a placeholder for the Chair of \$10,500. Dale asked if the Board members have any thoughts of increasing, or should these amounts be set back to the current stipend amounts? After some discussion, the Board members agreed to leave the Board member stipends and Chair's stipend at the current stipends of \$4,140 for the members and \$9,940 for the Chair.

#### Pay second third of the past due 3(8)(c) bill to the State Retirement

No action, or votes, taken at this time.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

AUGUST 31, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on July 27, 2016.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$775,020.18	
Refunds	111,018.18	
Transfers	106,047.38	
Invoices	50,604.90	
Operating	31,744.56	
Investments		18,860.34
3(8)c pmts to other Boards		

For a total of: \$1,042,690.64

Cash Transfer between Investments and Bank

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to transfer \$713,000 from PRIT Core Fund to Unibank to cover next month's warrants.

Membership

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

## New Members

Addison, Sean K	07/11/2016	100%	BUC	Driver/Operator
Barden, Michelle C	07/18/2016	100%	DER	Assistant Town Clerk
Bell, Letty A	07/01/2016	100%	PNR	Computer Tech
Bienvenue, Dominique	05/01/2016	100%	STB	After School Dir., Para Educ.
Browsky, Michael G	07/18/2016	100%	FCH	Housing Rehab. Specialist
Curtiss, Kyle M	07/25/2016	80%	FRT	Janitor/Maintenance
Dekoschak, Brendan C	05/26/2016	100%	HAW	Highway Superintendent
Domina, Brian M	07/01/2016	100%	WTY	Town Administrator
Duffy, Thomas N	07/01/2016	100%	ERV	Asst. Custodian
Foote, Jessica J	07/14/2016	50%	WCK	Tax Collector
LaFrance, Richard J	07/11/2016	100%	OGE	Night Custodian
Mosio, Kimberly M	07/11/2016	100%	FCH	Housing Rep.
Porlier, Gary K	07/11/2016	100%	ERV	Head Custodian
Stevens, Samuel J	07/25/2016	100%	NTD	Maintenance Worker
Watson, Amanda	07/18/2016	100%	FCH	HCEC Assistant

## Additional Positions

		New total %		
LaClaire Sr., Mitchell	03/01/2016	100%	ERV	On Call Firefighter/Captain
Meals, Eric M	06/01/2016	100%	BFW	Water Operator

## New Retirees:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to approve the following retirements:

Burt, Carol - the retirement package has been submitted to PERAC to retire Carol Burt for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Burt was a group 1 member working as a paraprofessional mostly for the Town of Conway but also had some service in Deerfield, Sunderland, Whately and Frontier, accruing 25 years of creditable service.

Lively, Deborah - the retirement package has been submitted to PERAC to retire Deborah L. Lively for a Superannuation, Option B retirement allowance. Her last day of work was January 9, 2004 and her retirement benefit will begin on June 3, 2016. Ms. Lively was a group 1 member working as a paraprofessional for the Mohawk Regional School District and as a custodian for the Town of Rowe, accruing 12 years, 6 months of creditable service.

Raymer, Patricia- the retirement package has been submitted to PERAC to retire Patricia Raymer for a Superannuation, Option B retirement allowance. Her last day of work was July 8, 2016 and her retirement benefit will begin on July 9, 2016. Ms. Raymer was a group 1 member working as the Assistant Clerk for the Town of Deerfield, accruing 18 years, 6 months of creditable service.

Siwicki, Karen - the retirement package has been submitted to PERAC to retire Karen M. Siwicki for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Siwicki was a group 1 member working as a secretary for the Frontier Regional School District, accruing 13 years, 4 months of creditable service.

Zukowski, Deborah - the retirement package has been submitted to PERAC to retire Deborah L. Zukowski for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Zukowski was a group 1 member working as a paraprofessional for the Mohawk Regional School District, accruing 13 years, 6 months of creditable service.

#### Buybacks and Makeups:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following make-ups:

Hendricks, Amy – current member in the Pioneer Valley Regional School District has requested a buyback of a refund taken from this system on 01/30/2003 in the amount of \$6,937.57. Service was in the Pioneer Valley Regional School District working as the Out of School Time Director and as a support aide. Allowable creditable service for the period 12/08/1997 – 02/15/2002 is 4 years, 2 months, 8 days and allowable creditable service for the period 02/16/02 – 04/12/02 is 9 days, calculated as actual hours worked, for total creditable service of 4 years, 2 months, 17 days. The cost of the buyback is calculated using the full actuarial rate of 7.75% for interest and totals \$19,371.75 if paid by 9/30/2016; otherwise interest will accrue as allowed by law.

Marcotte, Linda – current member in the Town of Buckland has requested approval for a make-up of C.E.T.A. service beginning 5/23/1980 through 12/25/1981. Linda has provided payroll records for this purchase. Allowable creditable service is 1 year, 3 months, 7 days actual hours worked for a cost of \$3,123.26 if paid by 9/30/2016; otherwise interest will accrue as allowed by law.

Additionally, Ms. Marcotte was employed in a full time, membership eligible position in the Franklin Regional Housing and Redevelopment Authority beginning 10/25/1982 through 2/16/1985. She has requested approval for a make-up of service for the following periods when no deductions were withheld from her pay. Service allowable is full time and no interest has been added to the cost of the purchase.

10/25/1982-1/29/1983

01/27/1985-2/16/1985 - total service = 3 months, 23 days; cost \$412.74

#### Change of service previously approved:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to change service for the following service previously transferred/approved:

Gordon, William – A 3/31/1997 transfer to the Greenfield Retirement Board allowed 9 months of creditable service for the time period beginning 8/30/1990 through January 1994. Service was based on actual hours worked, loosely determined by deductions received between 7/1/1991 and 1/31/1994. The supplemental regulations at the time this service was performed mandated full time creditable service for members. Mr. Gordon has asked the Board to approve an increase in allowable service from the original transfer of 9 months to full time service from 7/1/1991 up to his full time appointment in Greenfield on 3/23/1993 for a total of 1 year, 8 months, 22 days.

#### Rules and Regulations of the Franklin Regional Retirement System

January 1, 1993 through February 26, 1997

2. An employee, either full or part-time, receiving a salary or wage for prescribed periods of employment is to be given creditable full time service.

Additional service for Mr. Gordon under MGL c32, §4(2)b is under review. Staff is working with Attorney Sacco on some details and may present this additional service to the Board in the meeting.

#### Deaths:

Kemerer, Terry – Option C retiree since 03/20/2013, Mr. Kemerer worked as the Collector/Treasurer for the Town of Warwick, accruing 14 years, 8 months of creditable service. DOD was 08/06/2016. His daughter, Robin, is his Option C beneficiary.

#### General Business:

**William Stratford Ordinary Disability Medical Panel Report review**

Board members reviewed the medical panel reports in which the opinion was unanimous that William Stratford is permanently unable to perform the essential duties of his position due to a medical condition. Furthermore, Attorney Sacco opines that it is within the Board’s discretion to grant the application and award him an ordinary disability retirement.

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to grant the application and award ordinary disability retirement benefits for William Stratford, Town of Leverett former Highway Superintendent.

**Staff COLA for 2017**

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion made by P. Light and second by D. Gendron, the Board unanimously voted to grant a 0.42% increase to the base salaries of staff beginning January 1, 2017.

**Schedule Advisory Council annual meeting**

The Board was presented statistics from last year’s annual Advisory Council meeting with the suggestion that we do the same this year. The Board agreed to a morning meeting here at the office with refreshments.

No action, or votes, taken at this time.

**Salary Scale Review on Executive and Assistant Directors**

At the regular Board meeting on 01/26/2016, the Board was informed that both the Executive Director and the Assistant Director are at the top of their grade on the payscale, so in 2017 these positions will be limited to any COLA increase and whatever remains in their grade level for performance bonus(es). At that January meeting the Board expressed interest in reviewing the matter and asked that information be gathered.

The Board was presented the sections of the FRRS personal policy on Compensation/Salary Adjustments and Reclassification and Promotion as well as salary surveys and longevity policies.

In addition, Dale Kowacki, Executive Director presented the following draft policy to the Board:

Longevity - After an employee has reached the maximum of their paygrade, and has completed 10 years with the retirement system, employees will have added to their base salary a tenth of a percent for the budget year following their anniversary, for each year completed.

Years	Longevity	Years	Longevity	Years	Longevity
10	1.0%	20	2.0%	30	3.0%
11	1.1%	21	2.1%	31	3.1%
12	1.2%	22	2.2%	32	3.2%
13	1.3%	23	2.3%	33	3.3%
14	1.4%	24	2.4%	34	3.4%
15	1.5%	25	2.5%	35	3.5%
16	1.6%	26	2.6%		
17	1.7%	27	2.7%		
18	1.8%	28	2.8%		
19	1.9%	29	2.9%		

On a motion made by P. Light and second by P. Mokrzecki, the Board unanimously voted to approve the Longevity policy/chart as presented.

#### 2016 Draft Proposed Budget

The first draft of the 2017 budget for the system was presented to the Board.

No action, or votes, taken at this time.

#### Quarterly Investment Managers

##### Investment Consultant – Dahab Associates

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:31 a.m. and reviewed the second quarter returns for the investment portfolio.

In addition, Greg discussed with the Board, Daruma's underperformance since the 4th quarter of 2014. After a brief discussion, the Board decided it would be prudent to remove funds from Daruma Ginkgo Fund, LP and go with Fidelity Institutional Asset Management formerly Pyramis Global Advisors. The Board asked Greg to put together an Approval of Procurement Procedure in hiring Fidelity Institutional Asset Management to replace Daruma Ginkgo Fund, LP as our small cap manager pending PERAC acknowledgement.

On a motion made by D. Gendron and second by P. Light, the Board unanimously voted to approve removing funds from Daruma Ginkgo Fund, LP and placing the funds with Fidelity Institutional Asset Management pending PERAC acknowledgement.

Also, the Board discussed with Greg if any further adjustments were needed to reallocate assets. Greg is happy with our asset allocation and sees no need to make any adjustments at this time.

Another discussion was in regards to the upcoming compliance re-bid on our large cap growth allocation. Greg informed the Board that the compliance re-bid process has begun.

##### Mid Cap Manager – Seizert Capital Partners

Gerald L. Seizert, Chief Executive Officer, and Paul Seizert, Product Specialist joined the meeting at 9:08 a.m. and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, a review of the system's investments, key personnel staffing changes, and a report on the investment manager's current investment outlook or forecast and confirmed that the large-cap focus of the fund remains the same.

##### Bond Manager – Income Research & Management

Matt Dresser, Assistant Vice President, and Allison Walsh, Client Portfolio Manager, joined the meeting at 9:39 a.m. and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, a review of the system's investments, key personnel staffing changes, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JULY 27, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board

Chair, Sandra Hanks with Board Members Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on June 28, 2016.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$765,524.63	
Refunds	14,096.32	
Transfers	0.00	
Invoices	113,696.58	
Operating	71,235.47	
Investments		42,461.11
3(8)c pmts to other Boards		
For a total of:		\$893,317.53

**Cash Transfer between Investments and Bank**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to transfer a total of \$4,500,000 from Unibank to the following investments as a result of excess cash from assessment payments:

	\$2.7 million - IRM
\$600K	- O’Shaughnessy
\$600K	- Seizert
\$600K	- Systematic

**Membership**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

**New Members**

Aparo, Valerie A	06/27/2016	50%	MNR	Treasurer
Bjorlin, Michael A. W.	07/05/2016	100%	OGE	Secondary Water Operator
Fernandes, April M	06/13/2016	100%	DER	Paramedic
Morse, Jennifer A	05/16/2016	45%	ASH	Assessors Clerk
Morse, Jennifer A	07/01/2016	25%	Rowe	Administrative Asst. Fire Dept.
Paicos, Adam R	06/14/2016	100%	ERV	Police Officer
Smith, Bryan A	06/06/2016	100%	ERV	Administrative Coordinator
Zraunig, Alicia H	06/20/2016	100%	DER	Paramedic

Revoke this Position – voted in June 2016 but since revealed to be interim

Morse, Jennifer A	TBD	50%	SHB	Assistant Assessor
-------------------	-----	-----	-----	--------------------



## New Retirees:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Bolles, Anne - the retirement package has been submitted to PERAC to retire Anne M. Bolles for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Bolles was a group 1 member working as the Payroll Coordinator for the Mohawk Regional School District, accruing 39 years, 11 months of creditable service.

Chapman, Steven - the retirement package has been submitted to PERAC to retire Steven Chapman for a Superannuation, Option C retirement allowance. His last day of work was June 30, 2016 and his retirement benefit will begin on July 1, 2016. Mr. Chapman was a group 1 member working for the Erving Elementary School as the Head Custodian accruing 29 years of creditable service.

Fournier, Darlene - the retirement package has been submitted to PERAC to retire Darlene Fournier for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Fournier was a group 1 member working for the Pioneer Regional School District accruing 21 years, 11 months of creditable service.

Kruzlic, Ann – the retirement package has been submitted to PERAC to retire Ann M. Kruzlic for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Kruzlic was a group 1 member working for the Erving Elementary School as a school aide, accruing 26 years, 7 months of creditable service.

Larocque, Michelle - the retirement package has been submitted to PERAC to retire Michelle R. Larocque for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 18, 2016. Ms. Larocque was a group 1 member working as a nurse for the Mohawk Regional School District accruing 13 years, 5 months of creditable service.

Laurent, Lisbeth – the retirement package has been submitted to PERAC to retire Lisbeth Laurent for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Laurent was a group 1 member working for the Deerfield Elementary School as the school nurse, accruing 27 years, 5 months of creditable service.

Lemieux, William - the retirement package has been submitted to PERAC to retire William Lemieux for a Superannuation, Option C retirement allowance. His last day of work was 5/3/2010 and his retirement benefit will begin on June 14, 2016. Mr. Lemieux was a group 1 member working for the Town of Erving in the Highway Department and elected as the Tree Warden accruing 16 years, 4 months of creditable service.

Levasseur, Veronica - the retirement package has been submitted to PERAC to retire Veronica Levasseur for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Levasseur was a group 1 member working as the Middle School Secretary for the Mahar Regional School District, accruing 14 years, 11 months of creditable service.

Raymond, Barbara A. – the retirement package has been submitted to PERAC to retire Barbara Raymond for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Raymond was a group 1 member working for the Frontier Regional School District as a special education aide, accruing 20 years, 6 months of creditable service.

Ward, Jennifer - the retirement package has been submitted to PERAC to retire Jennifer Ward for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2016 and her retirement benefit will begin on July 1, 2016. Ms. Ward was a group 1 member working as a paraprofessional for the Mohawk Regional School District accruing 33 years, 7 months of creditable service.

#### Grant Service for Unpaid Leaves:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following creditable service:

Walker, Steven A – current member in the Town of Shelburne working as the Police Chief, will be retiring within the next few months. Mr. Walker has three unpaid medical leaves between the following dates: 11/5/12-12/17/12; 11/18/13-12/01/13; 1/13/14-2/10/14. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

#### Buybacks and Makeups:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following make-up:

Capuano, Diana – current member in the Deerfield Elementary School has requested approval for a make-up of service immediately prior to her enrollment date of 8/31/1998. Service is for work as a Special Education Clerk, school year, beginning 10/8/1996 through 6/30/1998. Documentation shows that she should have been member in September 1997. Allowable creditable service is 2 months, 19 days actual hours worked for school year 1996-1997 at a cost of \$453.16 and 1 year for school year 1997-1998 at a cost of \$588.77, deductions only for a total 1 year, 2 months, 19 days at \$1,041.93 if paid by 8/31/2016 otherwise interest will accrue as allowed by law.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JUNE 28, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Linda Bournival, Actuary, KMS Actuaries, LLC was in attendance – see below

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on May 25, 2016.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$745,071.43	
Refunds	5,445.84	
Transfers	35,650.70	
Invoices 04-16W	43,101.22	
Operating	35,332.94	
Investments		3,612.50
3(8)c pmts to other Boards	4,155.78	
For a total of:		\$829,269.19

**Membership**

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

**New Members**

Stone, Mysti R	04/06/2016	100%	OGE	Para Professional
McCarthy, Richard C	05/16/2016	100%	FRN	Custodian
Morse, Jennifer A	TBD	50%	SHB	Assistant Assessor

**New Positions**

Murcell, Richard C	05/04/2016	100%	DER	Head Custodian
Hutkoski, Angela K	04/18/2016	90%	SND	Cafeteria Worker
Day, Jennifer R	05/16/2016	100%	FCH	Housing Consumer Ed. Dir.

**New Retirees:**

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:

Wagner, Linda - the retirement package has been submitted to PERAC to retire Linda A. Wagner for a Superannuation, Option B retirement allowance. Her last day of work was June 30, 2010 and her retirement benefit will begin on April 28, 2016. Ms. Wagner was a group 1 member working as the Town Clerk and Treasurer for the Town of Charlemont, accruing 19 years, 10 months of creditable service.

**Buybacks and Makeups:**

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following make-up:

Scott, Linda A – current member in the Town of Shutesbury has requested a makeup of service for time worked prior to membership. Service eligible for purchase is for work as the Administrative Secretary, the town Librarian, and service to the Conservation Commission, between 8/21/2006 and 3/7/2015 for a total of 2 years, 8 months, 25 days, based on actual hours worked. Cost of the purchase is \$7,455.9 if paid by 7/31/16; otherwise interest will accrue as allowed by law.

This agenda item was postponed until further information is received from the School Department. Capuano, Diana – current member in the Deerfield Elementary School has requested approval for a make-up of service immediately prior to her enrollment date of 8/31/1998. Service is for work as a

Special Education Clerk, school year, beginning 10/8/1996 through 6/30/1998. Total allowable creditable service is 9 months, 7 days for a total of \$1617.86 if paid by 7/31/2016 otherwise interest will accrue as allowed by law.

#### Grant Service for Unpaid Leaves:

On a motion made by D. Gendron and a second by P. Mokzrecki, the Board voted unanimously to approve the following creditable service:

Levasseur, Veronica – current member in the Mahar Regional School District working as a secretary who will be retiring on June 30, 2016. During the retirement process an unpaid leave of 28 days between 01/1/2012 and 01/29/2012 was discovered. Staff requests, as allowed by MGL 32 §4(c), 28 days of creditable service be granted for this unpaid leave.

Zukowski, Deborah – current member in the Mohawk Regional School District working as a paraprofessional who will be retiring on June 30, 2016. During the retirement process an unpaid leave of 1 month, 14 days between 12/05/2005 and 01/19/2006 was discovered. Staff requests, as allowed by MGL 32 §4(c), 1 month of creditable service be granted for this unpaid leave.

#### General Business:

##### Steven Walker Ordinary Disability Medical Panel Report review

Board members reviewed the medical panel reports in which the opinion was unanimous that Chief Walker is permanently unable to perform the essential duties of his position due to a medical condition. Furthermore, Attorney Sacco opines that it is within the Board's discretion to grant the application and award him an ordinary disability retirement.

On a motion made by D. Gendron and a second by P. Mokzrecki, the Board voted unanimously to grant the application and award ordinary disability retirement benefits for Steven A Walker, Town of Shelburne Police Chief.

##### DALA change to Chris Ryan's retirement benefit

Chris Ryan retired effective January 15, 2012. FRRS was instructed by PERAC to use an average salary based on earnings between 1998-2001 citing §5(c)(2) stating that Mr. Ryan's service from 1999-2002, constituting his three highest years of earnings, included a ten day gap and therefore was not within the meaning of the statute. The recalculation reduced Mr. Ryan's annual retirement allowance by \$2,145.84.

Mr. Ryan appealed PERAC's decision and on May 27, 2016 a hearing was held and the Division of Administrative Law Appeals rendered a decision in Mr. Ryan's favor reversing PERAC's decision and instructing Franklin Regional Retirement System to recalculate Mr. Ryan's benefit using the salary average based on the three year period between 1999 and 2002.

This decision increases Mr. Ryan's gross monthly allowance by \$178.82 for total monthly benefit of \$2,808.58. In addition, it was determined that he is owed retroactive benefits from his date of retirement through May 2016, for a total of \$9,396.69. Both changes will be made with his June benefit.

##### Minor edit to personnel policy to include "staff" in travel expense reimbursements

The Executive Director requested Board approval of the addition of the words, 'or Board staff', to the Travel Policy in section B – Procedure for Approval of Expenditures as shown below.

On a motion made by P. Mokzrecki and a second by M. Stokarski, the Board voted unanimously to include the words 'or Board staff' in section B of the Travel Policy and herein stated in full.

## B. Procedure for Approval of Expenditures:

In the event a retirement Board member or Board staff; wishes to be reimbursed for any expenses for travel or related expenditures such as meals, mileage, tolls, air fare, taxis, registration fees, hotel charges or loss of wages for attendance at any meeting, seminar, conference or similar function, the Board member or Board staff must request, at least thirty days prior to the meeting, seminar or conference at a Board meeting, to be paid or reimbursed for said expenses or wages. This request shall be accompanied by a meeting, seminar or conference agenda, if available.

Travel not exceeding one day by Board members or Board staff via automobile to and from a relevant retirement Board function will not require prior Board approval. Reimbursement shall be limited to mileage, parking, tolls and, for travel taking more than 4 hours, one meal (with foodservice gratuity not to exceed 20%).

Where advance notice and approval of attendance at a meeting, seminar or conference may be impractical due to the Board's scheduled meeting date, notice shall be provided to the Executive Director and to the Board members as soon as possible. In such case, the Executive Director shall poll the Board members individually for approval and shall convey the results of said poll to the Board member or Board staff making the request in a timely manner. At the next scheduled meeting thereafter, the Board members shall vote on the member's or staff request. For all requests, the Board shall vote in an open meeting and the minutes shall reflect the Board's action and extent of the authorization.

Within thirty days following the conclusion of the conference, meeting, seminar or similar function, the Board member or Board staff shall complete and submit to the Executive Director a travel reimbursement form. The Board member or Board staff shall list and certify under the pains and penalties of perjury on said form all expenditures for which reimbursement is sought and include as attachments all original receipts for all expenses incurred and for which reimbursement is sought. Any travel expenses for which receipts are unavailable such as gratuities must be fully described and reimbursed based on the Board member's or Board staff certification that the expenses were necessary and incidental to the approved travel. Reimbursement may be made only to the person who made payment for the expense.

## Draft of credit card policy

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve a Supplementary Regulation authorizing the issuance and use of credit cards, as written and included below, subject to approval by the Public Employee Retirement Administration Commission; and to replace item #14 of the Travel Policy in the Personnel Policy with the language included herewith.

## Supplementary Regulation:

The Board may authorize the issuance and use of credit cards, in the name of the Franklin Regional Retirement System, to the Chair of the Board, and to the Executive Director or their designee. The credit card company's billings shall be sent to the Board office and the users shall be required to provide receipts for all expenses included in the statement. All credit card invoices for purchases must be placed on the regular invoices warrant and approved by the Board at the next meeting of the Franklin Regional Retirement System. The card may be used for any business purpose of the Franklin Regional Retirement System when using the card provides a price and/or availability advantage, otherwise normal invoicing and statement relationships shall be employed whenever possible. The card may not be used to purchase supplies or other items subject to the competitive bidding process. Personal use of the Board credit card is strictly prohibited.

## Board Credit Card (to replace item #14 in the travel policy section of the personnel policy)

The Executive Director and any Board Member/employee so designated by the Board may be provided a company credit card which may be used for the payment of approved travel-related expenses such as transportation, lodging, and meals. Credit card billings shall be issued to the Board office and the user(s) shall be required to provide receipts for all expenses included in the statement. The Executive Director or his/her designee, or authorized Board Member may make reservations regarding Board related

transportation and lodging. Personal Use of the credit card is strictly prohibited including personal expenses.

Pay second third of the past due 3(8)(c) bill to the State Retirement  
No action or votes taken at this time.

Linda Bournival, Actuary, joined the meeting at 9:00 am to present the draft report of January 1, 2016 actuarial study

Ms. Bournival engaged the Board in an informative discussion about various assumptions used in the study and the funding schedule options.

On a motion made by P. Mokzrecki and a second by D. Gendron, the Board voted unanimously to adopt funding schedule F, included herein, as presented, based on the results of the January 1, 2016 Actuarial Study.

Schedule F maintains the 7.75% investment assumption, the 4% amortization of UAL payment. It updates the salary scale to "PERAC Local Standard", as opposed to a straight 4.25%. It updates the mortality tables to use generational mortality projections. And it imposes a 5.5% cap on the annual

increases to the "Total Employer Cost".

Franklin Regional Retirement System  
30-Year Forecast of Annual Appropriations

Funding Schedule F  
5.5% Limit per year

Based on Results of January 1, 2016 Valuation

Fiscal Year Ending	Employer Normal Cost	Amortization Payment of UAL	Amortization Payment of ERI 2002	Amortization Payment of ERI 2003	Net 3(8)(c) Transfers	Total Employer Cost	Increase Over Prior Year	2014 Schedule	Unfunded Actuarial Accrued Liability
2017	\$2,384,992	\$2,904,319	\$142,715	\$42,803	\$466,500	\$5,941,329		\$5,941,329	48,424,120
2018	2,480,391	3,135,693	142,716	42,803	466,500	6,268,103	5.50%	6,164,097	49,217,449
2019	2,579,606	3,381,223	142,716	42,803	466,500	6,612,848	5.50%	6,395,976	49,836,488
2020	2,682,790	3,784,462	-	42,803	466,500	6,976,555	5.50%	6,494,407	50,253,304
2021	2,790,103	4,103,664	-	-	466,500	7,360,267	5.50%	6,702,751	50,291,517
2022	2,901,706	4,396,876	-	-	466,500	7,765,082	5.50%	6,964,260	50,007,420
2023	3,017,775	4,707,885	-	-	466,500	8,192,160	5.50%	7,236,466	49,402,519
2024	3,138,487	5,037,743	-	-	466,500	8,642,730	5.50%	7,519,805	48,433,816
2025	3,264,025	5,365,854	-	-	466,500	9,096,379	5.25%	7,814,733	47,053,909
2026	3,394,588	5,580,488	-	-	466,500	9,441,576	3.79%	8,121,725	45,232,710
2027	3,530,371	5,803,707	-	-	466,500	9,800,578	3.80%	8,441,276	43,051,653
2028	3,671,586	6,035,855	-	-	466,500	10,173,941	3.81%	8,773,899	40,474,100
2029	3,818,449	6,277,290	-	-	466,500	10,562,239	3.82%	9,120,130	37,460,225
2030	3,971,187	6,528,381	-	-	466,500	10,966,068	3.82%	9,480,525	33,966,749
2031	4,130,033	6,789,517	-	-	466,500	11,386,050	3.83%	9,855,664	29,946,663
2032	4,295,234	7,061,097	-	-	466,500	11,822,831	3.84%	10,246,153	25,348,920
2033	4,467,045	7,343,541	-	-	466,500	12,277,086	3.84%	10,704,587	20,118,108
2034	4,645,726	7,637,283	-	-	466,500	12,749,509	3.85%	9,517,161	14,194,094
2035	4,831,556	7,942,773	-	-	466,500	13,240,829	3.85%	5,119,042	7,511,641
2036	5,024,818	-	-	-	466,500	5,491,318	-58.53%	4,782,384	-
2037	5,225,811	-	-	-	466,500	5,692,311	3.66%	4,955,019	-
2038	5,434,844	-	-	-	466,500	5,901,344	3.67%	5,134,560	-
2039	5,652,238	-	-	-	466,500	6,118,738	3.68%	5,321,282	-
2040	5,878,327	-	-	-	466,500	6,344,827	3.70%	5,515,473	-
2041	6,113,460	-	-	-	466,500	6,579,960	3.71%	5,717,433	-
2042	6,357,998	-	-	-	466,500	6,824,498	3.72%	5,927,470	-
2043	6,612,318	-	-	-	466,500	7,078,818	3.73%	6,145,908	-
2044	6,876,811	-	-	-	466,500	7,343,311	3.74%	6,373,086	-
2045	7,151,884	-	-	-	466,500	7,618,384	3.75%	6,628,009	-
2046	7,437,960	-	-	-	466,500	7,904,460	3.76%	6,893,130	-

	Schedule F	Baseline	Increase
* Employer Normal Cost as of January 1, 2016:	2,255,535	1,987,514	288,021
* Unfunded Actuarial Accrued Liability (UAL):	48,945,874	42,085,704	6,860,170
* Funded Status:	71.4%	74.4%	
* Investment Return Rate:	7.75%	7.75%	
* Amortization Payments Increase Annually:	4.00%	4.00%	
* Limit on Annual Increase:	5.5% per year	None	
* Fully Funded in Fiscal Year:	2035	2033	
* COLA Base	17,000	15,000	

Change of date for the July Board meeting  
On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to move the July meeting to Wednesday, July 27, 2016 at 8:00 a.m.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MAY 25, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Investment managers were in attendance – see below.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda as presented to the Board, with the exception of those items that are restricted from public viewing, is on file in the retirement office.

Review and Acceptance of Meeting Minutes  
On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on April 26, 2016.

Payroll, Refunds, Transfers and Bills Warrants  
On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$736,634.46	
Refunds	6,175.71	
Transfers	17,478.14	
Invoices 04-16W	68,652.19	
Operating	34,009.16	
Investments		18,081.80
3(8)c pmts to other Boards	16,561.23	
For a total of:		\$828,940.50

Change of date for the June Board meeting  
The Board members discussed and agreed to move the June meeting to Tuesday, June 28, 2016 at 8:00 a.m.

Membership  
On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new member as follows:

Membership



## New Members

Evangelista, Grace E                    04/25/2016   100%    FRN                    Instructional Assistant

## New Retirees:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:

Hamdan, Sonya - final deductions have been received and the retirement package has been submitted to PERAC to retire Sonya R. Hamdan for a Superannuation, Option B retirement allowance. Her last day of work was February 26, 2016 and her retirement benefit will begin on February 27, 2016.

Ms. Hamdan was a group 1 member working as a cafeteria manager for the Mohawk Regional School District, accruing 20 years of creditable service. She received her first benefit payment in April as approved by the Board.

Purington, Sammy - the retirement package has been submitted to PERAC to retire Sammy W. Purington for a Superannuation, Option B retirement allowance. His last day of work was March 31, 2016 and his retirement benefit will begin on April 1, 2016. Mr. Purington was a group 1 member working as a highway laborer, assessor and animal inspector for the Town of Buckland, accruing 15 years, 10 months of creditable service.

Mohamed, Naz – the retirement package has been submitted to PERAC to retire Naz Mohamed for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2009 and her retirement benefit will begin on April 13, 2016. Ms. Mohamed was a group 1 member working in the New Salem/Wendell School District and the Town of Shutesbury School Department accruing 11 years, 8 months of service from FRRS plus an additional 2 years of liability held by Mass Teachers' Retirement for a total of 13 years, 8 months of creditable service.

## Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to accept liability for the following buybacks and makeups:

McDowell, Jessica - current member of Greenfield Retirement System has requested a buyback of refunded service from FRRS. On 9/30/2009 FRRS refunded deductions of \$1,141.67 and interest of \$5.92 for a total of \$1,147.59. Jessica was a teacher's aide in New Salem/Wendell between 10/29/2007 and 6/30/2008. Should this former member choose to redeposit the refund plus interest to the Greenfield Retirement Board, FRRS will accept total creditable service 9 months, 20 days. (see McDowell folder for revised service in Dec 2020. Dck)

## Buybacks and Makeups:

LaRocque, Michelle – current member in the Mohawk Regional School District has requested a makeup of service for time worked as a floating nurse at Mohawk prior to membership. Service eligible for purchase is between January 2001 and October 28, 2003 for a total of 8 months, 8 days, based on actual hours worked. Cost of the purchase is \$2,591.17 if paid by 6/30/16; otherwise interest will accrue as allowed by law.

Chapman, Steven – current member in the Town of Erving School Department, Head Custodian, has requested a makeup of service for time worked prior to membership when he should have been a member. Service eligible for purchase is his start date beginning July 1, 1987 through November 21, 1987 for a total of 4 months, 21 days full-time creditable service. Cost of the purchase is deductions only on \$5,226 in earnings for \$418.08 if paid by 6/30/16. Member intends to retire 6/30/2016 and the service purchase will not be allowed after termination of service.

## General Business:

Margaret Dyer appeal

An appeal letter received 4/25/2016 from Margaret Dyer addressed to Board Chair, Sandra Hanks was distributed to the Board members at the April 26, 2016 Board meeting.

Margaret is requesting the Board to reconsider allowing her to purchase her creditable service to present even though an application to continue deductions beyond the age of 70 was not returned to the retirement office.

Margaret Dyer, an active member with the Town of Orange, was sent two notices (December 11, 2007 and August 4, 2010) requesting Margaret to complete the form: Application by Member Requesting to Continue Contributions Beyond Age 70. Margaret Dyer turned age 70 March 3, 2008. Since there was no response to either notice or the receipt of the application, we requested the Town of Orange treasurer to stop retirement deductions effective October 6, 2010 (a copy of the request was sent to the member as well). A letter sent to Margaret December 4, 2015 informed her that any regular compensation earned following the last day of the month in which she turned 70 (March 2008) cannot be used to calculate her retirement allowance and no additional creditable service will accrue.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to deny Margaret Dyer a third opportunity to elect to continue retirement deductions beyond the age of 70 that she had been previously notified of in 2007 and 2010, with the deadline for applying after notification of 30 days which expired in 2008 and 2010.

Legal services contract to review and approve

The amended contract to extend the current contract with Michael Sacco for an additional two (2) years was presented to the Board to be reviewed and signed.

After a brief discussion and review of the amended contract the Board voted the following:

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to accept the amended contract with Michael Sacco for an additional two (2) years and have Board Chair, Sandra Hanks sign the contract.

Name Election Officer for election of Fourth Board Member

David Gendron's three year term is ending on 12/31/2016 so an election will need to be scheduled for this fall. The first step is to appoint the 'election officer.'

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to appoint Executive Director Dale Kowacki to be the Election Officer for the 2016 Election process.

Quarterly Investment Managers

Investment Consultant – Dahab Associates

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:20 a.m. and reviewed the first quarter returns for the investment portfolio.

Sandra Hanks left at 9:00 a.m.

Large Cap Manager – Polen Capital Management

Chip Jones, Director of Advisory Relations with Polen Capital joined the meeting at 9:00 a.m. for an annual performance update, reviewed the system's investments, reported that effective July 1, 2016 an additional two (2) new personnel will be added to the staff, and confirmed that the large-cap focus of the fund remains the same.

Large Cap Manager – O'Shaughnessy Asset Management

Ehren Stanhope, Principal, Client Portfolio Manager and Elliott Clarke, Associate Director, Institutional Sales and Consultant Relations joined the meeting at 9:35 a.m. Mr. Stanhope and Mr. Clarke gave a performance update, reported that there have been no staffing changes and confirmed that the large-cap focus of the fund remains the same.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

APRIL 26, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Light, Paul Mokrzecki, Mary Stokarski, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on March 30, 2016.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$748,654.03	
Refunds	2,330.30	
Transfers	31,794.45	
Invoices 04-16W	117,587.30	
Operating	42,723.48	
Investments		45,670.66
3(8)c pmts to other Boards	29,193.16	
For a total of:		\$900,366.08

### Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to transfer \$735,000 from PRIT Core Fund to Unibank to cover next month's warrants.

### Membership

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new members as follows:

### Membership

## New Members

Griffin, Brent W	04/01/2016	100%	DER	Patrol Officer
Van Buren, Keith M	04/04/2016	100%	FRN	Information Tech. Specialist
Wolkowicz, Catherine D	03/28/2016	90%	FCH	Finance Director
Peters, Benjamin R	04/13/2016	100%	SND	Police Officer
Massa, Thomas E	03/21/2016	100%	MOH	Para Professional
Gaffigan, Adam R	03/07/2016	100%	MOH	Para Professional
Crossman, Maura A	03/18/2016	100%	MOH	Para Professional

## New Retirees:

On a motion made by M.Stokarski and a second by P. Light, the Board voted unanimously to approve the following retirement:

Hamdan, Sonya - the retirement package to retire Sonya R. Hamdan for a Superannuation, Option B retirement allowance is being postponed from submittal to PERAC until receipt from Mohawk of additional, final payroll records and deductions that will add additional days. However, she is on the retiree payroll for this month because her paperwork was ready, but for a lesser amount because of the fewer days, and she has waited more than two months for her first benefit payment. Staff requests Board approval to start payments, at the lesser amount, this month, and staff will notify the Board next month when the paperwork is finalized and submitted to PERAC – and subsequent increase in benefit.

Originally her last day of work was February 22, 2016, but with Mohawk's discovery of missing payment for additional days, her correct last day is February 26, 2016. Her retirement benefit will now begin on February 27, 2016.

Ms. Hamdan was a group 1 member working as a cafeteria manager for the Mohawk Regional School District, accruing 20 years (was 19 years, 11 months) of creditable service.

## Buybacks and Makeups:

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve the following buybacks and makeups:

Levasseur, Veronica – current member in the Mahar Regional School District has requested a makeup of non-membership service for the following time periods:

The Treasurer provided W-2 and payroll records. Creditable service equal to number of contract days worked in a school year adjusted for school-year equivalent:

Athol-Royalston Regional School District - substitute	
April 17, 2000 to April 28, 2000	= 5 days
Cost is deductions plus interest thru May	= \$25.88

The member provided copies of W-2's. Creditable service is equal to full time service rate for a school year. Hours calculated using 2x MA minimum wage:

Narragansett Regional School District – substitute	
1999 to 2001	= 4 months, 25 days
Cost is deductions plus interest thru May	= \$1,066.20

Donnis, Anne – current member in the Frontier Regional School District, food service department, has requested a buyback of a refund taken from the Hampshire County Retirement System for time worked from 8/31/1998 to 9/6/2000 and 11/3/2000 to 11/9/2000. Hampshire County Retirement will accept service of 1 year, 1 month. Total cost is \$5,017.71 if paid by May 31, 2016; otherwise interest will accrue as allowed by law.

## Deaths:

Ashworth, Robert – Option B retiree since 03/21/2011, Mr. Ashworth was a custodian for the Town of Orange School Department, accruing 12 years, 6 months of creditable service. DOD was 03/26/2016 at the age of 73. His wife, Susanne, will be receiving the balance in his annuity account.

#### New Business:

Margaret Dyer letter of appeal – G.L. c.32 §90(G) (3/4) Turning Age 70

An appeal letter received 4/25/2016 from Margaret Dyer addressed to Board Chair, Sandra Hanks was distributed to the Board members.

Margaret is requesting the Board to reconsider allowing her to purchase her creditable service to present even though an application to continue deductions beyond the age of 70 was not returned to the retirement office.

Margaret Dyer, an active member with the Town of Orange, was sent two notices (December 11, 2007 and August 4, 2010) requesting Margaret to complete the form: Application by Member Requesting to Continue Contributions Beyond Age 70. Margaret Dyer turned age 70 March 3, 2008. Since there was no response to either notice or the receipt of the application, we requested the Town of Orange treasurer to stop retirement deductions effective October 6, 2010 (a copy of the request was sent to the member as well). A letter sent to Margaret December 4, 2015 informed her that any regular compensation earned following the last day of the month in which she turned 70 (March 2008) cannot be used to calculate her retirement allowance and no additional creditable service will accrue.

Margaret is contemplating retiring and has been informed that she is not vested and therefore not eligible for a retirement benefit. A member must have at least 10 years of creditable service to be eligible for a benefit. In Margaret's case, she has 8 years, 8 months of creditable service (8/1/1999 – 03/31/2008).

The Board asked staff to include this issue on the May agenda and to seek legal advice from Board Attorney, Michael Sacco as to the Board's authority to override the provisions of G.L. c. 32, §90(G)(3/4).

#### General Business:

Alana Mankowski – MTRS request for liability reconsideration

Mass Teachers has made the following request that FRRS reverse policy and accept liability, at least on this one, for service when Alana "should have been a member". If FRRS took the liability, Mass Teachers says they would waive the interest when Alana purchased the service.

What's at play here is the amount of interest this person would have to pay. Prior to 2013, Board policy was that FRRS would accept liability when the person "should-have-been-a-member", and subsequently MTRS would waive the interest. In 2013 the FRRB changed the rules and decided to deny liability regardless of membership eligibility (see below reference to July 31, 2013 minutes).

July 31, 2013 Board minutes

Liability for non-membership service and "erroneous exclusion"

FRRS receives many requests from Massachusetts Teacher's Retirement System in regard to accepting liability for what we call 'non-membership service.' This is service for which no funds were ever received yet work was performed in a participating unit. We would like the Board to consider their position on the acceptance of such liability based on 'administrative error or erroneous exclusion'.

Current Board policy mandates that only current members may purchase the service unless the member was erroneously excluded (i.e. administrative error) and then the Board will accept the liability even if the member is no longer in FRRS.

The following request from MTRS asking FRRS if it will accept liability was presented to the Board as a makeup:

Janet Ducharme was a Title 1 Aide in New Salem/Wendell, working 30 hours per week from 9/19/1975-4/16/1976. Following that, they were a Title 1 Aide in Shutesbury, working 35 hours per week, from 9/8/1976-4/15/1977.

A motion was made by D. Gendron and a second by M. Stokarski, to deny acceptance of the liability on the above service, however, upon further discussion, the above motion was withdrawn by D. Gendron and a second by M. Stokarski.

After additional review of the Board's policy regarding non-membership service liability requests from other Boards, the Board voted to change its policy as follows.

On a motion by D. Gendron and a second by M. Stokarski, the Board unanimously voted to accept the following revision to the Buybacks and Makeups section of the Supplemental Policy as written below.

“Individuals who are not current members of the system will not be allowed to buy back creditable service for time the individual was employed by a member unit but not eligible regardless of eligibility for membership in the Franklin Regional Retirement System.”

It was noted that a request for non-membership service liability can always be presented to the Board for a case-by-case review.

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to follow the current service liability policy and deny liability for Alana Mankowsky regardless of eligibility.

System credit card – regulations and procurement

Dale Kowacki, Executive Director, asked the Board to consider obtaining a credit card for the system. Up to this point Dale has been using his personal credit card to buy supplies and equipment online and reserve hotel rooms. Dale then submits receipts for reimbursement.

After a brief discussion, the Board agreed that the system should have a credit card. In addition, the Board asked staff to present a draft policy to the Board at the May meeting establishing criteria governing the authorized use of a system credit card.

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to obtain a credit card for the system.

William Stratford – change Ordinary Disability Application to ‘Either Ordinary or Accidental’

Susan Bobe, Assistant Director informed the Board that Mr. Stratford and his legal counsel have requested to change his application from an Ordinary Disability to either Ordinary or Accidental disability. Susan stated that the process is at a standstill until we hear from Mr. Stratford or his attorney.

No action, or votes, taken at this time.

Pay second third of the past due 3(8)(c) bill to the State Retirement :

No action, or votes, taken at this time.

Adjournment

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted to adjourn the meeting at 8:50 a.m.

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted to rescind the vote to adjourn and re-open the meeting to discuss business emails received by the Board members via personal email accounts.

New Business:

Business emails received by the Board members via personal email accounts.

The Board and staff discussed if there are any concerns around receiving business emails via their private and or work email accounts.

No action, or votes, taken at this time.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MARCH 30, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki, Mary Stokarski, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on February 24, 2016.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$736,552.56
Refunds	102.47
Transfers	64,291.06
Invoices 02-16A	1,540.43
Invoices 03-16W	274,735.28
Operating	34,836.72
Investments	
3(8)c pmts to other Boards	241,438.99

For a total of:

\$1,077,221.80

Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by M.Stokarski, the Board voted unanimously to transfer \$790,000 from PRIT Core Fund to Unibank to cover next month's warrants.



## Membership

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

### New Members

Finn, David E	02/16/2016	100%	LEV	Highway Supt.
Heath, Lynne M	02/12/2016	100%	OGE	Custodian
Hurley, Ian M	02/08/2016	100%	OGE	Firefighter/EMT
Miller, Benjamin C	02/12/2016	100%	OGE	Firefighter/EMT
Legare, Robert D	03/02/2016	100%	OGE	Inspector of Buildings
Mathurin, Michael	02/09/2016	100%	OGE	Custodian

### New Retirees:

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Gale, Brian - the retirement package has been submitted to PERAC to retire Brian L. Gale for a Superannuation, Option A retirement allowance. His last day of work was February 8, 2016 and his retirement benefit will begin on February 9, 2016. Mr. Gale was a group 1 member working as the Building Commissioner for the Town of Orange accruing 28 years, 9 months of creditable service.

Gilbert, Jeffrey - the retirement package has been submitted to PERAC to retire Jeffrey Gilbert for a Superannuation, Option A retirement allowance. His last day of work was February 15, 2016 and his retirement benefit will begin on February 16, 2016. Mr. Gilbert was a group 4 member working as the Chief of Police for the Town of Sunderland accruing 22 years, 6 months of creditable service of which the State Board holds 1 year, 9 months, 29 days of liability.

### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by M. Stokarski and a second by D. Gendron, the Board voted unanimously to approve the following buybacks and makeups:

Stetson-Looman, Amy – current member of MTRS has requested a buyback of refunded service from FRRS. On 7/24/1996 FRRS refunded deductions in the amount of \$1,537.28 for service between March 1992 and March 25, 1994. From March 1992-August 1992 deductions appear to be substitute service in Buckland-Colrain-Shelburne Elementary Schools. Actual days have been estimated for service. A regular full-time paraprofessional position began 9/1/1992 ending 3/25/1994. Should this former member choose to redeposit the refund plus interest to MTRS, FRRS will accept total creditable service 1 year, 11 months, 3 days.

#### Buybacks and Makeups:

Young, J. David – current member in the Town of Warwick has requested a makeup of service for time worked prior to membership with the Town of Warwick as an elected Selectman from 03/09/1987 to 03/11/1991. Total service allowed is 4 years, 3 days at a cost of \$350.97 if paid by April 30, 2016; otherwise interest will accrue as allowed by law.

Sullivan, Jean (Chmura) – current member in Frontier Regional School District cafeteria has requested a buyback of service for a refund taken from the State Board of Retirement on 2/24/1984. Service is from 8/11/1980 to 12/17/1983 and the State Board will accept 3 years, 4 months, 7 days of service liability if Ms. Sullivan redeposits the refund given of \$2,587.18 plus interest of \$26,163.24 for a total purchase cost of \$28,750.42 if paid by 4/30/2016 otherwise interest will accrue as allowed by law.

Camden, Bryan – current member in the Town of Orange started work on 5/28/2013 at the Orange Airport in a position working 24 hours or more per week but did not become a member due to administrative error. Between 11/24/2014 and 8/28/15 he was a member of the Lawrence Retirement System earning 100% creditable service. He was not enrolled in FRRS until 12/14/2015. The make-up of service has been calculated for deductions only beginning 5/28/2013 through 11/23/2014 and then 8/29/15 to 12/13/2015. The creditable service has been determined by dividing the total hours worked by the number of weeks worked for an average work week equal to 80% pro-rated creditable service. Total service allowable is 1 year, 5 months, 14 days for a cost of \$3,782.41. Interest will begin to accrue if not paid in full by 4/30/2016.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Camden, Joseph – current member in the Town of New Salem has requested a review of a prior service make-up approved and paid for in August 1998. Original service purchase was for time as part-time police officer in Orange and New Salem between October 1988 and his enrollment on 8/1/1991. The Board granted 1 year, 7 months of service for \$606.15. Member provided a copy of a letter addressed to the New Salem Police Chief, dated 8/3/1988, from Mass Criminal Justice Training Council indicating Camden passed a Law Examination on 7/16/1988. Also available for review is a 1988 W-2 for Camden from the Town of New Salem, a Sentry Uniform payment slip for badges made out to Camden, and a memo from the New Salem treasurer, dated 5/31/2000 noting 1989 and 1990 earnings. Member was hired as a regular officer in New Salem on 8/1/1991. By Board policy, service may be granted for 3 years, 16 days, for time worked between 7/16/1988 and 8/1/1991, with the cost of purchase based on an annual pay of \$5,000. Total cost of the adjusted service is \$1,330.69. After applying the 1998 payment of \$606.15, the remaining balance for the purchase is \$724.54 if paid by 4/30/2016 otherwise interest will accrue as allowed by law.

#### Deaths:

Hoffman, Basil – Option B retiree since 05/01/2002, Mr. Hoffman was an assessor for the Town of Colrain, accruing 12 years of creditable service. DOD was 02/26/2016 at the age of 80.

Scott, Edward – Option A retiree since 08/12/1984, Mr. Scott was a highway laborer and a selectman for the Town of Ashfield, accruing 24 years of creditable service. DOD was 02/25/2016 at the age of 88.

#### General Business:

Review and approve 2015 Annual report

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to accept the 2015 Annual Report as prepared by staff to be submitted to the Public Employee Retirement Administration Commission.

Annual review to clear executive session minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to redact pertinent medical information, as per advice from Board Counsel, Michael Sacco, and release the minutes of the Executive Session meetings held on March 11, 2013 and January 29, 2014.

Additional executive session minutes on file concern topics that are still to be concluded; therefore these minutes will remain closed. This is the list of minutes that were reviewed:

March 11, 2013 - Robert Spaulding

January 29, 2014 - Robert Spaulding

December 12, 2014 - Michael Sibley

February 4, 2015 - Michael Sibley

December 22, 2015 - George Randall

Spaulding is retired with nothing pending

Sibley is in appeal

Randall is in appeal

Scheduling Attorney bids

Dale Kowacki, Executive Director informed the Board that the Board's Contract for Legal Services with Michael Sacco will expire on December 31, 2016. Governor Baker's amendment to Section 32B(k)(6)(i) allows the Board the option of simply voting to extend the current contract with Michael Sacco for an additional two (2) years, or engage in the procurement process and at the conclusion of the process enter into a contract with the vendor for a period not to exceed 7 years.

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to extend the current contract with Michael Sacco for an additional two (2) years.

Scheduling Custodial Investment Bank bids

Dale Kowacki, Executive Director reported to the Board that up to this point, it has been unclear if custodial banks were to be included in the procurement process. Recently PERAC has been stronger in its assertions, and other systems have been complying at least to show the public they respect the spirit of the procurement laws. If the Board agrees, we will start the procurement process to re-bid our custodial services with Comerica. (Note: We have had a very good experience with Comerica, and we believe its fees are best, if not at least very competitive.)

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to engage in the procurement process for our custodial investment bank services.

Nursing Home bank accounts for retirees

Dale Kowacki, Executive Director asked the Board members what their thoughts were on allowing retirees monthly benefit to be deposited to nursing home accounts, and if allowed, would the Board allow deposits to accounts that do not bear the retiree's name. After some discussion the Board voted the following:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to allow retiree's monthly benefit that bears the retiree's name to be deposited to nursing home accounts. In addition, the witnessing or notarization of the retiree's signature on the direct deposit form will be required.

Progress report on Michael Pellin disability application

Susan Bobe, Assistant Director informed the Board that Mr. Pellin is appealing and Dala has assigned a docket number to this case.

No action, or votes, taken at this time.

Pay second third of the past due 3(8)(c) bill to the State Retirement :  
No action, or votes, taken at this time.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

FEBRUARY 24, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Investment managers were in attendance – see below.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on January 26, 2016.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$731,448.92	
Refunds	48,773.10	
Transfers	26,915.92	
Invoices 14-15W	41,113.34	
Invoices 02-16W	62,143.07	
Operating	45,451.87	
Investments		44,209.31
3(8)c pmts to other Boards	13,595.23	
For a total of:		\$910,394.35

Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to transfer \$540,000 from PRIT Real Estate to Unibank to cover next month's warrants.

Membership

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the new members, additional positions, and new positions as follows:

New Members

Cierpial, Roy A	01/05/2016	100%	OGE	Cemetery Laborer
Kersavage, Carrie M	10/19/2015	100%	MOH	Para Professional
Magelaner, Jessica L	01/11/2016	100%	OGE	Library Director
McGrath, Terri L	01/06/2016	90%	OGE	Resource Aide
Pleasant, Sharon L	01/04/2016	100%	FCH	Comm. Dev. Program Mgr.
Putnam, Cassandra K	02/01/2016	100%	ERV	Para Professional
Sanderson, Tanya L	01/09/2016	100%	OGE	Laborer
Sullivan-Flynn, Jason W	01/19/2016	100%	OGE	Children's Librarian
Wolfram, Mark J	01/11/2016	100%	SDW	Laborer

#### Additional Positions

		New total %		
Bragdon, Angelina J	1/6/16	100%	SHB	Treasurer
Matthews, Timothy E	01/11/2016	100%	NTD	EMS-on call

#### New Positions

Gokey, Melanie L	01/04/2016	100%	MOH	Para Professional
------------------	------------	------	-----	-------------------

#### New Retirees:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to approve the following retirements:

Smith, William - the retirement package has been submitted to PERAC to retire William Smith for a Superannuation, Option C retirement allowance. His last day of work was November 30, 2015 and his retirement benefit will begin on December 1, 2015. Mr. Smith was a group 1 member working as the Water Superintendent for the Town of Whately and the Whately representative to the Frontier School Committee, accruing 39 years, 6 months of creditable service.

Sharp, Thomas - the retirement package has been submitted to PERAC to retire Thomas E. Sharp for a Superannuation, Option C retirement allowance. His last day of work was July 10, 2015 and his retirement benefit will begin on January 12, 2016. Mr. Sharp was a group 1 member working as an administrator for the Town of Erving, accruing 12 years of creditable service.

Stratford, William – the retirement package has been submitted to PERAC to retire William Stratford for a Superannuation, Option B retirement allowance. His last day of work was January 8, 2016 and his retirement benefit will begin on January 11, 2016. Mr. Stratford was a group 1 member working as the Highway Superintendent for the Town of Leverett accruing 30 years, 7 months of creditable service. Mr. Stratford has applied for an Ordinary Disability Retirement benefit, which, if approved, will replace this Superannuation benefit.

Owens, Walter - the retirement package has been submitted to PERAC to retire Walter Owens for a Superannuation, Option C retirement allowance. His last day of work was January 15, 2016 and his retirement benefit will begin on January 16, 2016. Mr. Owens was a group 1 member working as the Library Director for the Town of Orange accruing 10 years, 2 months of creditable service.

#### Buybacks and Makeups:

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following buybacks:

Donnis, Anne - current member with the Frontier Regional School District, Cafeteria Assistant, took a refund from the State Board of Retirement on 3/5/1993 for \$6,553.02. If she chooses to redeposit the funds plus interest to this Board, the State Board will accept 6 years, 1 month, 18 days of creditable

service liability for work between 4/8/1986 and 1/9/1993. This purchase has been calculated at the full actuarial rate as Ms. Donniss enrolled in this system more than one year ago. Total purchase cost if made before 3/31/2016 is \$36,739.54, otherwise interest will accrue as allowed by law.

Duda, Karen - current member with the Frontier Regional School District, Cafeteria Assistant, took a refund from the State Board of Retirement on 5/23/1980 for \$1,526.88. If she chooses to redeposit the funds plus interest to this Board, the State Board will accept 2 years, 5 months, 5 days of creditable service liability for work between 5/29/1977 and 11/3/1979. This purchase has been calculated at the full actuarial rate as Ms. Duda enrolled in this system more than one year ago. Total purchase cost if made before 3/31/2016 is \$22,316.16, otherwise interest will accrue as allowed by law.

Reiter, Roberta - current member with the Frontier Regional School District, Secretary, has been working at a second job with the Deerfield Elementary Schools. The deductions from this position, which was determined to be paying less than \$5000 in 2009, were sent to an OBRA account. Consistent with the Board regulations, when a member has a membership qualifying position, secondary non-qualifying positions should contribute to FRRS. Because this has been determined to be an administrative error, the make-up for Ms. Reiter has been calculated using her regular 7% rate and no interest will be assessed if the purchase is made prior to 3/31/2016. Cost of the purchase is \$2,508.39. No additional creditable service is awarded for this position as she is earning 100% creditable service with Frontier. Actual earnings used in the calculation begin 7/1/2009 through 2/11/2016.

Wickland-Shearer, Sharon – current member with the Mohawk Trail Regional School District, working as a Special Education Aide, this member has requested a make-up of non-membership service beginning in October 2004 spanning to June 2007. Creditable service is calculated as actual hours worked allowing 12 months for a 10 month contract for a total of 7 months, 16 days at a cost of \$1,172.23 if paid by 3/31/2016, otherwise interest will continue to accrue as allowed by law.

General Business:

Vote Reallocation of last year’s budget line items

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following transfers from the 2015 budget lines to adjust for deficits:

<b>2.07</b>	from: Management Fees
	<b>to: Rent Expense</b>

<b>3,500.00</b>	from: Management Fees
	<b>to: Actuarial Valuation</b>

<b>297.25</b>	from: Management Fees
	<b>to: Utilities</b>

<b>5,322.99</b>	from: Management Fees
	<b>to: Computers</b>

<b>3,695.00</b>	from: Management Fees
	<b>to: New Copier</b>

Retirees’ COLA for July 1

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2016.

Progress report on Michael Pellin disability application

The Board must vote on its next action to either approve or deny the application.

Briefly, Mr. Pellin filed a Member's Application for Accidental Disability on 8/16/2007 claiming a back injury at work on 9/25/2006. Mr. Pellin was a custodian at the Shutesbury Elementary School. The Board denied the application 11/25/2008.

Mr. Pellin appealed the decision to CRAB and in September 2013 the case was remanded back to the PERAC Medical Panel for clarification. Because the original panel was not practicing, a new medical panel was put together and the member was examined in December 2014. The Panel's certificate was reviewed by Attorney Sacco in January 2015 and he again recommended clarification of causation which was received in September 2015. Attorney Sacco reviewed and provided an opinion for the Board dated 10/19/2015.

Upon receipt of Attorney Sacco's 10/19/2015 letter staff contacted the workman's compensation insurance company that paid Mr. Pellin benefits in 2006 to determine his current status. Staff learned that the company settled the claim with Mr. Pellin in 2008 for a total of \$15,000. On recommendation the Board requested, by subpoena, the workers' compensation records including surveillance video. Attorney Sacco having now reviewed these documents presents again the case to the Board.

Page 4 of Attorney Sacco's letter outlines the options for the Board's consideration - mainly that if the application is denied, it is unlikely the denial will be upheld, "At best, the case defense would center the lack of clear evidence in support of Mr. Pellin's claim, and that the Second Panel, despite our attempts at clarification, have conflated disability and causation, and they did not adequately connect Mr. Pellin's September 25, 2006 injury to the current disability claim." If this argument is successful, it would likely result in a DALA remand to a third medical panel.

He further goes on to suggest that the Board consider whether expending additional legal fees due to a denial vote is a reasonable approach. He has estimated the System's exposure in the way of a benefit to be in the \$450K range but staff estimates it is more likely to be \$650K-\$700K due to the 9+ years of retroactive benefit that would be due to Mr. Pellin - plus the additional 20.6 years for his life expectancy. Legal fees incurred for this case to-date have been approximately \$7,136.99 not including the cost of the most recent opinion.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to deny Mr. Pellin's disability application.

William Stratford, disability application

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously, on the advice of Board Counsel, to send the following ordinary disability to PERAC for review by a medical panel.

William Stratford – employed as the Highway Superintendent with the Town of Leverett Highway Department since July 1985 accruing approximately 30 years, 8 months of creditable service has applied for an ordinary disability retirement.

Steven Walker, disability application

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously, on the advice of Board Counsel, to send the following ordinary disability to PERAC for review by a medical panel.

Steven Walker – employed as the Town of Shelburne's Police Chief since January 1, 2007, and previously as a police officer with the Town of Buckland from July 1989 to December 31, 2005 accruing approximately 26 years, 7 months of creditable service has applied for an ordinary disability retirement.

#### Investment Consultant

Greg McNeillie, Vice-Chairman and Principal with Dahab Associates joined the meeting at 8:35 a.m. and reviewed the fourth quarter returns for the investment portfolio.

In addition, Greg discussed with the Board, O'Shaughnessy's proxy policy. Greg told the Board that O'Shaughnessy's guidelines are such that they have to vote proxy. It is O'Shaughnessy's responsibility to vote in the best interest of the plan and of the participants.

Also discussed was the fact sheet from IR&M regarding active versus passive management. Greg confirmed that FRRS is actively managed by IR&M which means that the fund will produce positive returns over time.

Another discussion was regarding the slight ownership change with Polen. Greg informed the Board that this slight change is a positive move for Polen. Bonds that were put in trust upon David Polen's passing were taken out and distributed to the employees.

#### Systematic

James Wallerius, Partner, Client Services and Marketing joined the meeting at 9:12 a.m. reporting that last year was a difficult year for Systematic with performance under the benchmark by 4.1%. On the upside, as of Monday, February 15, 2016 Systematic outperformed the benchmark by 3.8%. Eoin Middaugh, CFA – Portfolio Manager/Partner joined the meeting at 9:20 a.m. via speaker phone and shared the firm's view of the current and future market and commented on the returns to date for the Board's investments.

#### Daruma

Martha Everett, Director of Client Service and Ron Viener, Director of Research joined the meeting at 9:50 a.m. and gave a performance update, discussed staffing changes and confirmed that the small-cap focus of the fund remains the same.

David Gendron left the meeting at 10:13 a.m.

#### PRIM/PRIT

Paul Todisco, Senior Client Service Officer at PRIT joined the meeting at 10:30 a.m. and gave a performance update, discussed staffing changes within PRIT, and gave a summary of the recent National recognition that PRIM has received.

Paul Mokrzecki left the meeting at 11:18 a.m.

Pay second third of the past due 3(8)(c) bill to the State Retirement :  
No action, or votes, taken at this time.

#### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JANUARY 26, 2016

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.



Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following minutes:

Minutes of the regular meeting held on December 22, 2015  
Minutes of the executive session held on December 22, 2015

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$730,499.61	
Refunds	308.03	
Transfers	131,057.62	
Invoices 13-15W	29,672.57	
Invoices 01-16W	204,180.03	
Operating	30,413.80	
Investments		16,978.75
3(8)c pmts to other Boards	186,460.05	
For a total of:		\$1,095,717.86

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to transfer \$300,000 from PRIT Real Estate to Unibank to cover next month's warrants.

#### Membership

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

#### New Members

Camden, Bryan J	12/14/2015	70%	OGE	Operations
Helstowski, Kevin J	12/07/2015	100%	DER	Foreman
Johnston, Jeffrey M	10/28/2015	100%	HTH	Equipment Operator
Lawless, Kathleen J	11/04/2015	90%	MHR	Para Professional
Saharceski, Tracy	12/21/2015	100%	ERV	Para Professional
Wallace, Bradley S	01/08/2016	100%	CON	Highway
Latwis, Lisa M	12/14/2015	90%	NSW	Teacher's Aide

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new positions as follows:

#### New Positions

McMahon, Lillian T	12/17/2015	100%	MHR	Teacher's Aide
--------------------	------------	------	-----	----------------

**New Retirees:**

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Emerson, Dann - the retirement package has been submitted to PERAC to retire Dann M. Emerson for a Superannuation, Option B retirement allowance. His last day of work was June 30, 2015 and his retirement benefit will begin on December 2, 2015. Mr. Emerson was a group 1 member working as a custodian for the Mohawk Regional School District, accruing 15 years, 11 months of creditable service.

Bernstein, Joan - the retirement package has been submitted to PERAC to retire Joan M. Bernstein for a Superannuation, Option B retirement allowance. Her last day of work was November 9, 2015 and her retirement benefit will begin on November 10, 2015. Ms. Bernstein was a group 1 member working as the Assistant Executive Director for the Franklin County Regional Housing & Redevelopment Authority, accruing 30 years, 11 months of creditable service.

**Buybacks and Makeups:**

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to approve the following buybacks:

Cavacco, Julia B - Current member with the Town of Deerfield, School Librarian, took a refund from the State Board of Retirement on 11/24/1989 for \$6,110.36. If she chooses to redeposit the funds plus interest to this Board, the State Board will accept 5 years, 2 months, 24 days of creditable service liability for service worked between 2/20/1983 and 5/13/88. This purchase has been calculated at the full actuarial rate as Ms. Cavacco enrolled in this system more than one year ago. Total purchase cost if made before 2/29/2016 is \$43,657.94, otherwise interest will accrue as allowed by law.

Fox, Kevin – Current member with the Town of Colrain, Town Coordinator, took a refund from Berkshire County Retirement System on 4/22/1999 for \$8,531.30. If he chooses to redeposit the funds plus interest to this Board, the Berkshire County Retirement System will accept 1 year, 6 months, 5 days of creditable service liability for service worked between 9/1/1997 and 3/5/1999. This purchase has been calculated at the full actuarial rate as Mr. Fox enrolled in this system more than one year ago. Total purchase cost if made before 2/29/2016 is \$30,185.72, otherwise interest will accrue as allowed by law.

Miner, Brian – Current member with the Town of Warwick, Highway Department, was hired full-time 4/24/2014. Mr. Miner was erroneously omitted from membership due to oversight by the Treasurer. A make-up of service has been calculated for deductions only on wages of \$45,891.24 earned between 4/24/2014 and 8/12/2015 for a total cost of \$4,263.42 if paid by 2/29/2016. Interest will begin to accrue after this date.

In addition, Mr. Miner worked as a temporary employee in the same position for 134 hours prior to his full time employment. A service purchase of 25 days has been calculated for a total cost of \$214.48 if paid by 2/29/2016 otherwise interest will accrue as allowed by law.

Wickland-Shearer, Sharon - Current member with the Mohawk Trail Regional School District, took a refund from FRRS on 8/1/2000 for \$3,222.77. If she chooses to redeposit the funds plus interest the Board will accept 3 years, 9 months, 1 day of creditable service liability for service worked between 9/6/1994-3/31/1998. This purchase has been calculated at the full actuarial rate as Ms. Wickland-Shearer enrolled in this system more than one year ago. Total purchase cost if made before 2/29/2016 is \$10,324.37, otherwise interest will accrue as allowed by law.

**Buybacks and Makeups – Extra Discussion Needed:**

At the November and December 2015 Board meetings, staff presented to the Board, legal opinion from the Board's legal counsel that the Board has the power to overlook the use of the word "substitute" by schools when describing a long-term fill-in position. In talking with school administration, it was learned that long term subs are appointed to one position for an extended period of time, whereas regular subs are on call and work random days. It was also noted that when a town appoints someone to fill-in long term, they don't use the word substitute, and thus a purchase of 4(2)(c) service is allowed. Barring the use of "substitute" in the description, staff would likewise allow the school employee to purchase the service.

Board action at the December 2015 meeting was:

Based on the opinion of Attorney Sacco with regard to acknowledging a 'long term substitute' as a temporary or intermittent employee, D. Gendron, made a MOTION, seconded by P. Mokrzecki, to approve the service purchase request by Linda Lang for service as an appointed substitute between 1/13/11 and 8/27/2012.

Upon further discussion, D. Gendron withdrew the above motion until the Board is presented with, and approves, the changed policy wording defining a 'long term substitute' as a temporary or intermittent employee for the purpose of service purchases under 4(2)c.

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following wording to be added to Board regulations:

When a member requests to purchase service for a long-term substitute assignment, where the member had been appointed to a specific position to cover a prolonged absence of a single coworker, implying the same meaning as the terms "temporary fill-in", or "interim", and distinguishing the term "long-term substitute" as different from a substitute that is on a list and ready to fill-in occasionally when needed for random assignments, the service purchase will be allowed notwithstanding the lack of the use of the word "substitute" in MGL 32§4(2)c.

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following makeup:

Lang, Linda- current member with the Mohawk Trail Regional School District, Linda has requested a service purchase for time when she was a substitute in the School as follows:

1/13/11-6/20/11 – substitute on the teaching salary at \$204.23 per day

9/16/11-6/30/12 – substitute on the paraprofessional salary scale

7/1/12-8/28/12 – summer school program

Creditable service will be allowed for actual hours worked based on a 7.5 hours day and a 180 day contract year for total service of 1 year, 4 months, 14 days at a cost of \$3,544.38 if purchased by 2/29/2016 otherwise interest will continue to accrue on the purchase.

Deaths:

Cunningham, Marilyn – Option A retiree since 01/02/1988, Mrs. Cunningham was secretary to the Selectmen before becoming assistant treasurer and finally treasurer for the Town of Erving, accruing 14 years, 7 months of creditable service. DOD was 01/09/16 at the age of 87.

General Business:

Robert Miner, ERI legislation

Upon the Board meeting call to order at 8:02, the Board members discussed the Robert Miner issue.

At a Special Town meeting, March 12, 2001, the Town of Erving voted to file special legislation to accept additional years to provide Robert Miner with 30 years of creditable service for an enhanced retirement

benefit effective March 23, 2001. Money (\$69,367.52) was received from the Town of Erving to be used as the veteran buyback and payment to FRRS for creditable service and enhanced retirement benefits for Robert Miner as provided by this special legislation. This past summer (July 2015) it was discovered by FRRS staff that Mr. Miner's enhanced benefit began without legislative approval.

The Board discussed the matter and asked Dale to send an email to Board Attorney, Michael Sacco asking if the legislature can pass Robert Miner's ERI legislation retroactive to 2001. Dale also informed the Board that he has sent an email to Stan Rosenberg and Susannah Whipps Lee asking that legislation be concluded prior to 7/31/2016 when the current legislative session is over. If the legislative approval is not done by 7/31/2016, FRRS will have to reduce Mr. Miner's retirement benefit from \$37K to \$28K and recoup over payment of \$100K+.

Retirees' COLA for July 1

After some discussion, the Board decided to defer this until the February Board meeting.

Increase Retirees' COLA Base from \$16K

On a motion made by D. Gendron and a second by M. Stokarski, the Board majority, one opposed, voted to increase the maximum COLA base for the retirees' annual COLA to \$17,000 starting July 1, 2016.

O'Shaughnessy contract: 2016-2023

After a brief discussion and review of the new contract, the Board took the following action:

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the new contract with O'Shaughnessy, subject to PERAC acknowledging successful receipt of required documentation.

Travel approval for MACRS meetings

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the Spring 2016 and the Fall 2016 MACRS meeting.

William Smith's 1970's School Committee purchase

William Smith submitted an application for retirement effective 11/30/2015. In review of his record, a service purchase completed in 1988 was discovered to have been erroneously approved.

Mr. Smith asked for a make-up of elected school committee service for a period beginning 5/1/1976 through 6/30/1988. The service was approved and paid for based on earnings for the appointed position of school committee secretary. The service was paid bi-annually starting at \$400 per year up to \$700 per year in 1988. Frontier School Committee members do not receive a stipend for their service.

MGL c 32, §4(1)o – In 1988, at the time of the purchase, this section of law allowed a purchase of elected school committee service if the first election was prior to 1/1/1976. This date was amended in 2002 to allow the purchase if the first election was prior to 1/1/1986. If the position was unpaid, the member was required to deposit the deductions that would have been paid on wages of \$2,500 annually.

Attorney Sacco has opined that Mr. Smith's service purchase should be allowed. Even though initially it was erroneously approved, it may be presumed that he would have purchased the service in 2002 when it was allowable. The Board may however, collect the additional payment on the service purchase to be equal to the deductions plus interest at the \$2,500 annual stipend rate.

Options for Board consideration and vote:

Do nothing. Allow the original 1988 service purchase at the original cost, which is paid in full.

Allow the creditable service but require additional payment to reflect MGL c. 32 §4(1)o as written for the \$2,500. Additional payment is \$3,977.28. Should Mr. Smith choose not to make the payment, the original purchase will be adjusted to reflect an hourly accrual of creditable service as per Board regulations for non-elected non-membership service.

On a motion made by M. Stokarski and a second by D. Gendron, the Board voted unanimously to allow the creditable service but require additional payment to reflect MGL c. 32 §4(1)o as written for the \$2,500.

Personnel Policy – edits to staff performance evaluations

Board Chair, Sandra Hanks and Assistant Director, Susan Bobe presented the Board proposed updates to the personnel policy with regards to the Board's vote to trim-back the staff performance evaluations process. Below is the revised section of the personnel policy on performance evaluations:

Performance Evaluation

Performance evaluations are designed to serve the needs of both the employee and employer. The goals of a performance evaluation are to:

- Improve employee satisfaction and potentially reduce employee absenteeism, turnover and grievance;
- Serve as a motivational tool and improve quality of job performance;
- Base personnel actions on objective, accurate and fair performance appraisals;
- Monitor the performance of introductory period employees on a timely basis.

To achieve these goals performance reviews will be used as follows:

Upon completion of an employee's introductory period (see "definitions") the supervisor will complete with the employee a written performance evaluation. A written performance evaluation of each employee will be completed annually between December 1st and December 30th as follows.

Supervisor will provide employee with a list of the current year's goals prior to meeting. This will allow the employee an opportunity to review the year's work in order for a productive conversation to take

place. A simple form will be used that initiates conversation and documents goals, successes and concerns. The current form has the following topic titles:

Current year's goals  
Update on goals not accomplished  
Goals for coming year  
Areas of additional training/learning needed or requested  
How do you feel things are going  
Comments

Both parties will sign the evaluation form. Employees who disagree with the performance review may meet with the next higher-level supervisor. Employees supervised by the Chair who disagree with their performance review may follow the Grievance Procedure outlined in Section 3. Employees may grieve the substance of his/her performance review where such review results in a negative action such as the denial of a pay raise. Employees should follow the grievance procedures outlined in Section 3.

Supervisors will furnish Board members with a copy of the evaluation, which will be returned after review by the Board member and shredded. The Chair will receive a copy of all performance reviews. Originals will be placed in the employee's permanent personnel file.

Supervisors may, at their discretion, conduct performance reviews more frequently than once a year.

#### Compensation/Salary Adjustments

It is the policy of the Board to provide compensation that is nondiscriminatory and competitive. However, all compensation policy decisions must take into consideration the overall financial condition of the Board.

C.O.L.A., Salary Increases - At each January 1st, employees may receive a base increase Cost of Living Adjustment (COLA) equal to the average 12-month percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, as promulgated by the Bureau of Labor Statistics for the Northeast region. The COLA shall be used to adjust the salary schedule/range. This adjustment shall be made prior to the calculation of any pay increases resulting from the employee's evaluation.

Performance, Salary Increases - Beginning January 1st of each year, employees may be eligible to receive an increase as determined by the Board.

An employee may advance within a grade until the maximum salary rate for the grade is reached.

To the extent possible, if an employee receives a performance review indicating work improvement are needed, he/she may be counseled by his/her supervisor in the specific areas that need improvement. After a ninety (90) day period the employee may request (with 30 days notice to their supervisor) a re-evaluation to determine if an improved rating has been achieved.

#### Reclassification and Promotion

If the nature of an employee's duties changes significantly in scope or level of responsibility, that employee may request a reclassification or promotion by consulting first with the Executive Director. The request will be reviewed by the Executive Director and presented to the full Board. The full Board will vote on all reclassifications and promotions.

On a motion made by M. Stokarski, and a second by P. Light, the Board voted unanimously to accept the suggested changes to the Performance Evaluation section of the personnel policy.

#### Staff Pay Grades

Two employees are at the top of their grade on the payscale, and so next year will be limited to any COLA increase and whatever remains in grade capacity for performance bonus(es).

After a brief discussion, the Board asked that job descriptions be updated to reflect current duties of each position. The Board will review the job descriptions at the February meeting and determine if any positions need to be reclassified.

Pay second third of the past due 3(8)(c) bill to the State Retirement :  
No action, or votes, taken at this time.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

DECEMBER 22, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 a.m. by Board Chair, Sandra Hanks with Board Members David Gendron, Paula Light, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe. Greg McNeillie, Dahab joined the meeting at 8:45 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on November 23, 2015.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$719,236.42	
Refunds	8,072.76	
Transfers	13,356.54	
Invoices 12-15W	40,068.53	
Invoices 00-16W	6,398.57	
Operating	32,087.77	
Investments		14,379.33
For a total of:		\$787,132.82

Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to transfer \$660,000 from Polen to Unibank to cover next month's warrants.

Visitors

There were no visitors in attendance

Membership

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Eastman, Ryan I	08/31/2015	100%	MOH	Instructional Assistant
Ellis, Jennifer L	10/02/2015	100%	SND	Instructional Assistant
Hutkoski, Wayne M	10/02/2015	50%	WTY	Water Superintendent
Jalbert, Eric S	11/30/2015	100%	MOH	Para Professional
Loftus, Joseph P	11/01/2015	100%	MOH	Para Professional
Lovett, Shannon M	09/01/2015	100%	HAW	Para Professional
Markham, Chelsea A	11/09/2015	100%	SND	Individual Aide
Shero, Amanda L	08/31/2015	100%	MOH	Para Professional
Worden, Colleen D	11/01/2015	70%	COL	Office Clerk

#### Additional Positions

		new total %		
Shoemaker, David A	11/09/2015	100%	STB	Police Officer

#### New Positions

Butler, Sarah L	10/26/2015	60%	DER	After School Bookkeeper
Galluzzo, Rebecca A	11/16/2015	100%	OGE	Individual Aide
Trinque, Amie L	10/26/2015	100%	SND	Instructional Assistant

#### New Retirees:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Putnam, Marilyn – the retirement package has been submitted to PERAC to retire Marilyn J. Putnam for a Superannuation, Option B retirement allowance. Her last day of work was October 15, 2015 and her retirement benefit will begin on October 16, 2015. Mrs. Putnam was a group 1 member working as a school secretary for the Town of Leverett, accruing 22 years, 2 months of creditable service.

Civello, DeeAnn – the retirement package has been submitted to PERAC to retire DeeAnn Civello for a Superannuation Option A retirement allowance. Her last day of work was October 31, 2015 and her retirement benefit will begin on November 1, 2015. Ms. Civello was a group 1 member working as the Treasurer/Collector for the Town of Leverett, accruing 35 years, 4 months of creditable service.

Boss, Susan – the retirement package has been submitted to PERAC to retire Susan Boss for a Superannuation Option B retirement allowance. Her last day of work was November 25, 2015 and her retirement benefit will begin on November 26, 2015. Ms. Boss was a group 1 member working in the school department for the Town of Leverett, accruing 23 years, 4 months of creditable service of which MTRB holds liability for 6 years, 6 months.

#### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to accept liability for the following buybacks and make-ups:

Carey, Jason – Worcester Regional Retirement Board has asked FRRS to accept creditable service liability if their current member, Jason Carey, re-deposits a refund taken from this system. The refund, taken on 6/30/1995 was for \$6,726.91 in deductions, \$259.61 in interest for a total of \$6,986.52. The



position was in the Town of Orange Cemetery and creditable service was determined to be 5 years, 4 months, 22 days of service, 12/28/1989-5/19/1995.

#### Buybacks and Makeups:

Hodsden-Mayo, Lynda: current member in the Town of Gill has requested a service purchase to cover her most recent term as the Town Clerk prior to her secondary enrollment effective 5/18/2015. Ms. Hodsden-Mayo also works as the Assessor's Clerk for the Town of Gill. Each position is 20 hours per week. Since 2013 she has been a member and contributing on the Assessor's Clerk earnings but due to c.32 legal restrictions, could not contribute on her elected position earnings until her successful election on 5/18/15. This purchase would allow a benefit to be calculated on her full earnings from the Town of Gill should she choose to retire prior to the end of the current term. It will also insure that her benefit, should she wait until the end of the current term or later, is not restricted by the anti-spiking rules. Service purchase for the period beginning 5/21/2012 through 5/17/2015 would be 2 years, 11 months, 27 days for \$4,877.10 if paid by the end of December, 2015. Interest will continue to accrue at a rate allowed by law.

Additionally, Ms. Hodsden-Mayo should be granted a service purchase make-up for the period between 5/18/2015 through 9/30/2015 due to a delayed start of deductions being withheld on the Town Clerk earnings. Purchase is deductions only for a total of \$635.23 payable by January 22, 2016 otherwise interest will begin to accrue on the unpaid balance at a rate allowed by law.

Smith-Zeoli, Aimee: Current member with the Town of Deerfield, Early Childhood Aftercare Coordinator, took a refund from the State Board of Retirement on 7/4/1997 for \$1,825.16. If she chooses to redeposit the funds plus interest to this Board, the State Board will accept 11 months of creditable service liability for service worked between 6/30/1996-5/29/1997. If payment is made or payment plan is in place as of 8/26/16 interest on the service purchase will be one half the actuarial rate of interest as allowed by law.

#### Buybacks and Makeups – Extra Discussion Needed:

On 11/23/15 the Board instructed the Executive Director to seek clarification as to whether they had the authority to re-define a long-term substitute as a temporary or intermittent position for the purpose of allowing a service purchase under 4(2)c. Dale sought an opinion from Attorney Sacco. The correspondence is included herewith as part of the minutes:

Hi Michael,

We presented the following to the Board members, and before they decide, they would like your opinion as to whether or not the Board has the power to overlook the use of the word "substitute" by schools when describing a long-term fill-in position. In talking with school administration, we learned that long term subs are appointed to one position for an extended period of time, whereas regular subs are on call and work random days. We note that when a town appoints someone to fill-in long term, they don't use the word substitute, and thus we allow a purchase of 4(2)(c) service. Barring the use of "substitute" in the description, we would likewise allow the school employee to purchase the service. The Board wants to know if it has the power to consider it thus and allow the purchase of such service.

Thank you, Dale

Hi Dale -

As I said in my 2013 email, substitute is not defined but I think you can distinguish between a day-to-day substitute and a long-term substitute if you wanted to split that legal hair, as the common understanding of "substitute" would be a day-to-day, on-call type substitute. My experience – which as you know includes 10 years at the Teachers Retirement System – is that most long-term substitutes end up becoming teachers and members of the TRS, and they buyback the time there, so it seems a rare

occurrence that a long-term sub would become a member of your system, although I suppose the long-term sub could end up as a paraprofessional, aide or some other position that qualifies for membership in your system. I don't want to advise the Board that it is impermissible to allow such a purchase, although I would specifically characterize a long-term sub as a "temporary" employee rather than a "substitute" to draw the distinction, and since you are not asking my opinion whether the Board should draw such a distinction I will refrain from offering one. I don't know if there is any anecdotal evidence to see how many long-term subs end up in your system vs. Teachers, but that would be one way of assessing the liability that you could avoid by lumping long-term substitutes in with substitutes, rather than drawing the distinction as I noted.

Best, Michael

---

From November 23, 2015 board meeting:

MGL 32, section 4(2)c addresses non-membership service purchase for a current member specifically allowing the Board to determine service 'for any previous period of part-time, provisional, temporary, temporary provisional, seasonal or intermittent employment or service rendered by him after such a retirement system becomes operative and while he was not eligible for membership'. The term 'substitute' is not used in this section which has been inferred to mean it is not an allowable purchase, most notably because the term 'substitute' is specifically referred to in Section 3(5) as an allowable position for service purchase if that non-membership service had been performed for a unit in a different retirement system. In other words, a current member may purchase substitute service from this Board if it was performed in Greenfield, but may not purchase such service from this Board if it was performed in Orange. The staff at FRRS would like the Board to consider the terminology being used in these legal sections and consider whether a long-term substitute position may alternatively be defined as temporary or intermittent and therefore eligible for purchase under 4(2)c.

This issue was a subject at the 2013 MACRS conference. We asked Michael Sacco to clarify the issue for us and in most circumstances the issue of substitute service is not of a significant time period but occasionally it is, as in the case of Mohawk employee, Linda Lang detailed below. Here is Michael's opinion on the subject from a June 6, 2013 email:

Section 3(5) primarily pertains to a member in your system who wants to purchase non-membership service rendered in another system. Your Board would only have to allow such a purchase (and I would argue as fiduciaries you should only allow such a purchase) if that member rendered service in a temporary, provisional or substitute capacity. Now those terms are not defined in Chapter 32, but they have meanings distinct from part-time, reserve, permanent-intermittent, etc. So, if your member rendered service in the City of Greenfield in a part-time capacity (say 15 hours per week) and was not a member of Greenfield and came to your system and wanted to buy that time back, I would recommend you deny it. Conversely, if a member of your system is a paraprofessional and worked as a substitute teacher for a year in Greenfield, you would have to allow that member to purchase the service and there would be no 3(8)(c) billing.

When a member buys back non-membership service rendered in a member unit of your retirement system, that purchase is being made pursuant to Section 4(2)(c) - the significance of this is really that the categories of service are more broad - but ironically, don't include substitute service -

Lang, Linda- current member with the Mohawk Trail Regional School District, Linda has requested a service purchase for time when she was a substitute in the School as follows:

12/14/10 to approximately 1/13/11 – substitute @ \$70 per day  
1/13/11-6/20/11 – substitute on the teaching salary at \$204.23 per day  
9/16/11-6/30/12 – substitute on the paraprofessional salary scale  
7/1/12-8/28/12 – summer school program

If allowed, creditable service will be allowed for actual hours worked based on a 7.5 hours day and a 180 day contract year for total service of 1 year, 5 months, 4 days at a cost of \$3,597.37 if purchased by 12/31/2015 otherwise interest will continue to accrue on the purchase.

Based on the opinion of Attorney Sacco with regard to acknowledging a 'long term substitute' as a temporary or intermittent employee,

D. Gendron, made a MOTION, seconded by P. Mokrzecki, to approve the service purchase request by Linda Lang for service as an appointed substitute between 1/13/11 and 8/27/2012.

Upon further discussion, D. Gendron withdrew the above motion until the Board is presented with, and approves, the changed policy wording defining a 'long term substitute' as a temporary or intermittent employee for the purpose of service purchases under 4(2)c.

Deaths:

Gorzocoski, Eileen – Option A retiree since 4/1/1995, Mrs. Gorzocoski was the nurse for the Town of Northfield, accruing 24 years, 1 month of creditable service. DOD was 12/1/15 at the age of 89.

General Business:

Thomas Sharp update from November 2015 meeting

Dale presented the Board with the only outstanding issue for Mr. Sharp which is the determination of his membership status. Attorney Sacco has opined that Mr. Sharp is an inactive member despite his administrative leave agreement and as such, is not eligible to purchase past service.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously on the advice of Attorney Sacco to deny the request of Thomas Sharp to purchase service based on his status of 'inactive member'.

Board meeting schedule for next year - The Board agreed to the 2016 monthly meeting schedule as presented, choosing December 21, 2016 as the meeting date for that month. (should addend copy)

Schedule for investment manager quarterly meetings - The Board agreed to the 2016 investment manager schedule as presented. (should addend copy)

Review and perhaps approve 4(2)(b) refunds – On the advice of Attorney Sacco, the Board will not issue refunds on 4(2)b service purchase payments at this time but will continue to monitor the progress of DALA/CRAB cases in regard to this issue.

Board regulations perhaps amended for service granted part time positions – The service percentage chart for less than 20 hours in the current board regulations has proven problematic in that the described method often results in unrealistic total service for members working multiple positions. Staff suggested removal of the chart, and simplification where the reported hours of all the member's positions will be summed and the resulting total used to determine creditable service using the service percentage chart for greater than 20 hours.

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to modify its regulations regarding service granted for part-time positions as presented to the Board and made part of these minutes below:

Creditable Service:

New members of the Franklin Regional Retirement System shall receive creditable service, for the total of all each positions worked, in prorated increments, not to exceed 100%, in the following manner:

Primary membership positions	
Weekly hours worked are:	Creditable service

not less than	not greater than	percentage given
20	22.99	50%
23	25.99	60%
26	28.99	70%
29	31.99	80%
32	34.99	90%
35	40	100%

Additional and/or individual positions		
Weekly hours worked are:		Creditable service
not less than	not greater than	percentage given
0	4.99	10%
5	9.99	20%
10	14.99	35%
15	19.99	45%

#### Investment Consultant

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:45 a.m. to present the research done by Dahab in regards to the Large Cap Manager bids.

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to retain the services of O'Shaughnessy Asset Management and engage in a 7 year contract.

In addition, the Board discussed Daruma's investment performance. Greg presented a QTD return of 12.7 which is above the Russell 2000 benchmark and suggested further discussion following the February 2016 Daruma presentation.

Set 2016 stipend amount for Board Chair - The Chair relinquished the meeting to the Vice Chair David Gendron for the purpose of discussion and vote on this topic. Board members thanked their Chair Sandra Hanks for the additional time commitment and responsibilities required of her position.

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to increase the Chair's annual stipend by \$1,940 for a total annual stipend of \$9,940.00.

Vice Chair Gendron turned the meeting back to the Chair.

Staff evaluations – Both staff members and Board members agreed that the revised evaluation process using a simpler form and relaxed approach was successful and an improvement on the previous method. After discussion regarding the process, and the positive performance and team work by all, and the favorable feedback received from the members and retirees, the Board determined a merit raise for staff.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve a merit increase of 3% for staff.

#### Litigation strategy

At 10:17 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye, Paul Mokrzecki - aye.

As of June 1, 2012 it was determined that Mr. Randall had been overpaid by \$19,952.78. The monthly benefit payment has been withheld beginning with the June 30, 2012 payment in action to recover the overpayment. As of November 30, 2015 \$8,023.38 has been recovered.

On a motion by D. Gendron, and a second by P. Light, the Board voted by roll call vote to reject the proposal offered by Attorney Quirk on behalf of George Randall to reduce the remaining balanced owed on an overpayment of his 12(2)d benefit. Roll call vote: David Gendron – aye; Paula Light – aye; Mary Stokarski – aye; Paul Mokrzecki – aye; Sandra Hanks – aye

A motion to come out of executive session was made at 10:24 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye, Paul Mokrzecki - aye.

Pay second third of the past due 3(8)(c) bill to the State Retirement :  
No action, or votes, taken at this time.

Progress report on Elizabeth Bell benefit application (David Bell)  
No further information presented nor action necessary on this business.

Progress report on Michael Pellin disability application  
Michael Sacco's office has received the subpoenaed MEGA worker's compensation records regarding this case and will present an opinion for the Board in time for the January 26, 2016 meeting.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

DECEMBER 22, 2015

At 10:17 a.m.

The Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye, Paul Mokrzecki - aye.

Present: Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, Paul Mokrzecki and David Gendron. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

A motion to come out of executive session as made at 10:24 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye, Paul Mokrzecki.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

NOVEMBER 23, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz. Greg McNeillie, Dahab joined the meeting at 8:45 a.m. and Thomas Sharp, joined the meeting at 10:08 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on October 27, 2015.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$722,837.38	
Refunds	18,597.80	
Transfers	87,893.27	
Invoices 11-15W	45,766.10	
Operating	32,819.19	
Investments		12,946.91
3(8)c pmts to other Boards		
For a total of:		\$875,094.55

#### Cash Transfer between Investments and bank

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to transfer \$590,000 from PRIT Core Fund to Unibank to cover next month's warrants if assessment receipts are not confirmed by 11/30/2015.

#### Visitor

Thomas Sharp, inactive member Town of Erving, was a visitor and spoke with the Board later in the meeting regarding his situation

## Membership

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

### New Members

Bump, Roger L	08/18/2015	100%	MOH	Grounds/Janitor
Centrella, Janna L	10/06/2015	100%	MOH	Para Professional
Chadwick, RoseAleta M	08/31/2015	100%	MOH	Sped Aide
Coutu, Stephanie L	8/31/2015	100%	MOH	Para Professional
Fitzgerald, Eric J	10/12/2015	100%	DER	EMT-Paramedic
Fritz, Debora W	09/01/2015	90%	LEV	Teacher's Aide
Hadsel, Leeanne P	09/10/2015	100%	MOH	Para Professional
Helmreich, John R	08/31/2015	100%	MOH	Para Professional
Henry, Tiffany M	09/03/2015	100%	MOH	Para Professional
Johnson, Marlene M	11/04/2015	80%	DER	Senior Center Director
Lovett, Karen A	08/31/2015	80%	MOH	Cafeteria Manager
Meservey, Julia M	08/31/2015	100%	MOH	Para Professional
Nelson, David K	08/31/2015	100%	MOH	Para Professional
Noschese, Jason R	11/02/2015	90%	LEV	Treasurer/Collector
Noyes, Pamela J	09/11/2015	100%	MOH	Para Professional
Pheeny, Frances N	10/19/2015	100%	FCH	Executive Director
Posl-Lumbis, Leah M	09/01/2015	100%	MOH	Para Professional
Ram, Emma C	09/16/2015	100%	MOH	Para Professional
Scully, Janet S	08/31/2015	100%	MOH	Para Professional
Shaney, Brittany N	8/31/2015	100%	MOH	Para Professional
Sliwoski, Christina M	08/31/2015	100%	MOH	Para Professional
Smith, Douglas S	10/05/2015	100%	STB	Highway Employee
Thayer, Shawn L	09/02/2015	100%	MOH	Para Professional
Weiss, Gail L	10/13/2015	100%	OGE	Accountant
Weiss, Gail L	10/13/2015	20%	STB	Accountant
Wenger, Alexander E	09/28/2015	100%	SND	Instructional Assistant
Williams, Martha A	09/01/2015	90%	PNR	Instructional Assistant

### New Retirees:

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Goff, Nancy - the retirement package has been submitted to PERAC to retire Nancy J. Goff for a Superannuation, Option B retirement allowance. Her last day of work was July 20, 2006 and her retirement benefit will begin on November 1, 2015. Mrs. Goff was a group 1 member working as the Homeland Security Grants Manager for the Franklin Regional Council of Governments, accruing 16 years, 7 months of creditable service. The Greenfield Retirement System holds liability for 8 years, 9 months, 18 days of the total service and the State Board of Retirement holds liability for 6 years, 1 month, 28 days of the total service.

Annear, Dennis – the retirement package has been submitted to PERAC to retire Dennis M. Annear for a Superannuation, Option A retirement allowance. His last day of work was August 31, 2015 and his retirement benefit will begin on September 1, 2015. Mr. Annear was a group 4 member working as the Fire Chief for the Town of Orange accruing 29 years, 4 months of creditable service.

### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to accept liability for the following buybacks through another system:

Rathbun, John A – Montague Retirement Board has asked FRRS to accept creditable service liability if their current member, John A Rathbun, re-deposits a refund taken from this system. The refund, taken on 10/26/2011 was for \$21,359.28 in deductions, \$2,636.93 interest (calculated at 3%) for a total of \$23,996.21. The position was in building maintenance for the Town of Erving and creditable service was determined to be 7 years, 3 months, 27 days of service, 7/28/2003 -11/24/2010.

Stetson-Looman, Amy – a Massachusetts Teachers' Retirement System member has asked FRRS to accept creditable service liability if their current member, Amy Stetson-Looman, re-deposits a refund taken from this system. The refund, taken on 8/31/1996 was for \$1,456.32 in deductions, \$0 interest. She served as a substitute from March to June 1992 and paraprofessional from 9/21/92 to 3/25/1994 for Buckland-Colrain-Shelburne district and Mohawk Trail Regional School District. Creditable service has been determined to be 1 year, 10 months, 11 days of service.

#### Buybacks and Makeups

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following buyback:

Tuttle, Cathleen – Current member from Pioneer has asked for a make-up of service for the following time periods:

9/1/1999-6/30/2000 – Cafeteria Helper, 3 hours per day, non-membership service allows actual hours worked for a make-up of service. Total cost is \$672.71 if paid by 12/31/2015 for 4 months, 27 days of creditable service calculated using 12 months allowance for 10 month contract.

9/1/2000-6/30/2007 – Cafeteria Helper, 5.5 hours per day. This is time when she should have been a member. Total cost is \$6,656.41 if paid by 12/31/2015 and includes cost of deductions only. Interest will begin to accrue if not paid by 12/31/2015. Allowable service is 7 years.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by M. Stokarski and a second by P. Mokrzejcki, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Gralenski, Michael – update 4(2)b allowable service to 5 years for service between 1/1/1982-12/31/1986 from the original approval of 1 year, 1 month, 19 days between 3/10/1983-12/31/1986. Total cost of purchase is \$1,850 based on annual earnings of \$5000. Member paid original service purchase of \$2,153.85. No additional funds required. See below for more information.

This current member of FRRS, also a member of the State Board of Retirement, requested a review of his 4(2)b service granted and purchased in 2007. Mr. Gralenski was originally granted 1 year, 1 month, 19 days for actual service rendered and documented by payroll records. Further documentation was found for Mr. Gralenski's service in the Erving Annual Reports where he was listed as a police officer for calendar year beginning in 1982. Under the current Board regulations Mr. Gralenski may be allowed up to 5 years of 4(2)b service if he was on a 'respective list' and later appointed to a permanent, membership eligible position. In May of 2006 he was elected to the Erving Board of Health and became a contributing member of the retirement system. His deductions stopped in 2012 due to the legislative reform that eliminates service accrual for positions paying less than \$5000 per year. The total cost of the newly calculated 4(2)b service is based on a minimum earnings base of \$5000 per year for each year beginning 1/1/1982 and ending 12/31/1986. Total cost of the purchase is \$1850. The Board determined that interest should be calculated on these purchases as of 1/1/2014 but interest has not been added to this purchase because the funds were already on record. To date, the Board has reserved the option of giving refunds on prior purchases that have been changed due to the MacAloney ruling but has not



allowed refunds to date pending potential legal appeals during a reasonable cooling off period of the issue.

LaClaire, Mitchell – current member through the Town of Erving, requests creditable service through c.32, §4(2)(b) for service with the Millers Falls Fire and Water District between 1/1/1983 and 12/31/1987. Total service is 5 years at a cost of \$2,050.09 if paid by 12/31/2015. Cost of the service is based on deductions for earnings based on the minimum \$5,000.

In addition, Mr. LaClaire has 13 days of service available for purchase based on work between 1991 and 6/30/1992 determined by calculating actual hours worked and payroll records provided. Cost of the service is \$110.87 if paid by 12/31/2015 otherwise interest will accrue as allowed by law.

This current member first started as a call firefighter with the Millers Falls Fire and Water District. In 1991 the Town of Erving and the Millers Falls Fire and Water District negotiated dissolution of the district and on 7/1/1992 (member's date of membership with FRRS) the Town of Erving absorbed all district assets and personnel into the already existing Erving fire department. Subsequently, Mr. LaClaire was appointed to Fire Chief 1/7/2003. Per Board Attorney Michael Sacco, by the Town of Erving absorbing the Millers Falls Fire and Water District assets on 7/1/1992, this service was essentially rendered to the Town of Erving and thereby allows this purchase (with FRRS accepting the liability).

Buybacks and Makeups – Extra Discussion Needed:

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to have staff seek clarification as to whether the Board has the authority to consider a long-term substitute position to be defined as temporary or intermittent and therefore eligible for purchase under 4(2)(c).

MGL 32, section 4(2)c addresses non-membership service purchase for a current member specifically allowing the Board to determine service 'for any previous period of part-time, provisional, temporary, temporary provisional, seasonal or intermittent employment or service rendered by him after such a retirement system becomes operative and while he was not eligible for membership'. The term 'substitute' is not used in this section which has been inferred to mean it is not an allowable purchase, most notably because the term 'substitute' is specifically referred to in Section 3(5) as an allowable position for service purchase if that non-membership service had been performed for a unit in a different retirement system. In other words, a current member may purchase substitute service from this Board if it was performed in Greenfield, but may not purchase such service from this Board if it was performed in Orange. The staff at FRRS would like the Board to consider the terminology being used in these legal sections and consider whether a long-term substitute position may alternatively be defined as temporary or intermittent and therefore eligible for purchase under 4(2)c.

This issue was a subject at the 2013 MACRS conference. We asked Michael Sacco to clarify the issue for us and in most circumstances the issue of substitute service is not of a significant time period but occasionally it is, as in the case of Mohawk employee, Linda Lang detailed below. Here is Michael's opinion on the subject from a June 6, 2013 email:

Section 3(5) primarily pertains to a member in your system who wants to purchase non-membership service rendered in another system. Your Board would only have to allow such a purchase (and I would argue as fiduciaries you should only allow such a purchase) if that member rendered service in a temporary, provisional or substitute capacity. Now those terms are not defined in Chapter 32, but they have meanings distinct from part-time, reserve, permanent-intermittent, etc. So, if your member rendered service in the City of Greenfield in a part-time capacity (say 15 hours per week) and was not a member of Greenfield and came to your system and wanted to buy that time back, I would recommend you deny it. Conversely, if a member of your system is a paraprofessional and worked as a substitute teacher for a year in Greenfield, you would have to allow that member to purchase the service and there would be no 3(8)(c) billing.

When a member buys back non-membership service rendered in a member unit of your retirement system, that purchase is being made pursuant to Section 4(2)(c) - the significance of this is really that the categories of service are more broad - but ironically, don't include substitute service -

Lang, Linda- current member with the Mohawk Trail Regional School District, Linda has requested a service purchase for time when she was a substitute in the School as follows:

12/14/10 to approximately 1/13/11 – substitute @ \$70 per day

1/13/11-6/20/11 – substitute on the teaching salary at \$204.23 per day

9/16/11-6/30/12 – substitute on the paraprofessional salary scale

7/1/12-8/28/12 – summer school program

If allowed, creditable service will be allowed for actual hours worked based on a 7.5 hours day and a 180 day contract year for total service of 1 year, 5 months, 4 days at a cost of \$3,597.37 if purchased by 12/31/2015 otherwise interest will continue to accrue on the purchase.

#### Deaths:

Cleveland, Charlotte – died on 10/31/15 at the age of 85. Charlotte was the option C survivor of Stanley who retired from the Town of Orange on January 31, 1989 where he worked as the superintendent of the Water Department, accruing 41 years, 6 months of creditable service. Stanley died on January 23, 2009 at the age of 79.

Craven, Walter – Option C retiree since 10/23/2008, Mr. Craven was a highway worker for the Town of Conway accruing 21 years, 4 months of creditable service. DOD was 11/3/2015 at the age of 66. His wife, Debra, is his Option C beneficiary.

#### General Business:

Progress report on Elizabeth Bell benefit application (David Bell)

Susan Bobe, Assistant Director reported to the Board that Elizabeth Bell has appealed the Board's decision to deny an accidental death benefit for her husband, David Bell. CRAB has received the appeal and forwarded it to DALA. A docket number has been assigned but no hearing date as yet. DALA continues to be significantly backlogged on cases.

No action, or votes, taken at this time.

Progress report on Michael Pellin disability application

Susan Bobe, Assistant Director reported to the Board that Michael Sacco's office is in process of filing a subpoena for MEGA worker's compensation records regarding this case. The Board did not act on the results of the PERAC medical panel at October meeting, deferring until these records can be reviewed.

No action, or votes, taken at this time.

#### Investment Consultant

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:45 a.m. to review the 3rd quarter investment results, and present the research done by Dahab in regards to the Large Cap Manager bids.

After discussing the analysis done by Dahab Associates regarding the ranking of the respondents to the search, the Board asked to defer until the December meeting for full Board participation.

In addition, the Board discussed their concerns with our Investment Consultant, Greg McNeille around Daruma's performance. Greg suggested looking at their performance quarterly.

No action, or votes, taken at this time.

Thomas Sharp – request to meet with Board

Tom Sharp joined the meeting at 10:08 a.m. requesting the Board to reconsider the certain retirement calculation items denied: determination of active versus inactive membership status and the request to purchase previous service, payroll items excluded for 2015 (FY 2016), 2014 and 2011, and payments after his departure on July 10, 2015 as pensionable income.

Mr. Sharp, Administrative Coordinator for the Town of Erving signed an Administrative Leave and General Release Agreement with the Town, effective 7-11-2015 with the intent to retire on his 65th birthday - 1-13-2016.

Mr. Sharp requested to purchase prior service with Westfield Schools as a substitute teacher. Staff denied the request as he is presently inactive with the Town of Erving as of 7-10-2015 thus prohibiting him from purchasing service. A recent ruling by the Contributory Retirement Appeal Board (“CRAB”) made it clear that unless a member was actively employed they would not be able to purchase service (see “Zavaglia”). The Board heard Mr. Sharp’s concerns and told him there was nothing the Board could do about it because the Board believes it is accurately following the law and the instructions from PERAC and “Zavaglia”, and he has the option to appeal DALA to allow the purchase of his prior service; further instructions as to how to appeal the Board’s decision have been given to Mr. Sharp.

Staff identified three extraordinary amounts in Mr. Sharp’s wage history and described them as bonuses, which are excluded from pension wages. Mr. Sharp conceded that the amount identified as “2016” was clearly labeled “bonus” in the agreement with the town and thus it was removed from the discussion. He did however contend that the other two amounts were mischaracterized and in fact should be pensionable. The Board discussed the potential for misunderstanding and agreed to look at the salary excluded for 2014 and 2011. Staff was instructed to obtain detailed payroll records and contracts, prior to the board making any determination on the excluded salary.

At the start of the discussion, Mr. Sharp conceded that the payments after July 10, 2015 were “off the table”.

Pay second third of the past due State 3(8)C bill

Susan Bobe, Assistant Director reported to the board that she spoke with Matt Smith from the State. Progress is being made; Susan and Matt addressed removing folks that shouldn’t be on the invoice. A new invoice will be sent reflective of the above changes. Matt shared with Susan that nothing has changed with their technology. The staff sees no payment being made until January 2016.

No action, or votes, taken at this time.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

OCTOBER 27, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski and David Gendron present. Paul Mokrzecki joined the meeting at 8:03 a.m. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

Paul Mokrzecki arrived at 8:03 a.m.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on September 30, 2015.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$704,900.90	
Refunds	445.08	
Transfers	4,769.18	
Invoices 10-15W	79,108.49	
Operating	42,895.67	
Investments		36,212.82
3(8)c pmts to other Boards		
For a total of:		\$789,223.65

#### Cash Transfer between Investments and bank

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to transfer \$416,000 from PRIT Real Estate Fund to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

#### Membership

##### New Members

Beauregard, Jeffrey	08/26/2015	100%	DER	Instructional Assistant
Belanger, Judith	09/09/2015	90%	STB	Para Educator
Black, Tomas G	10/01/2015	100%	FRN	Instructional Assistant
Boucher, Paul	09/21/2015	100%	LEV	Highway Dept. laborer/Driver
Cheek, Jacquelyn	09/17/2015	100%	FRN	Instructional Assistant
Crochier, Alison	09/03/2015	90%	SND	Cafeteria Asst.
Donovan, Catherine	10/13/2015	100%	OGE	Individual Aide
Etman, Elizabeth	0/26/2015	100%	SND	Instructional Assistant
Favreau, Sandra	09/14/2015	90%	PNR	Para Professional
Gross, Carolyn	08/26/2015	100%	DER	Instructional Assistant
Hunt, Dennison	10/19/2015	100%	DER	Certified Operator
Katz, Joan	09/28/2015	100%	FCH	Property Manager
Murphy, Kelli	08/31/2015	100%	FRN	Inclusion Assistant
Patch, Sherry	10/05/2015	100%	SND	Town Administrator
Peila, Keri L	10/05/2015	100%	PNR	Instructional Assistant
Ramos, Sandra	08/31/2015	100%	FCH	Consumer Education Assistant
Regan, Karen	08/27/2015	100%	MHR	Speech Language Pathologist
Rice, Kathleen	08/17/2015	100%	LEV	School Secretary

Rich, Adriana	09/02/2015	90%	STB	Para Professional
Rivera, Jr., Albert	09/14/2015	100%	WTY	Instructional Assistant
Soucie, Kayleigh	08/31/2015	100%	OGE	Para Professional
Sylvia, Timothy	10/07/2015	100%	FRT	Call Rep.
Talbot, Chelsey	08/26/2015	100%	WTY	1:1 Para Professional
Trinque, Amie	09/02/2015	50%	STB	After School Director

#### New Positions

Freihofer, Esmay	08/26/2015	35%	FRN	Speech-Language Pathologist Asst.
Freihofer, Esmay	08/26/2015	35%	SND	Speech-Language Pathologist Asst.
Johnson, Elizabeth	07/01/2015	100%	LED	Town Clerk
Martin, Clifford	08/27/2015	90%	MHR	Para Professional
Preston-Wells, Lauren	09/14/2015	100%	WTY	Teaching Assistant

#### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve the following buyback:

Jean, Jr., Roland – Gardner Retirement Board has asked FRRS to accept creditable service liability if their current member, Roland Jean, Jr., re-deposits a refund taken from this system. The refund, taken on 4/30/1989 was for \$739.20 in regular deductions, \$0 interest and creditable service was determined to be 6 months, 10 days of service, 4/19/1988-10/28/1988.

#### Deaths:

Allen, William – Option A retiree since 07/23/1993, Mr. Allen was employed as an engineer for Franklin County, accruing 17 years, 5 months of creditable service. DOD was 10/03/2015 at the age of 87.

#### General Business:

Pay second third of the past due State 3(8)C bill

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. There has been no update from the State or further contact. The goal is to have significant corrections made to the invoice so that a payment can be made in December.

No action, or votes, taken at this time.

#### Windfall Elimination Provision (WEP) Reform

The Board discussed the filing of HR711 by Congressmen Kevin Brady (R-TX) and Richard Neal (D-MA) to reform the Windfall Elimination Provision. The Board fully supports the reform and requested Dale Kowacki, Executive Director to draft a letter of support to be sent to our Congressmen, Representatives and Senators with copies sent to MACRS and the other Retirement Boards.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to send a letter to our Congressmen, Representatives and Senators fully supporting the WEP reform.

#### 2016 Budget

The budget was presented to the Board with a change to the audit line to reflect the recently amended contract with Melanson Heath.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the budget as presented, for a total of \$1,304,701.00.

#### Progress Report on Elizabeth Bell benefit application (David Bell)

The independent review of David Bell's medical records by Dr. Giugliano was received and sent to Michael Sacco for review. Dr. Giugliano concluded that Mr. Bell's cause of death was different than the ailment for which he was retired, therefore, Attorney Sacco stated, ". . . we believe there is insufficient evidence to grant Mrs. Bell's application, and in fact the more reliable and unbiased opinion is Dr. Giugliano's . . .", ". . . it was difficult to discern any causal relationship between the medical condition that resulted in Mr. Bell's retirement and the medical condition that caused his death, however this issue is solely within the Board's purview, based on the medical expert it finds more persuasive."

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to deny the Accidental Death Benefit application filed by Mrs. Bell.

Background: Mr. Bell was employed as the Police Chief for the Town of Deerfield Police Department from October 1, 1980 to August 22, 1984 when he was retired for accidental disability under the "Heart Law." On April 23, 2013 Mr. Bell died, cause of death as stated on the death certificate was, "congestive heart failure" due to "diabetes mellitus." On January 11, 2015, Mrs. Bell filed a claim with the Board seeking accidental death benefits claiming that Mr. Bell's death was the natural and proximate result of the same personal injury or hazard undergone on account of which he was retired. In May 2015, medical records were provided to a PERAC single physician medical panel, who opined that there was insufficient evidence to overturn Mr. Bell's doctor's conclusion. However, Board Attorney Michael Sacco noted that the PERAC physician's did not delve into the complex medical issues in this case, and Mr. Bell's physician exhibit bias, therefore he suggested an independent review of Mr. Bell's medical records, which the Board approved, and which Michael Sacco pursued by hiring Dr. Giugliano.

#### Progress report on Michael Pellin disability application

The Board must vote on its next action to either approve or deny the application or to delay its decision in order to collect and review certain worker's compensation records.

Mr. Pellin filed a Member's Application for Accidental Disability on 8/16/2007 claiming a back injury at work on 9/25/2006. Mr. Pellin was a custodian at the Shutesbury Elementary School. The Board denied the application 11/25/2008.

Mr. Pellin appealed the decision to CRAB and in September 2013 the case was remanded back to the PERAC Medical Panel for clarification. Because the original panel was not practicing, a new medical panel was put together and the member was examined in December 2014. The Panel's certificate was reviewed by Attorney Sacco in January 2015 and he again recommended clarification of causation. The panel's report was received in August 2015, and in it the panel reiterated that the injury resulted in permanent incapacity. Thus, Attorney Sacco's reluctant recommendation to the Board was to approve the Application.

In the course of preparing to process the retirement paperwork for Mr. Pellin, staff contacted the workman's compensation insurance company that paid Mr. Pellin benefits in 2006, to determine his current status. In the course of conversation, staff learned that the company settled the claim with Mr. Pellin in 2008 for a total of \$15,000, which is considered a low amount and would indicate a weak case on the part of Mr. Pellin. It was also communicated that the file at Workers Comp insurance is available - should the Board wish to subpoena the record.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to have Board Attorney Michael Sacco subpoena Mr. Pellin's records from the workman's compensation insurance company.

New Business

Future Meetings

After a brief discussion, the Board agreed to change the date of the December regular meeting to December 22, 2015, Tuesday, 8:00 am.

Revision of Staff Evaluation Process

Board Chair, Sandra Hanks and Vice Chair, David Gendron presented the Board and Staff a revised staff evaluation form. After a brief discussion and review of the new form, the Board took the following action:

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to use the revised staff evaluation form, see addendum B.

**FRRS Evaluation form**

**Current years goals:**

**Update on goals not accomplished:**

**Goals for the coming year:**

**Areas of additional training/learning needed or requested:**

**How do you feel things are going:**

**Comments:**

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

SEPTEMBER 30, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light and Mary Stokarski. Paul Mokrzecki and David Gendron joined the meeting at 8:03 a.m. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz. April Dupuis, Melanson Heath auditor joined the meeting at 8:34 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on August 26, 2015.

Paul Mokrzecki and David Gendron arrived at 8:03 a.m.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$707,510.01	
Refunds	60,238.52	
Transfers	69,831.37	
Invoices 09-15W	38,674.77	
Operating	35,167.84	
Investments		3,506.93
3(8)c pmts to other Boards		
For a total of:		\$876,254.67

Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by M. Stokarski, the Board, voted unanimously to transfer \$564,000 from PRIT Real Estate Fund to Unibank to cover next month's warrants.



## Membership

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:

### New Members

Anthony, Susan A	08/24/2015	100%	PNR	Admin. Asst.
Baldwin, Savannah	08/03/2015	100%	FCH	Leasing Representative
Bettors, Paula D	07/13/2015	100%	ERV	Erving Senior/Community Ctr. Director
Beymer, Darrel	08/31/2015	100%	MOH	Para Professional
Bourassa, Kylee M	08/31/2015	100%	MOH	Sped Aide
Clark, Diane	08/24/2015	100%	FCH	Bookkeeper
Colborn, Olivia	09/01/2015	90%	PNR	Instructional Assistant
Dalzell, Sarah E	08/26/2015	100%	SND	Instructional Assistant
Dickinson, Ethan	09/01/2015	100%	LEV	Highway Laborer, Equip Operator, Truck Driver
Gondela, Jessica	09/01/2015	90%	PNR	Instructional Assistant
Grazioso, Barrett	09/01/2015	100%	NSW	Food Service Director
Hand, Katherine	TBD	100%	SND	Library Director
Hines, Matthew	07/27/2015	100%	OGE	Night Custodian
Kelly, Brittany	08/26/2015	100%	SND	Instructional Assistant
Kociela, Kim	08/26/2015	100%	FRN	LPN
Kolodziej, Jillian	08/31/2015	100%	ERV	Para Professional
Lapointe, Kerri	09/01/2015	100%	ERV	1:1 Aide
Leger, Jill S	09/01/2015	90%	PNR	Para Professional
Manica, Anthony	08/17/2015	100%	MOH	Maintenance
Miner, Brian	08/13/2015	100%	WCK	Truck Driver/Laborer
Momaney, Jennifer	09/01/2015	90%	PNR	Instructional Assistant
Newton, Craig	09/17/2015	100%	MHR	Para Professional
Norcross, Wendy	09/02/2015	100%	ROW	Para Professional
Pichette, Laurie	08/25/2015	100%	SND	Instructional Assistant
Ponce, Gary	06/17/2015	100%	DER	EMT
Ryan, Shirley	09/01/2015	90%	PNR	Instructional Assistant Early Childhood After Care Coordinator
Smith-Zeoli, Aimee	08/26/2015	90%	DER	Coordinator
Sweitzer, Emma	09/01/2015	90%	PNR	Instructional Assistant (K)
Vitello, Robin	08/31/2015	90%	NSW	Teacher Aide
Wells, Jeremy	08/24/2015	100%	SND	Site Coord. OSP
White, Ellen	09/01/2015	90%	PNR	Instructional Assistant
Whitman, Todd	08/31/2015	100%	PNR	Custodian

### New Positions

Bartak, Jennifer	TBD	100%	DER	Police Officer
------------------	-----	------	-----	----------------

## New Retirees

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Olanyk, Elizabeth - the retirement package has been submitted to PERAC to retire Elizabeth Olanyk for a Superannuation Option B retirement allowance. Her last day of work was June 30, 2015, and her retirement benefit will begin on September 9, 2015. Ms. Olanyk was a group 1 member working as a cafeteria assistant for the Town of Sunderland elementary school, accruing 11 years of creditable service.

Phillips, Sally - the retirement package has been submitted to PERAC to retire Sally Phillips for a Superannuation, Option B retirement allowance. Her last day of regular compensation was paid on April 2, 2009 and her retirement benefit will begin on July 6, 2015. Mrs. Phillips was a group 1 member working as an aide for the Mohawk Regional School District, accruing 16 years, 1 month of creditable service.

## Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to approve the following buybacks:

Boucher, Nicole R. – Leominster Retirement Board has asked FRRS to accept creditable service liability if their current member, Nicole Boucher, re-deposits a refund taken from this system. Service was with the Frontier Regional School District as an instructional aide. The refund, taken on 11/30/2009 was for \$1071.67 in regular deductions, \$13.91 in interest and creditable service was determined to be 1 year of service, 9/4/2002-6/30/2003, with the 12 months given for 10 months of the school year.

Paton, Andrew – Greenfield Retirement System, on behalf of former member requests FRRS to accept liability for service upon redeposit of a refund taken on 9/30/99 for \$6,495.38. He was employed as a night custodian with the Mahar Regional School District between 10/24/94 and 6/17/99. Service liability for FRRS is 4 years, 6 months, 24 days.

Tillona, Carl – Massachusetts Teachers' Retirement has asked FRRS to accept creditable service liability if their current member, Carl Tillona, re-deposits two refunds taken from this system. Service was with the Town of Deerfield as an instructional aide, substitute teacher and After School Program Director. The refund, taken on 8/25/95 was for \$526.87 in regular deductions, \$0 in interest and creditable service was determined to be 7 months, 25 days of service, 10/1/1994-6/30/1995, with the 12 months given for 10 months of the school year. The second refund, taken on 10/20/99 was for \$5,130.73 in regular deductions, \$0 in interest and creditable service was determined to be 3 years, 7 months, 8 days of service, from 10/1/1995-9/15/1999 plus 2 days in October 1994. Total service 4 years, 3 months, 5 days.

## Buybacks and Makeups

Bragdon, Angelina – current member in the Mohawk Regional School District has requested a make-up of part-time non-membership service prior to membership eligibility between December 13, 2008 and May 31, 2009. Service was with the Mohawk Regional School District as Treasurer. Payroll records have been obtained which detail the hours worked and wages paid. Allowable service is calculated using hour for hour, for a total of 436.09 hours equal to 2 months, 21 days of creditable service at a cost of \$787.07 if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was eligible for membership June 1, 2009 but was not enrolled due to administrative error until July 1, 2009. Total service allowed at 50% creditable service is 15 days. Cost of the purchase is \$120.96, deductions only, if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

Sumner, Hilma – current member in the Town of Heath, has requested a make-up of her elected service prior to enrollment as of 8/1/2015 for the period beginning 1/1/1996 through 7/31/2015. Hilma served on

the Selectboard beginning 5/24/1994 and paid deductions through 12/31/1995. She continued as a Selectboard member until 1999 when she was elected to the Town Clerk's position. Upon her recent re-election on 5/8/2015 she re-enrolled in the system with deductions starting 8/1/2015. Service purchase is 19 years, 7 months for \$16,667.25 if paid by 10/31/2015; otherwise interest will continue to accrue as allowed by law.

Lang, Linda – current member in Mohawk Trail Regional School District withdrew funds from the Montague Retirement Board on 4/30/2004 in the amount of \$1503.02 for the school year service period of 8/26/2002 through 6/16/2003. Montague Retirement Board will accept 9 months 20 days of service if Ms. Lang re-deposits the refund plus interest at the 7.75% actuarial rate for a total purchase cost of \$3,571.52 if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

Purington, Sammy – current member in the Town of Buckland has non-membership service as the Animal Inspector with the Town of Buckland eligible for purchase from July 1, 1993 through June 30, 2000 for a total of 1 month, 12 days, actual hours worked. The Treasurer has provided payroll records. Creditable service has been determined by actual hours worked using the gross wages divided by 2 times the Massachusetts minimum hourly wage for each year of data provided.

In addition, he has elected service prior to his enrollment as of July 16, 2001 as the assessor for the Town of Buckland eligible for purchase from July 1, 2000 through July 15, 2001. Total service eligible for purchase is 1 year, 15 days.

Total creditable service allowed for both make-ups is 1 year, 1 month, 27 days at a cost of \$573.67 if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

Change of service previously approved:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to change service for the following service previously transferred/approved:

Burgess, Michael – In 2008 the Board transferred funds and service for this member to the Teachers' Retirement Board. Service was with the Town of Deerfield as an Out of School Time Teacher, Summer Camp Counselor and Instructional Aide. Total service accepted was 3 years, 3 months, 20 days of service. A review of his history and documentation of hours worked from the unit indicate that the service accepted in 2008 should be revised down to 2 years, 9 months, 0 days due to breaks in service.

Dorval, Kathleen – current member of MTRB, Ms. Dorval was a member of this system intermittently beginning in 1994 through October 1997 as a substitute teacher in the Frontier District. In 2008 her record was transferred to Mass Teachers' with FRRS accepting 11.5 days of service. After researching this service, it is recommended that the FRRS liability be increased to 23 days. The increase in service is due to recognizing that school year employees be granted the 12 month equivalent of a 10 month school year. MTRB will be notified of the service correction upon Board approval.

General Business:

Pay second third of the past due State 3(8)C bill

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. There has been no update from the State or further contact. The goal is to have significant corrections made to the invoice so that a payment can be made in December.

No action, or votes, taken at this time.

Progress Report on Elizabeth Bell benefit application (David Bell)

Susan Bobe, Assistant Director reported to the Board that a letter was sent to the Cardiology Unit of Baystate Medical Center requesting an independent review of David Bell's medical records for the purpose of determining whether Mr. Bell's death was the natural and proximate result of the same personal injury or hazard undergone on account of which he was retired.

No action, or votes, taken at this time.

#### Candidate Statements – PERAC opinion

At the November 24, 2014 Board meeting the Board was made aware of inquiries asking if information would be made available about the candidates running for the Board. After some discussion the Board asked staff to review legally what the possibilities are for making candidate statements available. Dale Kowacki, Executive Director asked for a legal opinion from PERAC. PERAC's opinion is that the Advisory Council has jurisdiction over candidate statements during Board elections.

The Board agreed that it is the responsibility of the Advisory Council to determine the avenue for making candidate statements available during Board elections.

#### Audit exit conference

April Dupuis, Audit Supervisor of Melanson Heath joined the meeting at 8:34 a.m. to review with the Board the results of an independent audit of calendar year 2014. April talked about what an audit is, went over the Financial statement, the auditing of the GASB 67 report produced by our actuary, Linda Bournival, and the Management letter. No issues reported other than booking the money owed to the State Retirement Board in 3(8)C reimbursements for prior years to be recorded in the system's general ledger as a liability.

#### 2016 Second Draft Proposed Budget

The Board was presented with a second draft of the proposed budget for 2016. Additions added to next year's budget: \$3,500 to the line item Actuarial Expense for the requirements of the new GASB 67 mandate and a line item under Online Resources for LastPass a password protection program for \$150.

No action, or votes, taken at this time.

#### Schedule Advisory Council annual meeting

The Board discussed the possibility of scheduling the annual fall Advisory Council meeting prior to the Hampshire Franklin Collector Treasurer's meeting which is Tuesday, November 10, 2015 at the Greenfield Country Club (Terrazza). Dale Kowacki, Executive Director will coordinate with the events planner at the Greenfield Country Club and Margaret Sullivan, the Advisory Council Chair.

In addition, the Board members agreed that Board and Staff would be "paid for" by the System.

#### Board Education Credits

Each Board Member was presented a record of their education credits to review.

The Board discussed and requested that staff ask PERAC to offer more on-line education credits as well as offering classes in this area.

#### Daruma Ginkgo (SCC)

The Board expressed their concerns around Daruma's performance, and after some discussion the Board decided to discuss their concerns with our Investment Consultant, Greg McNeille at the November board meeting.

AUGUST 26, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on July 28, 2015.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$710,936.25	
Refunds	50,354.95	
Transfers	133,686.39	
Invoices 08-15W	61,672.54	
Operating	36,299.17	
Investments	25,373.37	
3(8)c pmts to other Boards		
For a total of:		\$956,650.13

#### Cash Transfer between Investments and bank

On a motion made by P. Light and second by D. Gendron, the Board, voted unanimously to transfer \$592,000 from PRIT Core Fund to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Ballou, Vincent	05/13/2015	60%	SND	Custodian
Eisenstein, Hannah	07/19/2015	100%	DER	EMT-B
Pless, Tyler	07/01/2015	100%	PNR	Technology System Specialist
Seredejko, Janet	07/01/2015	10%	CON	Director of Out of School Time
		60%	DER	Programs
		20%	SND	
		10%	WTY	
Sumner, Hilma	05/08/2015	100%	HTH	Town Clerk
Crete, Andrea	07/01/2015	100%	OGE	Health Agent

Totman, Karen	07/01/2015	50%	MOH	School Committee Secretary
Plante, Paul	08/15/2015	100%	ROW	Driver

**Additional Positions**

Cranston, Maryellen	07/06/2015	0%	SHB	Temp. Part-Time Interim Town Administrator
---------------------	------------	----	-----	---

**New Retirees**

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the following retirements:

May, Gail - the retirement package has been submitted to PERAC to retire Gail May for a Superannuation, Option C retirement allowance. Her last day of work was June 30, 2015, and her retirement benefit will begin on July 1, 2015. Ms. May was a group 1 member working as a paraprofessional for the Town of Rowe, accruing 27 years, 2 months of creditable service. She also served on the Rowe Police Department and the Charlemont Ambulance Service and Police Department.

Richter, Kim – the retirement package has been submitted to PERAC to retire Kim E. Richter for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2015 and her retirement benefit will begin on August 17, 2015. Ms. Richter was a group 1 member working as a paraprofessional in the Mohawk Trail Regional School District accruing 27 years of creditable service.

Lane, Debra - the retirement package has been submitted to PERAC to retire Debra Lane for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2015 and her retirement benefit will begin on July 1, 2015. Ms. Lane was a group 1 member working as the Director of the Out of School Time Programs for the Towns of Conway, Deerfield, Sunderland and Whately accruing 17 years, 1 month of creditable service.

Nelson, Wanda – PERAC approval has been received for the Option D survivor benefit for Wanda Nelson, spouse of Duane Nelson who died on 3/28/2015. Mr. Nelson served the Town of Bernardston, the Bernardston Fire and Water District and the Franklin Regional Housing and Redevelopment Authority accruing 8 years, 5 months of service between 1991 and 9/30/2010.

**Buybacks and Makeups**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following buyback of creditable service:

Wisniewski, Valerie - current member in Shutesbury, Valerie has requested a make-up of part-time service in the New Salem Wendell Union 28 School District where she worked as a paraprofessional for the 2003-2004 school year. Payroll records and comparative analysis have been used to determine the cost of the purchase at \$755.61 if paid by September 30, 2015 for 3 months, 17 days of service.

**Deaths:**

Bourassa, Harry – Option C pop up retiree since 01/04/1997, Mr. Bourassa was employed in the highway department for the Town of Buckland, accruing 26 years, 8 months of creditable service. DOD was 08/09/2015 at the age of 82.

Scott, Russell - Option B retiree since 03/14/1993, Mr. Scott was employed as the Landfill Superintendent and the Fire Chief for the Town of Buckland, accruing 25 years, 5 months of creditable service. DOD was 07/24/2015 at the age of 84. No annuity balance remains.

Kulesa, Alexander – Option B retiree since 09/28/1998, Mr. Kulesa was employed as the Fire Chief for the Town of Sunderland, accruing 17 years, 7 months of creditable service. DOD was 08/14/2015 at the age of 73. No annuity balance remains.

Gray, Ruth – Option B retiree since 04/15/1981, Ms. Gray was employed as a clerk for the Shelburne Falls Fire District, accruing 25 years, 7 months of creditable service. DOD was 08/23/2015 at the age of 94. No annuity balance remains.

#### General Business:

##### Staff COLA for 2016

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board unanimously voted to grant a 0.45% increase to the base salaries of staff beginning January 1, 2016.

##### Schedule Advisory Council annual meeting

The Board was presented statistics from last year's annual Advisory Council meeting with the suggestion that we do the same this year. The Board agreed to a luncheon meeting at the Franklin County Technical School – Apprentice Restaurant – date to be determined, with Treasurers and their staff invited and "paid for", while "social guests" (spouses, friends, other unit officials) will be required to pay their own way.

In addition, the Board requested the invitation be extended to the Board of Selectmen "paid for" by the system.

##### 2016 Draft Proposed Budget

The first draft of the 2016 budget for the system was presented to the Board.

After a brief discussion, the Board's consensus is to ask the Advisory Council to approve an increase in the Board Member salaries to \$4,500 beginning January 1, 2016. In addition, the Board agreed to include \$18,000 in the Audit Expense line item, and to amend our current contract with Melanson Heath, to have an independent audit done every year due to the requirements of the new GASB 67.

##### Quarterly Investment Managers

###### Investment Consultant – Dahab Associates

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:32 a.m. and reviewed the second quarter returns for the investment portfolio.

###### Mid Cap Manager – Seizert Capital Partners

Charles "Chuck" Schmidt, Chief Operating Officer, Seizert Capital Partners joined the meeting at 9:20 a.m. and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, a review of the system's investments, key personnel staffing changes, and a report on the investment manager's current investment outlook or forecast and confirmed that the large-cap focus of the fund remains the same.

###### Bond Manager – Income Research & Management

Matt Dresser, Assistant Vice President, and Katy Galford, Analyst Income Research & Management, joined the meeting at 9:45 a.m. and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, a review of the system's investments, key personnel staffing changes, office expansion plans, and a report on the investment manager's current investment outlook or forecast as well as strategy for the future.

##### Board Education Credits

Each Board Member was presented a record of their education credits to review.

Pay second third of the past due State 3(8)C bill

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. There has been no update from the State or further contact. The goal is to have significant corrections made to the invoice so that a payment can be made in October.

No action, or votes, taken at this time.

Progress report on Elizabeth Bell benefit application (David Bell)

Elizabeth Bell is currently receiving the \$12,000 widows' benefit since the death of David Bell. She has applied to receive Accidental Death benefits instead, which necessitates a review of the cause of death and whether it is related to the reason for David Bell's Accidental Disability retirement. At the July meeting, the Board voted to refer the matter back to Board Attorney Michael Sacco and ask him to dig deeper into the accuracy of the original retirement approval and whether the current application might be denied based on previously unrevealed conditions. As Michael was getting organized to proceed, he suggested we obtain an opinion from an independent physician. Sandy Hanks, Board Chair and David Gendron, Vice Chair agreed with that course of action, and so Board Attorney Michael Sacco has been moving in that direction by contacting the Cardiology department at the hospital here in Greenfield and making arrangements to send them the pertinent records to review.

From the July 28, 2015 Board meeting:

The PERAC single physician medical panel conducted a record review and offered an opinion with respect to the causal relationship, if any, between Mr. Bell's retirement and his death. The report had been received and sent to Michael Sacco for review. Attorney Sacco's report suggested further investigation into Mr. Bell's non-cardiac conditions.

On a motion made by M. Stokarski and a second by D. Gendron, the Board unanimously voted to have Board Attorney Michael Sacco request and review records pertaining to the circumstances of Mr. Bell's retirement from the State of New Jersey, and review the records pertaining to Mr. Bell's retirement from the Town of Deerfield, and investigate if there might have been pre-existing conditions not revealed at the time that would have disqualified the original application, and thus negate the current application.

No action, or votes, taken at this time.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JULY 28, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held at 7:00 p.m., on July 28, 2015, at the Franklin Regional Retirement System, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order by Board Chair, Sandra Hanks with Board Members Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor, Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.



Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on June 24, 2015.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$714,783.23	
Refunds	76,056.97	
Transfers	34,278.08	
Invoices 07-15W	109,767.24	
Operating	69,559.15	
Investments	37,334.15	
3(8)c pmts to other Boards	2,873.94	
For a total of:		\$934,885.52

Cash Transfer between Investments and bank

On a motion made by D. Gendron and second by M. Stokarski, the Board, voted unanimously to transfer \$3,350,000 from UniBank to PRIT Core Fund as a result of excess cash from assessment payments.

Membership

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

New Members

Brindisi, Derek	06/29/2015	100%	ASH	Town Administrator
Hume, Patricia	07/06/2015	100%	FCR	Administrative Assistant
Morey, Christopher	07/01/2015	100%	SHB	Laborer/Operator/Driver
Nelson Jr., Mark	07/01/2015	100%	SHB	General Laborer
Taft-Ferguson, Madelaine	05/04/2015	100%	FCH	Administrative Assistant

Existing Members

Hodsdon-Mayo, Lynda	05/18/2015	100%	GIL	Town Clerk - elected
---------------------	------------	------	-----	----------------------

New Retirees

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the following retirements:

Bracebridge, Leslie - the retirement package has been submitted to PERAC to retire Leslie Bracebridge for a Superannuation, Option A retirement allowance. Her last day of work was May 8, 2015 and her retirement benefit will begin on May 9, 2015. Ms. Bracebridge was a group 1 member working as a Town Clerk and Administrative Secretary for the Town of Shutesbury, accruing 22 years, 7 months of creditable service. The Hampshire County Retirement Board holds liability for 9 months of the total service.

Little, Debra - the retirement package has been submitted to PERAC to retire Debra Little for a Superannuation, Option A retirement allowance. Her last day of work was May 29, 2015 and her retirement benefit will begin on May 30, 2015. Mrs. Little was a group 1 member working as a CDBG Program Manager for the Franklin County Regional Housing and Redevelopment Authority, accruing 27

years, 4 months of creditable service. The Montague Retirement Board holds liability for 1 year, 3 months, 13 days of the total service.

Shebell, Donald - the retirement package has been submitted to PERAC to retire Donald Shebell for a Superannuation, Option A retirement allowance. His last day of work was June 26, 2015 and his retirement benefit will begin on June 27, 2015. Mr. Shebell was a group 1 member working as a custodian for the Pioneer Valley Regional School District, accruing 13 years, 5 months of creditable service.

Platek, George - the retirement package has been submitted to PERAC to retire George Platek for a Superannuation, Option B retirement allowance. His last day of work was June 15, 2015 and his retirement benefit will begin on June 16, 2015. Mr. Platek was a group 1 member working as a custodian for the Pioneer Valley Regional School District, accruing 10 years of creditable service.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to accept liability for the following buyback through other systems:

Doherty, Ryan – former member with the Town of Erving, now a member of the State Retirement Board, has requested a buyback of a refund taken from this system on 8/28/2009. His hire date was 10/15/2007 and he resigned on 7/19/2009. Service liability for this board is 1 year, 7 months, 23 days and service liability for the Montague Retirement Board is 3 years, 22 days if deductions are re-deposited with the State Retirement Board. Total deductions refunded \$13,996.54.

General Business:

Pay second third of the past due State 3(8)C bill

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. There has been no update from the State or further contact. The goal is to have significant corrections made to the invoice so that a payment can be made in September.

No action, or votes, taken at this time.

PERAC medical panel report regarding Elizabeth Bell application for Accidental Death benefits related to David Bell

The PERAC single physician medical panel conducted a record review and offered an opinion with respect to the causal relationship, if any, between Mr. Bell's retirement and his death. The report had been received and sent to Michael Sacco for review. Attorney Sacco's report suggested further investigation into Mr. Bell's non-cardiac conditions.

On a motion made by M. Stokarski and a second by D. Gendron, the Board unanimously voted to have Board Attorney Michael Sacco request and review records pertaining to the circumstances of Mr. Bell's retirement from the State of New Jersey, and review the records pertaining to Mr. Bell's retirement from the Town of Deerfield, and investigate if there might have been pre-existing conditions not revealed at the time that would have disqualified the original application, and thus negate the current application.

Report on GASB 67 audit and report

Dale Kowacki, Executive Director reported to the Board that GASB 67 (& 68) are new audit standards that require us to provide annual amounts to our units as to their share(s) of our unfunded liability so they can have their auditors include it in their audits.

Our actuary, Linda Bournival (KMS Actuaries) did the calculation for end of year 2014 updating our financial status and each unit's share of our unfunded liability.

This report will go to our auditor (Melanson Heath) for their review and opinion as to its correctness and accuracy. Both reports will be sent to each of our units for them to provide their auditors, who then review them and decide if they agree with the correctness, if so, they include them in the audited financials of the audit they perform for the unit

No action, or votes, taken at this time.

Discuss process for units to grant individual ERIs

Dale Kowacki, Executive Director, informed the Board that one of our units has inquired about the procedure and cost to do an ERI for one of its employees. The Board was provided the calculations that were given to the unit and information on how an individual ERI was done previously. The process for an ERI requires special legislation and payment from the unit, either lump sum or over a period of time (15 years in this calculation).

No action, or votes, taken at this time.

Discuss implications of retirement agreements between units and employees

Dale Kowacki, Executive Director discussed with the Board members implications regarding retirement agreements. Recently one of our units signed an agreement with one of its employees, where the unit would pay the employee both a lump sum payment and regular biweekly payrolls for six months of administrative leave. Part of the unit's intention was to have the extra money (and service) included in the person's retirement.

The agreement was sent to Board Attorney Michael Sacco for review. Attorney Sacco opined that "any payments made under this agreement will not be considered regular compensation. Further stating that "the main problem with the agreement is that it is being done "in connection with intentions to retire" and thus the payment made thereunder cannot be considered regular compensation, as specifically excluded from the definition of wages in Section 1 is "any other payment made as a result of the employer having knowledge of the member's retirement, ..."

After some discussion, the Board asked Dale to inform all of our units of these implications.

No action, or votes, taken at this time

Procurement law amended to extend contracts to 7 years

Dale Kowacki, Executive Director informed the Board members that the FY16 State Budget passed by Governor Baker amended the procurement law to extend contracts to 7 years. The Board has the option to extend current contracts not to exceed 7 years.

After a brief discussion, the Board asked to table this until the August 2015 Board meeting in order to discuss with Investment Consultant, Greg McNeillie.

New Business

12(2)(d) Survivor Benefit approval

Duane Nelson, a non-contributing member with the Town of Bernardston passed away on March 28, 2015. Duane had 8 years, 5 months of service accrued. His wife Wanda is eligible for the survivor benefit equal to the member's Option C benefit.

As follow-up to the Board's decision at the June 2015 meeting, staff completed the benefit calculation and paperwork, and presented it to the Board for approval.

On a motion made by D. Gendron and second by M. Stokarski, the Board approved that this benefit calculation be forwarded to PERAC.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JUNE 24, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor, Deb Frenzoz, Paul Mokrzecki arrived at 8:09.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on May 27, 2015.

Paul Mokrzecki arrived at 8:09 a.m.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$708,183.08	
Refunds	32,123.57	
Transfers	0.00	
Invoices 04-15W	308,631.86	
Operating	45,698.75	
Investments	3,804.59	
3(8)c pmts to other Boards	259,128.52	
For a total of:		\$1,048,938.51

Cash Transfer between Investments and bank  
No cash transfer is required to cover warrants for next month.

Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members

Mosher, Susan F.	05/11/2015	100%	STB	Town Clerk
Brandl, Timothy S.	06/08/2015	100%	PNR	Custodian

Carlson, Nathan R. 06/15/2015 100% PNR Custodian

#### Existing Members

Zaraneck, Amy 04/27/2015 90% WTY Instructional Aide

Baronas, Tracy 04/01/2015 100% ROW Accountant

#### New Retirees

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following retirement:

Crown, Vincent - the retirement package has been submitted to PERAC to retire Vincent Crown for a Superannuation, Option B retirement allowance. His last day of work was May 29, 2015 and his retirement benefit will begin on May 30, 2015. Mr. Crown was a group 1 member working as a custodian for the Pioneer Valley Regional School District, accruing 14 years, 8 months of creditable service.

#### Buybacks and Makeups

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the following buyback of creditable service:

DuCharme, Christine – current member with the Pioneer Valley Regional School District has requested a buyback of a refund in the amount of \$8,601.11 taken on October 18, 1991 from the State Board of Retirement. The State Board of Retirement will accept 6 years, 8 months, 7 days of creditable service for work between August 29, 1984 and July 2, 1985, August 31, 1985 and June 30, 1986 and August 31, 1986 and September 1, 1991. Using the full actuarial rate, the amount of repayment is \$50,826.00 if paid by July 31, 2015; otherwise interest will accrue as allowed by law.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to accept liability for the following buybacks through other systems:

Taylor, Suzanne – MTRB on behalf of former member requests FRRS to accept liability for service upon redeposit of a refund taken on 7/30/85 for \$334.36. She was employed with the Mohawk Regional School District. Her hire date was 10/19/83 and she resigned on 11/21/84. Based on deductions received, her actual periods of employment were 10/19/83 to 4/13/84 and 9/1/84 to 11/21/84. Service liability for this board is 10 months, 5 days, based on a 12 for 10 calculation.

Coll, Jr., Joseph – MTRB on behalf of former member requests FRRS to accept liability for service upon redeposit of a refund taken on 2/28/1994 for \$1,041.04. He was employed with the Shutesbury Elementary School working a full year as a classroom aide and then as a substitute from September-December 1993. Service liability for this board is 1 year, 20 days based on a 12 for 10 calculation.

A second refund was taken 7/31/1998 for \$491.16, when he was employed with the Pioneer Valley Regional School District as a one-on-one aide from 1/9/97-6/30/97. FRRS will accept 6 months, 4 days of creditable service based on a 12 for 10 calculation.

Thurston, Tony – Greenfield Retirement System, on behalf of former member requests FRRS to accept liability for service upon redeposit of a refund taken on 3/30/07 for \$4,691.77. He was employed with the Shutesbury Elementary School. His hire date was 9/17/2003 but deductions did not begin until the pay on 2/13/2004. Mr. Thurston's total service has been adjusted for missed service between 5/9/2005 and 6/30/2005. He resigned on 9/17/2006. Based on deductions received service liability for this board is 2 years, 5 months, 11 days, based on a 12 for 10 calculation.

Change of service previously transferred/approved:

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to change service for the following service previously transferred/approved:

Brower, Sharon – current member of MTRB, Ms. Brower was a member of this system intermittently beginning in 1982 through June 2003 as a substitute teacher, an aide and a coach in the Mohawk District and then the Pioneer Valley Regional School District. In 2005 her record was transferred to Mass Teachers' with FRRS accepting 3 years, 3 months, 18 days of service. After researching this service, it is recommended that the FRRS liability be reduced to 2 years, 8 months, 0 days. The reduction in service is due to recognizing early years of substitute teacher work as actual days worked and not allowing a month of service for each month in which deductions were received and also recognizing the coaching service as actual hours worked based on an hourly rate equal to 2x the Massachusetts Minimum wage for the time period. MTRB will be notified of the service correction upon Board approval.

Lively, Marilyn – Current member in the Mohawk Trail Regional School District, Ms. Lively asked for a review of her service. It was noted that she worked part time in Colrain and paid into FRRS from 10/14/1985 through 9/14/1987 and she refunded in September 1988. In 2002 Ms. Lively redeposited her refund and was erroneously given 1 year, 10 months of full-time creditable service for her part-time Colrain work. The FRRS regulations between 1965 and 1988 state that a member working in a part-time position accrues service as actual hours worked. This member's service purchase should be reduced to 9 months, 14 days.

#### Deaths:

Swem, Janet – option B retiree since 04/30/2009, Mrs. Swem was an accountant for the towns of Ashfield and Deerfield and for the FRCOG, accruing 27 years, 4 months of creditable service. DOD was 06/13/2015 at the age of 64. Her husband Paul will be receiving the balance in her annuity account.

Kostanski, Walter Jr. – Option C retiree since 01/04/1995, Mr. Kostanski worked for the State DPW accruing 2 years, 10 months creditable service. He held several elected positions including State Legislator, accruing 15 years creditable service and was the elected Register of Deeds for Franklin County, accruing 25 years creditable service. Total creditable service was 42 years, 10 months. DOD was 6/15/15 at the age of 91. His wife Virginia is his Option C beneficiary.

#### General Business:

##### Appointment of Fifth Member of the Board

Paul Mokrzecki has served as the appointed fifth member of the board ever since the position was required by Section 24 of Chapter 306 of the acts of 1996. He affirmed that he would like to continue as the appointed fifth member.

Hearing no other nominations for the position:

note: Paul Mokrzecki recused himself from the following vote:

On a motion made by D. Gendron and second by M. Stokarski, the other members of the Board, voted unanimously to reappoint Paul Mokrzecki to the 5th position on the Board for a five-year term from July 1, 2015 through June 30, 2020.

##### Survivor beneficiary of Duane Nelson

Duane Nelson became a member of the retirement system in 1991 when the membership eligibility included 'any employee earning wages.' He served as call fire fighter for the town of Bernardston. He picked up a meter reading position for the Bernardston Water Department on 10/1/2000 and was an elected Water Commissioner as of 11/2005. He maintained all of these part-time positions up until his death in March 2015. Additionally, on 10/21/2002 Mr. Nelson was hired by the Franklin County Housing Authority as a full-time carpenter and worked in this capacity until he was laid off on 9/30/2010.

Deductions on wages have been received continuously beginning in 1991 through 10/21/2011 when there was confusion regarding his positions and the \$5,000 rule. It has been determined by staff that deductions should have continued through the end of his 2009-2012 term as Commissioner and these deductions will be collected.

Mr. Nelson named his mother as the beneficiary for a lump sum payment of his accumulated deductions. However, Ms. Nelson, the spouse, has applied for a 12(2)d benefit as is her right to do, superseding the member's named beneficiary. In preparing the calculation staff asked the PERAC Actuarial department for clarification on the limitation of the benefit allowance. PERAC answered the question but further instructed the Board to collect deductions they maintain were erroneously excluded up to his date of death.

After an extended conversation with Attorney Sacco, it has been confirmed that Ms. Nelson has a right to elect the Section 12(2)d survivor benefit; that Mr. Nelson was considered a non-contributing member in service, and that the annual benefit for the survivor is limited to the regular compensation last earned in 2012 when he was a contributing member.

Attorney Sacco has suggested that the Board should follow its own supplemental regulations and not collect deductions on earnings between 7/2012 and 3/28/2015 (approximately \$264) prior to allowing the survivor benefit of approximately \$1,100 annually.

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to accept the opinion of its counsel to follow the Board's own Supplemental Regulations and not collect deductions on earnings between 7/2012 and 3/28/2015.

FRRS 10-year Policy re: Insurance for Staff Retirees:

Erving had a policy similar to ours that stipulated retirees had to have worked 10 years immediately prior to retirement in order to qualify for medical insurance, but earlier this year Erving was ruled against by the SJC and its policy was voided. Before we vacate our policy, Dale Kowacki, Executive Director asked Michael's opinion if he thought we were subject to the same law as the towns – MGL 32b.

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to eliminate the following phrase - “. . . ten or more consecutive years for the retirement system immediately prior to their retirement . . .” from the FRRS personnel policy.

Michael also mentioned that the new law to cost share retirees' insurance is unclear if it includes retirement systems – so he suggests that we pursue clarifying legislation to get regional retirement systems included.

After further discussion, the Board asked Dale Kowacki, Executive Director to research/clarify whether retirement systems are included under the new law to cost share retirees' insurance.

In addition, the Board members would like to revisit the discussion of providing Health insurance for Board members.

Candidate Statements:

At the May meeting, it was asked that we discuss the status of the project to determine what's possible as far as providing access to candidate information during board elections.

At this point:

The Advisory Council, as the “election board” has been apprised of the project. PERAC legal has been asked for its opinion and guidance.

Past practice by this system has been researched and catalogued.

After a brief discussion, the Board members agreed to wait for an opinion and guidance from PERAC legal.

Annual review of Investment consultant's performance:

Currently the Board is satisfied with the performance of our investment consultant. Dale Kowacki, Executive Director is preparing the paperwork to fulfill the requirement that we pursue reauthorization from PERAC to retain Dahab, and expects to have it ready by the July meeting.

No action, or votes, taken at this time.

Annual review of legal counsel performance:

After a brief discussion, the Board members agreed that they are satisfied, and would like to continue with Michael Sacco as Board counsel.

No action, or votes, taken at this time.

Hand out "Standard Rules for Disclosure of Information"

An email was sent to staff and Board members reminding everyone to review the policy. This is done on an annual basis. There was no discussion on these regulations.

Pay second third of the past due State 3(8)C bill

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. The goal is to have significant corrections made to the invoice so that a payment can be made in July.

No action, or votes, taken at this time.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MAY 27, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:09 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe, Greg McNeillie, Dahab arrived at 8:35

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on April 28, 2015.



Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$688,533.68	
Refunds	7,429.68	
Transfers	43,948.25	
Invoices 04-15W	131,939.20	
Operating	40,084.55	
Investments	35,639.04	
3(8)c pmts to other Boards	56,215.61	
For a total of:		\$871,850.81

Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$400,000 from PRIT Real Estate to Unibank to cover next month's warrants. (see later vote to amend this vote).

Membership

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:

New Members

Mitchell, Gary V.	04/08/2015	100%	HAW	Highway Equipment Operator Administrative Secretary, Conservation Commission & Library
Scott, Linda A.	03/09/2015	90%	STB	

Existing Members

Wheeler, Anne N.	09/22/2014	100%	MOH	Kindergarten Paraprofessional
------------------	------------	------	-----	----------------------------------

New Retirees

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following retirement:

Paul, William – the retirement package has been submitted to PERAC to retire William Paul for a Superannuation, Option C retirement allowance. His last day of work was March 30, 2015 and his retirement benefit will begin on March 31, 2015. Mr. Paul was a group 1 member working as a custodian for the Frontier Regional School District, accruing 11 years of creditable service.

Buybacks and Makeups

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to rescind the make-up of service approved for Janice Towne at the July 2006 Board meeting.

July 25, 2006 - On a motion by D. Gendron and second by H. Sanderson, the Board voted to approve a make-up of 2 years, 5 months, 12 days creditable service for Janice Towne, current employee and member of Pioneer Valley Regional School District, for purchase of time worked prior to membership with FCRS (9/13/94 to 11/1/2000) for a cost of \$4,632.51 if paid by August 31, 2006. This cost includes regular deductions based on her earnings and interest at 4% annually.

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following buybacks and make-ups of creditable service:

Szafran, Robert – current member in the Town of Shelburne has non-membership service as a driver for the Council on Aging in the Town of Shelburne, eligible for purchase from October 2000 through April 29, 2007 for a total of 1 year, 6 months, 24 days, actual hours worked. Cost of the purchase is \$3,630.95 if paid by June 30, 2015; otherwise interest will accrue as allowed by law. Creditable service has been determined by actual hours worked using the gross wages divided by the hourly rate.

Additionally, membership eligible service of 27 days is available from 4/30/07 through 5/26/2007 for deductions only due to administrative error until 6/30/2015. Cost of this purchase is \$76.21. The Treasurer has provided copies of payroll and an hourly rate for all service. Total service cost is \$3,707.16. Total service is 1 year, 7, months, 21 days.

Towne, Janice – current member in the Pioneer Valley Regional School District was approved for a service purchase in August 2006. No payment was made and 5 years have passed since the original approval. The original vote was rescinded and this vote adjusts the allowable service and updates the cost of the purchase. The member has non-membership and membership eligible service for purchase as follows:

Pro-rated creditable service equal to actual hours worked in a school year:  
September 13, 1994 to June 30, 1997 = 1 year, 1 month, 24 days  
Cost is deductions plus interest = \$2,244.17

Creditable service equal to full time service rate for a school year:  
September 1, 1997 to October 31, 2000 = 3 years, 2 months  
Cost is deductions only if paid by 6/30/2015 = \$2,338.28

The total cost of the purchase, if paid by 6/30/2015, is \$4,582.45 otherwise interest will accrue as allowed by law. Total service if full purchase is made is 4 years, 3 months, 24 days

Austin, Debra – current member with the Town of Deerfield has requested a buyback of a refund in the amount of \$3,085.44 taken on February 28, 2002 from the Montague Retirement System. The Montague Retirement System will accept 1 year, 9 months, 25 days of creditable service for work between January 7, 2000 and November 2, 2001. Using ½ the actuarial rate, the amount of repayment is \$5,139.74 if paid by June 30, 2015; otherwise interest will accrue as allowed by law.

#### Deaths

Alden, Richard - Option A retiree since 10/07/1997, Mr. Alden was employed in the Highway Department for the Town of Orange, accruing 35 years, 10 months of creditable service. DOD was 5/4/2015 at the age of 76.

Kaempfer, Charles - Option B retiree since 03/01/2006, Mr. Kaempfer was employed as a transfer station attendant for the Town of Heath, accruing 16 years, 1 month of creditable service. DOD was 5/11/2015 at the age of 88.

Venette, June – Option B retiree since 8/31/1981, Mrs. Venette was employed as a secretary and assistant treasurer for the Mahar Regional School District, accruing 24 years, 10 months of creditable service. DOD was 5/11/2015 at the age of 89.

General Business:

Pay another third of the past due State 3(8)C bill

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. The goal is to have significant corrections made to the invoice so that a payment can be made in July.

No action, or votes, taken at this time.

Review and sign Seizert Capital Partners, LLC contract (mid cap investments manager)

Preferences

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to allow Seizert to vote the proxies on the Board's behalf.

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the use of its name in Seizert marketing material.

Discuss Unrelated Business Tax Income (UBTI) – Dale discussed this point with Seizert and was informed that Seizert will not incur UBTI.

Sign procurement paperwork indicating that the process was completed properly – Board members were each asked to sign this form.

Quarterly Investment Managers

Dahab Associates

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:40 a.m. and reviewed the first quarter returns for the investment portfolio. Following this discussion the Board made the following motion:

On a motion made by P. Mokrzecki and second by P. Light, on the advice of its Investment Advisor, the Board voted unanimously to amend the earlier motion transferring \$400,000 from PRIT Real Estate to Unibank to a transfer FROM the PRIT CORE FUND of \$400,000 to Unibank.

On a motion made by P. Mokrzecki and second by P. Light, on the advice of its Investment Advisor, the Board voted unanimously to transfer \$160,000 from the PRIT CORE FUND to the PRIT INTERNATIONAL fund.

Polen Capital Management

Anthony Xuereb, Relationship Manager and Jeff Mueller, Research Analyst of Polen Capital joined the meeting at 9:15 for an annual performance update and confirmed that the large-cap focus of the fund remains the same.

O'Shaughnessy Asset Management

Chris Loveless, Principal, President and COO and Chris Meredith, CFA, Senior Portfolio Manager, and Director of Research and Portfolio Management joined the meeting at 9:55 a.m. Mr. Loveless and Mr. Meredith gave a performance update, and confirmed that the large-cap focus of the fund remains the same.

New Business

Prior to opening the meeting, David Gendron raised concerns about the process to discuss and decide election information. It was agreed to make it a discussion topic for the June, 2015 meeting.

As part of the discussion for the State Board 3(8)c payment, it was noted that Frontier Regional School District is one of the few units that pays its assessment in two payments. Dale was instructed by Board members to contact the Superintendent and/or the Financial Officer of the District to discuss the benefits of paying the assessment at the beginning of the fiscal year and saving the District thousands of dollars in interest.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

APRIL 28, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on March 25, 2015.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$698,843.98	
Refunds	71,621.69	
Transfers	39,017.26	
Invoices 04-15W	69,462.45	
Operating	36,023.21	
Investments	20,895.19	
3(8)c pmts to other Boards	12,544.05	
For a total of:		\$878,945.38

Cash Transfer between Investments and bank

On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$360,000 from Polen Capital to Unibank to cover next month's warrants.

Membership

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

New Members

				Police Department
Austin, Debra	03/23/2015	100%	DER	Administrative Assistant
Brodeur, John	03/23/2015	100%	SND	Police Officer
Loynd, James	03/11/2015	100%	ERV	Police Officer
Page, Dylan J	03/30/2015	100%	OGE	Individual Aid
Power, John	03/23/2015	100%	FRN	Night Custodian
		100%		Night Custodial
Warren, Joshua	03/30/2015		FRN	Supervisor

Existing Members

Skipton, Andrew	02/24/2015	100%	WTY	Custodian
Stafford-Gore, Marcella	10/22/2014	100%	ROW	Treasurer

New Retirees

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Kiely, Pauline – the retirement package has been submitted to PERAC to retire Pauline Kiely for a Superannuation, Option B retirement allowance. Her last day of work was February 27, 2015 and her retirement benefit will begin on February 28, 2015. Ms. Kiely was a group 1 member working as the Director of the Council on Aging for the Town of Erving, accruing 19 years, 8 months of creditable service.

Lovering, Jr., Ralph D - the retirement package has been submitted to PERAC to retire Ralph D. Lovering for a Superannuation, Option B retirement allowance. His last day of work was January 2, 2015 and his retirement benefit will begin on January 20, 2015. Mr. Lovering was a group 1 member serving the Town of Whately as the elementary school custodian, accruing 33 years, 6 months of creditable service.

O'Malley, Phyllis – the retirement package has been submitted to PERAC to retire Phyllis O'Malley for a Superannuation, Option B retirement allowance. Her last day of work was March 5, 2015 and her retirement benefit will begin on March 6, 2015. Ms. O'Malley was a group 1 member working as a One-on-One Aide in the Orange Elementary School, accruing 23 years, 7 months of creditable service.

Buybacks and Makeups

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

Willis, Judy – current member in the Mohawk Regional School District has non-membership service with the Town of Buckland eligible for purchase from June 1985 through June 30, 1987 for a total of 5 months of actual hours worked. The Treasurer has provided copies of W-2's. Creditable service has been determined by actual hours worked using the gross wages divided by 2 times the Massachusetts minimum hourly wage for each year of data provided. Cost of the purchase is \$1,279.11 if paid by May 31, 2015, otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was eligible for membership as early as July 1, 1987, but was not enrolled due to administrative error until January 1, 1989. Total service allowed is 1 year, 6 months. Cost of the purchase is \$478.49, deductions only, if paid by May 31, 2015; otherwise interest will accrue as allowed by law.

Williams, Theresa – current member in the Pioneer Valley Regional School District has requested a make-up of service for time worked prior to membership eligibility. She was a part-time cafeteria aide, working 3 hours per day from 10/4/1994 – 6/30/1995 for a total of 2 months, 26 days, creditable service (based on actual hours worked). Cost of the purchase is \$505.50 if paid by May 31, 2015; otherwise interest will accrue as allowed by law.

In addition, information provided by the PVRSD indicates that she was eligible for membership as early as 9/1/1995 but was not enrolled until 6/1/2007, due to administrative error. The Board voted on September 25, 2007 to allow Pioneer employees a 90 day limited opportunity to respond to the make-up offer to purchase said service based on deductions only. If the member did not respond to the notification, any future request to purchase the noted creditable service would include an interest calculation from closing date of the initial offer to the actual date of purchase. The member did not return the request to purchase service thereby losing the opportunity to purchase this said service interest free. Total creditable service allowed is 11 years, 9 months at a cost of \$18,152.62 if paid by May 31, 2015; interest to date began accruing 1/01/2008. If not paid in full by May 31, 2015 interest will accrue as allowed by law.

Pease, Robin – current member with the Mohawk Trail Regional School District has requested a make-up of part-time non-membership service prior to membership eligibility between September 1993 and June 1995. Payroll records have been obtained which detail the hours worked and wages paid. Allowable service is calculated as hour for hour, for a total of 1,104.95 hours equal to 6 months, 24 days of creditable service at a cost of \$1,457.15 if paid by May 31, 2015; otherwise interest will accrue as allowed by law.

#### Deaths

Adams, Collis – Option A retiree since 05/07/1984, Mr. Adams was treasurer for the Town of Erving and the Franklin County Welfare District, accruing 28 years of creditable service. DOD was 4/22/2015 at the age of 90.

#### General Business:

Pay another third of the past due State 3(8)C bill

Staff informed the Board that we are still waiting on the State for further changes to the invoice. The cashflow reflects two more payments scheduled for either June or August to possibly pay another third of the State Board 3(8)C bill.

No action, or votes, taken at this time.

#### Elizabeth Bell (David) application for Accidental Death benefits

On January 11, 2015, Elizabeth Bell filed an application seeking accidental death benefits claiming that her husband's death is the natural and proximate result of the same personal injury or hazard undergone on account of which he was retired. The Board sought the opinion of Board Counsel, Michael Sacco, whether to deny or forward the application to PERAC to set up a single physician medical panel to evaluate Mr. Bell's medical records and opine whether Mr. Bell's death was the natural and proximate result of the same personal injury or hazard undergone for which he was retired.

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted, on the advice of Board Counsel, to gather missing medical records, and then to send Mrs. Bell's application to PERAC for review by a single physician medical panel.

#### CRAB appeal by Richard Drury regarding Veterans' Service purchase

Mr. Drury appealed the Board's decision to both DALA and CRAB to deny his request in 2009 to purchase his past military service. Five years prior, in December 2004 the Board mailed notice to all

members of the system, including Mr. Drury, that had reported they were veterans. The legislation requires that a veteran interested in purchasing his past military service, return the application to the Board within 180-days of receiving notification. Mr. Drury did not return an application within the 180-day period; however, at the end of his career in 2009 he inquired about purchasing his past military service. Both DALA and CRAB affirmed the Board's decision to deny Mr. Drury's request to purchase his past military service.

The Board discussed and no action was taken.

Process to appoint "fifth" member (July 1, 2015)

Paul Mokrzecki currently serves as the 5th member of the Board. The term for this position, appointed by the other four Board Members, expires on June 30th 2015. The Board discussed the process and concluded there will be no changes to the process and the appointment of the 5th member of the Board will happen at the June 24, 2015 regular meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MARCH 25, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:08 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and David Gendron present. Also present was Executive Director Dale Kowacki, and Auditor Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following minutes:

- Minutes of the regular meeting held on February 4, 2015
- Minutes of the first special meeting held on February 4, 2015
- Minutes of the second special meeting held on February 4, 2015
- Minutes of the regular meeting held on February 25, 2015

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$692,398.54
Refunds	15,593.52
Transfers	34,201.07
Invoices 03-15W	34,521.51
Operating	31,051.23
Investments	3,470.28
3(8)c pmts to other Boards	0.00

For a total of:

\$776,714.64

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$236,000 from Polen Capital to Unibank to cover next month's warrants.

#### Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

##### New Members

Boyden, Jeanne	01/20/2015	60%	CON	Cafeteria
Cabana, Mia	02/02/2015	100%	OGE	Children's Librarian
Carta, Davida	02/23/2015	100%	FRN	Instructional Assistant
Gokey, Melanie	01/20/2015	50%	LEV	Paraprofessional
Howard, Lynette	01/26/2015	100%	FRN	ABA Classroom Teacher
Ingram, John	02/05/2015	50%	LEV	Fire Chief
Komerzan, Igor	02/16/2015	100%	NTD	Patrolman
Menard, Russell	02/26/2015	100%	FRN	Night Custodian
Read, Angelina	11/17/2014	80%	MOH	Paraprofessional

##### New Retirees

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following retirements:

Cross, Candace – the retirement package has been submitted to PERAC to retire Candace Cross for a Superannuation, Option A retirement allowance. Her last day of work was January 9, 2015 and her retirement benefit will begin on January 10, 2015. Ms. Cross was a group 1 member working as a Children's Librarian/Assistant Director for the Town of Orange, accruing 26 years, 9 months of creditable service. The Massachusetts Teachers' Retirement Board holds liability for 1 year, 7 months, 2 days of the total service.

Dean, Jodi – the retirement package has been submitted to PERAC to retire Jodi Dean for a Superannuation, Option B retirement allowance. Her last day of work was January 30, 2015 and her retirement benefit will begin on January 31, 2015. Ms. Dean was a group 1 member working as a Special Education Paraprofessional in the Mohawk Trail Regional School District, accruing 20 years, 1 months of creditable service.

Heard, Christine – the retirement package has been submitted to PERAC to retire Christine Heard for a Superannuation, Option A retirement allowance. Her last day of work was January 16, 2015 and her retirement benefit will begin on January 17, 2015. Ms. Heard was a group 1 member working as a School Secretary and Director of After School Program for the New Salem Wendell School District, accruing 23 years, 1 month of creditable service. The State Board of Retirement holds liability for 1 year, 4 months, 13 days and the Hampshire County Retirement Board holds liability for 1 year, 3 months of the total service.

Moruzzi, John – the retirement package has been submitted to PERAC to retire John Moruzzi for a Superannuation, Option C retirement allowance. His last day of work was January 31, 2015 and his retirement benefit will begin on February 1, 2015. Mr. Moruzzi was a group 4 member serving as the Fire Chief for the Town of Leverett, accruing 30 years, 6 month of creditable service.

#### Buybacks and Makeups



On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following buybacks:

McMahon, Lillian - current member with the New Salem/Wendell Union School District has requested a buyback of a refund taken on October 3, 2003 from the State Board of Retirement. The State Board will accept 3 years, 10 months, 14 days of service for work between July 2, 1989 and May 15, 1993. Amount of repayment is \$12,632.27 if paid by April 30, 2015; otherwise the interest will accrue as allowed by law. Interest added to the above service purchase has been calculated at ½ the actuarial rate.

Beeltje, Maureen - current member with the Town of Deerfield has requested a buyback of a refund taken on November 1, 1996 from the State Board of Retirement. The State Board will accept 3 years, 3 months, 29 days of service for work between May 23, 1993 and September 21, 1996. Amount of repayment is \$10,817.70 if paid by April 30, 2015; otherwise the interest will accrue as allowed by law. Interest added to the above service purchase has been calculated at ½ the actuarial rate.

Campbell, Daniel - current member with the Town of Northfield has requested a buyback of a refund taken on March 30, 1984 from the Massachusetts Teachers' Retirement System. The Massachusetts Teachers' Retirement System will accept 10 years, 2 months, 18 days of service for work between September 1, 1973 to June 30, 1981 and for work between September 1, 1981 and November 18, 1983. Amount of repayment is \$26,743.81 if paid by April 30, 2015; otherwise the interest will accrue as allowed by law. Interest added to the above service purchase has been calculated at ½ the actuarial rate.

Dennis Annear – current member with the Town of Orange has requested approval to purchase part-time hours in Charlemont, Colrain, Buckland, Heath, and Rowe from July 1, 1984 to August 31, 1992, prior to his full-time start in Orange. The amount of available service to purchase is 1 year, 1 month, and 16 days; for a cost of \$3,091.63 if paid by April 30, 2015 otherwise interest will accrue as allowed by law.

#### Deaths

Hicks, Tillie – Option B retiree since 10/31/1986, Mrs. Hicks was a cafeteria worker at Ralph C. Mahar Regional High School, accruing 11 years, 5 months of creditable service. DOD was 2/26/15 at the age of 87. No annuity balance remains.

Miller, David – Option A retiree since 3/31/2000, Mr. Miller served in both the Northfield and Bernardston Police Departments, accruing 27 years, 3 months of creditable service. DOD was 2/28/15 at the age of 69.

#### General Business:

Pay another third of the past due State 3(8)C bill

Dale Kowacki, Executive Director informed the Board that we are still waiting on the State for further changes to the invoice. The cashflow reflects two more payments scheduled for April or May to possibly pay another third of the State Board 3(8)C bill.

No action, or votes, taken at this time.

Review and approve 2014 Annual report

The Board reviewed and signed the 2014 Annual Report as prepared by staff to be submitted to the Public Employee Retirement Administration Commission.

FEBRUARY 25, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and David Gendron present. Also present was Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz. Paul Mokrzecki joined the meeting at 8:06 a.m.

Investment managers were in attendance - see below.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

Minutes from last meeting are not finalized, so the minutes of the February 4, 2015 will be presented at the next Board meeting.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$690,125.16	
Refunds	14,658.56	
Transfers	65,796.92	
Invoices 14-14W	21,421.94	
Invoices 02-15W	54,023.95	
Operating	41,578.04	
Investments	25,043.21	
3(8)c pmts to other Boards	8,824.64	
For a total of:		\$846,026.53

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$1,033,000 from PRIT Core Fund to Unibank to cover March warrants.

#### Visitors

Robin Sherman, Executive Director of the Franklin County Regional Housing and Redevelopment Authority, Eunice Apanell, South Deerfield Water Treasurer and Barbara Hancock, Deerfield Treasurer were visitors.

Paul Mokrzecki arrived at 8:06 a.m.

#### Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Dean, Margaret	02/02/2015	100%	CHT	Town Administrator
Hennessey, Kathryn	09/08/2014	100%	HLT	Paraprofessional

Langley, Allison	01/15/2015	100%	FCH	Administrative Assistant
Orrell, Mathew	12/01/2014	100%	CON	Instructional Assistant
Scott, Laura	01/20/2015	60%	FRT	Customer Service
Wheeler, Jessica	12/02/2014	50%	MOH	Paraprofessional

Existing Members

LaFlamme, James	02/01/2015	100%	OGE	Police Officer
-----------------	------------	------	-----	----------------

New Retirees:

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Arsenault, William – PERAC approval has been received for an Accidental Disability Option C benefit effective 07/25/2012. Mr. Arsenault was a Truck Driver/Laborer with the Town of Warwick and had 4 years, 7 months of service.

Spaulding, Robert – PERAC approval has been received for an Accidental Disability Option C benefit effective 06/20/2012. Mr. Spaulding was an Equipment Operator with the Town of Shutesbury and had 6 years, 7 months of service.

Golann, Evan – the retirement package has been submitted to PERAC to retire Evan Golann for a Superannuation Option A benefit. His last day of work was January 8, 2015 and his first day of benefit will be January 9, 2015. Mr. Golann was a group 4 member working as a police officer in the Town of Sunderland, accruing 27 years, 1 month, and 10 days of service. The State Board of Retirement holds liability for 6 years, 7 months, 2 days of the total service.

Moczulewski, Robert – the retirement package has been submitted to PERAC to retire Robert Moczulewski for a Superannuation Option C benefit. His last day of work was June 20, 2014 and his first day of benefit will be on December 2, 2014. Mr. Moczulewski was a group 1 member working as an Instructional Aide for the Frontier Regional School District, accruing 24 years, 1 month of creditable service. The State Board of Retirement holds liability for 14 years, 1 month, 24 days of the total service and the Massachusetts Teachers' Retirement System holds liability for 8 years of the total service.

Disability Retirement:

Pellin, Michael – Board action is required in response to Attorney Sacco's opinion on the 2nd medical panel certificate in regard to this member's application for an Accidental Disability Retirement. Attorney Sacco has detailed the Board's options in his opinion letter.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to have Board Attorney Michael Sacco seek clarification from the 2nd medical panel as to causation, in light of an affirmative response on the Certificate and what appears to be a negative response on the narrative on causation.

General Business:

Retirees' COLA for July 1

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2015.

The Board members along with the visitors discussed the 3% Cost-of-living-allowance with an appeal from Robin Sherman to limit the increase to 1.7% for the sake of units in budget crisis, in particular the housing authority. Eunice Apanell stated that her commissioners were in favor to the 3% COLA. Barbara Hancock stated that she was here to hear the discussion and learn more on the topic. Dale Kowacki

read to the Board an email from Margaret Sullivan, Selectman, and Treasurer with the Town of Erving, "I hope the Board votes for a 3% cola. If a 1.7% cola could be given on the whole retirement, then I would vote for that."

#### Vote Reallocation of last year's budget line items

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following transfers from 2014 budget lines to adjust for deficits:

<b>A</b>	<b>139.04</b>	from: Payroll Taxes to: Salaries and Wages
----------	---------------	---

<b>B</b>	<b>7,458.60</b>	from: PTG member Access Module to: Management Fees
----------	-----------------	---

<b>C</b>	<b>167.63</b>	from: Professional Service - various to: Custodial Fees
----------	---------------	--

<b>D</b>	<b>92.88</b>	from: Office Supplies to: Miscellaneous Furniture and Equipment
----------	--------------	--

<b>E</b>	<b>1,169.97</b>	from: Administrative Expenses - various to: Computers
----------	-----------------	--

#### Pay another third of the past due State 3(8)C bill

Susan Bobe, Assistant Director informed the Board that we are still waiting on the State for further changes to the invoice. The cashflow reflects two more payments scheduled for April or May to possibly pay another third of the State Board 3(8)C bill.

No action, or votes, taken at this time.

#### Staff performance reviews

The members of the Board discussed and reviewed the staff evaluations for Dale Kowacki, Executive Director and Susan Bobe Assistant Director. Deb Frenzoz and Patty Leveille received large pay increases with their new positions, so they are not in the mix for a merit increase. The Board voted the following:

On a motion made by M. Stokarski and a second by D. Gendron, the Board voted unanimously to award a 2% merit increase to Dale Kowacki, Executive Director and Susan Bobe, Assistant Director retro-active to January 1, 2015.

#### Quarterly Investment Managers

##### Investment Consultant

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 9:00 a.m. and reviewed the fourth quarter returns for the investment portfolio.

#### Systematic

James Barker, Assistant Vice President joined the meeting at 9:15 a.m. and shared staffing updates, and confirmed that the small-cap focus of the fund remains the same. Eoin Middaugh, Portfolio Manager/Partner joined the meeting at 9:20 via speaker phone and shared the firm's view of the current and future market and commented on the returns to date for the Board's investment.

#### Daruma

Mariko Gordon, CFA, Founder, CEO & CIO, Portfolio Manager, Noreen McKee – COO & Director of Client Service, and Molly Brass, Client Service Associate joined the meeting at 9:45 a.m. Ms. Gordon introduced Noreen McKee, gave a performance update, welcomed Noreen's return to the firm, discussed their change in office space and confirmed that the small-cap focus of the fund remains the same. In addition, Ms. Gordon recognized the 15 year anniversary of Daruma and FRRS's working relationship.

#### PRIM/PRIT

Paul Todisco, Senior Client Service Officer at PRIT joined the meeting at 10:38 a.m. and gave a performance update and reviewed changes to the composition of the PRIM Board.

Discuss "Statement of Financial Interests" reports:

There was no expressed interest in this topic, so no discussion occurred.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

FEBRUARY 4, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and David Gendron present. Also present was Executive Director Dale Kowacki, Assistant Director Susan Bobe and Auditor Deb Frenzoz. Attorney Michael Sacco, legal counsel to the Board joined the meeting at 8:30 a.m. and Attorney Katherine Lamondia-Wrinkle, legal counsel to Mr. Sibley joined the meeting at 8:34 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the following minutes:

Revote of minutes of the special meeting held on March 11, 2013  
Minutes of the special meeting held on December 12, 2014  
Minutes of the regular meeting held on December 17, 2014

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$674,662.01
Refunds	15,625.38
Transfers	15,918.70

Invoices 13-14W	59,411.39	
Invoices 01-15W	720,768.67	
Operating	73,954.33	
Investments	10,403.87	
3(8)c pmts to other Boards	695,821.86	
For a total of:		\$1,486,386.15

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$193,000 from Polen Capital to Unibank to cover February warrants.

#### Membership

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Barilla, Ariel	01/05/2015	100%	NSW	Secretary LPN/Instructional
Dobosz, Kathryn	01/05/2015	100%	FRN	Assistant Exec. Asst. to Town
Finn, Douglas	12/08/2014		DER	Admin
Howe, Richard	11/24/2014	100%	SHB	Highway Dept. Operator
Mazanec, Jacob	09/17/2014	100%	MOH	SPED Aide
McMahon, Lillian	12/03/2014	100%	NSW	SPED Teacher's Aide
Nowakoski, Virginia	10/23/2014	100%	DER	Instructional Assistant
Obringer, Mark	12/01/2014	100%	BUC	Truck Driver/Operator
Peppercorn, Wendy	01/01/2015	50%	WTY	Library Director
Thompson, Lillian	11/17/2014	100%	OGE	Individual Aide

#### Existing Members

Cournoyer, Lynn	01/05/2015	100%	FCR	Administrative Assistant
-----------------	------------	------	-----	--------------------------

#### New Retirees:

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following retirement:

Guertin, Elaine – the retirement package has been submitted to PERAC to retire Elaine Guertin for a Superannuation Option A benefit. Her last day of work was October 31, 2014 and her first day of benefit will be November 1, 2014. Ms. Guertin was a group 1 member working as an Instructional Aide in the Town of Orange school department, accruing 12 years, 2 months, and 18 days of service.

#### Buybacks and Makeups:

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

Boucher, Catia – current member with the Town of Orange was hired into a membership eligible position on 11/4/2013. Due to administrative error, deductions were not taken on regular compensation for FRRS until 2/24/2014. Upon approval by the Board, Ms. Boucher will be informed that she may purchase 4 months, 12 days of service for deductions only of \$479.74. Service is adjusted for a school year contract. Interest will begin to accrue on 3/1/2015.

Adams-Pullen, Mari-Jon – current member with the Franklin County Housing Authority has requested a buyback of a refund taken on December 23, 1983 from the State Board of Retirement. The State Board will accept 1 year, 7 months, 20 days of service for work between January 3, 1982 and August 22, 1983. The refund included \$1,073.39 in deductions and \$53.45 in interest for a total of \$1,126.84. The cost of the buyback is calculated using the full actuarial rate of 7.75% for interest and totals \$11,619.00 if paid by 2/28/2015; otherwise interest will accrue as allowed by law.

Boudreau, Janice – current member with the Town of Rowe has requested a buyback of a refund taken on March 30, 1998 in the amount of \$1,250.26 with 1 year, 3 months, 17 days of creditable service. Amount of repayment is \$2,386.57 if paid by February 28, 2015; otherwise the interest will accrue as allowed by law. Interest added to the above service purchase has been calculated at ½ the actuarial rate.

Tresback, Joann - current member in the Mahar Regional School District. On October 27, 2009 the Board voted to approve a make-up purchase of 5 months, 3 days of creditable service between August 31, 1987 and February 3, 1988 in the amount of \$291.00. Payment in full was received June 6, 2011. Upon review of her file, she was not credited with 12 for 10 school-year conversion. A correction adding an additional 1 month, 1 day of creditable service is due for a total of 6 months, 4 days of creditable service between August 31, 1987 and February 3, 1988. There is no cost to the member.

Cross, Candace – current member with the Town of Orange. On May 30, 2006 the Board voted to approve a make-up purchase of 1 year, 2 months, 10 days of creditable service between February 12, 1988 and May 24, 1991 in the amount of \$1,276.89. Payment was made in full through payroll deductions beginning in March 2007 and ending in February 2009. However, during preparations for retirement, it was realized that the amount of service needs correcting. Per regulations in effect in 1988 she should have been a member as she met the \$2,000 annual wage criteria. In addition, a member is to be given creditable full time service retroactive to the date of membership if they were an active member on or after February 27, 1997. She was an active member on February 27, 1997. Her revised creditable service using the new start and end dates of January 26, 1988 and May 21, 1991 should be 3 years, 3 months, 26 days. Start and end dates were verified through payroll records. There is no cost to the member.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Danna, Garrett G. – member in the Town of Deerfield noted on his enrollment form, 2/1/2014, that he had prior service in Deerfield as a reserve, part-time police officer. Payroll records were obtained and his service reviewed for 4(2)b allowance. Based on current rules for 4(2)b service, Mr. Danna may purchase 1 year, 3 months, 21 days of service for police work performed in Deerfield between 10/11/2012 and his enrollment on 2/1/2014. Cost of the purchase is \$1,141.01 if paid by 2/28/2015 and includes deductions that would have been paid on a minimum of \$5000 annually or actual earnings, whichever is greater with interest added to the balance beginning 1/1/2014.

Kilhart, Timothy – a transfer request has been received from the Worcester Regional Retirement Board for this inactive member. Mr. Kilhart served on the Orange fire department call list beginning in 1979. In 1991 he became a member of this system and continued his work as a permanent call firefighter/EMT. In 1999 he joined the Orange Highway department as a full-time employee and in 2006 moved to the Warwick Highway department. In 2013 he took a position in Hubbardston. Upon review of his record, it was noted that 4(2)b service had been approved in 2001 and additional 'non-membership' service had also been approved and purchased.

Consistent with policy, and with the handling of the Scott Livingston file, the 4(2)(b) service has been adjusted and a cost has been attached. The 'non-membership' service purchase was affected by the adjustment and has been recalculated as well. The changes are as follows:

	2001 Approved Service	Cost	2015 Changes	Cost
4(2)b service	5 years total service between 1991-1999	Awarded for deductions that had already been recorded.	5 years total service from 9/19/1979-9/18/1984	\$1,750 if paid by 2/28/15 based on \$5,000 min earnings p/year
'Non Membership' Service	7 months actual service rendered between 1980-1987	\$651.78	1 month, 15 days actual service rendered between Nov. 1984-1987	\$381.72 if paid by 2/28/15
Membership Service			6 months, 7 days actual service rendered between 9/25/1991-10/31/1999	deductions paid
Total		\$651.78		\$2,131.72 - 651.78 \$1,479.94

As noted in the chart, the Board approved a total of 5 years, 7 months of service for Mr. Kilhart in 2001. The cost was \$651.78 and included deductions received between 1991-1999. The change based on new policy increases the total allowable service time to 5 years, 7 months, 22 days at an additional cost of \$1,479.94 if paid by February 28, 2015, otherwise interest will accrue as allowed by law.

#### Military Buybacks:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following Military makeup:

Berry, Dennis – current member of the Mahar Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 2 years, 11 months, 29 days. The total cost of his buyback based on his first 12 months of earnings as a member of the Montague Retirement System is \$17,099.85 if paid by February 28, 2015 otherwise interest will accrue as allowed by law. (1st year salary was \$57,072.27 based on actual wages with payroll provided by Gill-Montague.)

#### General Business:

Travel approval for MACRS meetings

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the Spring 2015 and the Fall 2015 MACRS meeting.

#### Retirees' COLA for July 1

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve a 1.7% Cost-of-living-allowance for retirees starting July 1, 2015 with the option to increase to 3% at the February 25, 2015 meeting.

After some discussion, the Board decided to postpone this until the February Board meeting.



On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to rescind the vote to approve a 1.7% Cost-of-living-allowance for retirees starting July 1, 2015.

Increase Retirees' COLA Base from \$15K

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to increase the maximum COLA base for the retirees' annual COLA to \$16,000 starting July 1, 2015.

Hearing for Michael Sibley regarding disability application

At 8:34 a.m. Attorney Katherine Lamondia-Wrinkle, legal counsel to Mr. Sibley joined the meeting for the purpose of a hearing in support of Mr. Sibley's application for accidental disability allowance.

The Chair of the Board passed the meeting to Michael Sacco, legal counsel to the Board, who explained the hearing process.

At 8:35 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye.

In executive session:

Board Attorney Michael Sacco recommended that the Board deny Mr. Sibley's application for disability as a matter of law without convening a medical panel.

On a motion made by D. Gendron, and a second by M. Stokarski, the Board voted unanimously to deny Mr. Sibley's accidental disability application.

A motion to come out of executive session as made at 8:42 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron - aye.

Change in regular day for Board meetings

After a brief discussion regarding change in regular day for Board meetings to accommodate board member Paul Mokrzecki the Board voted the following:

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to change the Board meeting day to the last Tuesday of the month for the January, April, July and October meeting dates.

Vacation credit for new employee

Our personnel policy includes the provision that employees can include prior municipal service in the calculation of their rate of annual vacation accrual. Lynn worked full-time with the Franklin Regional Housing Authority for 1 year, 4 months, 2 days (from 9/3/2013 to 1/4/2015), has provided documentation, and would like the Board to approve the service and allow her to accrue vacation credit to add to what she will earn with us.

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the vacation credit for Lynn Cournoyer.

In addition, the Board requested this topic be brought back at a future date for further discussion.

Litigation strategy

At 8:58 a.m., the Board voted in the affirmative, by roll call vote, to move into Executive Session. Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye.

No action, or votes, taken in executive session.

A motion to come out of executive session as made at 10:14 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron - aye.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

FEBRUARY 4, 2015

At 8:35 a.m.

The Board voted in the affirmative, by roll call vote, to move into Executive Session. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye.

Present: Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and David Gendron. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Auditor Deb Frentzos, Attorney Michael Sacco, legal counsel to the Board, and Katherine Lamondia-Wrinkle, Attorney for Michael Sibley.

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

A motion to come out of executive session as made at 8:42 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron - aye.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

FEBRUARY 4, 2015

At 8:58 a.m.

The Board voted in the affirmative, by roll call vote, to move into Executive Session. Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron – aye.

Present: Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, and David Gendron. Also present was Attorney Michael Sacco, legal counsel to the Board. Executive Director Dale Kowacki, joined the meeting at 9:50 a.m.

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

A motion to come out of executive session as made at 10:14 a.m. and accepted by roll call vote. Roll call Vote: Mary Stokarski – aye; Paula Light – aye; Sandra Hanks – aye; David Gendron - aye.

## NO JANUARY 2015 MINUTES

### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

DECEMBER 17, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and Mary Stokarski present. Also present was Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on November 24, 2014.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$680,403.09	
Refunds	0.00	
Transfers	76,138.75	
Invoices 12-14W	30,029.01	
Invoices 00-15W	4,821.00	
Operating	27,408.20	
Investments	7,441.81	
For a total of:		\$791,391.85

#### Cash Transfer between Investments and bank

On a motion made by M. Stokarski and a second by P. Light, the Board, voted unanimously to transfer \$580,000 from Polen Capital to Unibank to cover January warrants.

Visitors

Angelina Bragdon, Mohawk Treasurer, was a visitor.

Membership

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members

Atwood, Matthew	10/16/2014	70%	NTD	Library Assistant
		100%		Leased Housing
Kraus, Margaret	11/24/2014		FCH	Representative
LaRoche, Nicole	11/06/2014	80%	FRN	Instructional Assistant
		90%		MS Math
Morand, Carina	10/07/2014		MHR	Paraprofessional

Existing Members

Murphy, Melissa	11/26/2014	100%	BER	Treasurer
-----------------	------------	------	-----	-----------

New Retirees:

On a motion made by P. Mokrzecki and a second by P. Light, the Board voted unanimously to approve the following retirement:

Stemm, Katherine – the retirement package has been submitted to PERAC to retire Katherine Stemm for a Superannuation Option C benefit. Her last day of work was September 19, 2014 and her first day of benefit will be September 20, 2014. Ms. Stemm was a group 1 member working as a Physical Therapist in the Town of Orange school department, accruing 14 years, 27 days of service.

Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

Lilly, Kristin – currently a member of the Falmouth Retirement Board, after having transferred Ms. Lilly’s records in November, we are now sending to Falmouth, information needed for a buyback of a refund taken on 10/31/2007 for deductions only of \$3,115.97. Allowable creditable service is 1 year, 9 months, 23 days on a calendar year basis for work performed between 8/30/2004 and 6/23/2006 as a paraprofessional in the Erving Elementary School system. Should she choose to purchase this service payment will be made to the Falmouth Board.

Buybacks and Makeups:

Annear, Dennis – current member with the Town of Orange has requested a make-up of service for time worked in the Department of Conservation and Recreation. Earnings information was obtained from the DCR Human Resources office. The purchase of a total of 3 months, 4 days of service will cost \$569.02 if paid by January 31, 2015. The State Retirement does not accept liability in circumstances such as these. Service dates include 40 hour work weeks between 5/24/1976 and 8/27/1976.

## Deaths:

Pielock, Shirley – Option A retiree since 6/30/1991, Mrs. Pielock was a cafeteria worker in the Whately schools, accruing 21 years, 10 months of creditable service. DOD was 11/29/14 at the age of 86.  
Zalenski, Barbara – Option B retiree since 11/30/1993, Mrs. Zalenski was the secretary and dispatcher for the Ashfield Police Department, accruing 12 years, 9 months of creditable service. DOD was 11/28/2014 at the age of 86. No annuity balance remains.

## General Business:

### Investment Manager Meetings

Dale Kowacki, Executive Director, presented the Board with a 2015 schedule for quarterly meetings with our Investment Managers. Upon review by the Board the schedule was accepted as presented.

Wednesday, February 25, 2015 - Greg (8:30 am)

Systematic (9:00 am)

Daruma (9:30 am)

PRIT/PRIM (10:00 am)

Wednesday, May 27, 2015 - Greg (8:30 am)

Polen (9:00 am)

O'Shaughnessy (9:30 am)

Wednesday, August 26, 2015 - Greg (8:30 am)

Seizert (9:00 am)

IR&M (9:30 am)

Monday, November 23, 2015 - Greg only (9:00 am)

### Current Year Budget – additional funds

Dale Kowacki, Executive Director, presented the Board with the need for an additional \$90,000 to be added to the 2014 Budget to cover the 4th quarter management fees as a result of the investments having done very well this year.

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve an additional \$90,000 be added to the management fees line of the 2014 budget.

### Staff Evaluations

Sandy Hanks, the Board Chair asked to postpone the staff evaluations until January.

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to delay discussion of staff evaluations with a date to be determined in January with the full Board.

### Update on building security

There have been no further issues or incidents in the building these last few weeks. The landlord has finished the installation of cameras. The Board members asked that Sandy Hanks, the Board Chair speak with the landlord early next week to see if the tenants at the end of the hall have moved out and in addition ask the landlord to show her the security camera system.

### New Business

Dale Kowacki, Executive Director and Susan Bobe, Assistant Director presented the Board with a plan to begin paying down the State Board 3(8)c bill. The State has been receptive to recent contact and has made some changes to the invoice. Further changes can be made when their software upgrade and training are complete in 2015. Staff is asking the Board to consider paying 1/3 of the State 3(8)c bill.

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to pay 1/3 of the State 3(8)c bill.

### Administrative Assistant

The Board inquired as to whether the Administrative Assistant position has been filled. Dale Kowacki, Executive Director informed the Board that Lynn Cournoyer presently employed with the Franklin Regional Housing has accepted the position of Administrative Assistant and will begin January 5, 2015. Dale passed around her cover letter and resume for the Board to review. Dale told the Board that we received forty-two resumes and interviewed eight candidates. Sandy Hanks, the Board Chair and staff interviewed the eight candidates in one day.

Paul J. Mokrzecki, Board Member

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

DECEMBER 12, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date, was called to order at 8:08 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and David Gendron present. Also present was Executive Director Dale Kowacki, Assistant Director Susan Bobe, Attorney Michael Sacco, Michael Sibley, Attorney Katherine Lamondia-Wrinkle. Nina Sibley was in the audience.

At 8:09 am, the Board voted in the affirmative, by roll call vote, to move into Executive Session. David Gendron – aye; Paul Mokrzecki – aye; Paula Light – aye; and Sandra Hanks – aye.

In executive session:

At the conclusion of the hearing, Board Attorney Michael Sacco raised some legal issues with respect to Sibley's Application. Accordingly, the matter was tabled until the next meeting of the Board, scheduled for January 28, 2015 to allow Attorney Lamondia-Wrinkle an opportunity to submit her response to the legal issues raised by Attorney Sacco, and to provide Attorney Sacco with her response so that he may further advise the Board as to its options.

A motion to come out of executive session as made at 8:51 and accepted by roll call vote. Roll call Vote: Gendron – aye, Mokrzecki – aye, Light – aye, Hanks – aye.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

DECEMBER 12, 2014

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

NOVEMBER 24, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present was Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz. April Dupuis and Patricia Squillante, Melanson Heath auditors joined the meeting at 8:45 a.m. Steve Roth, the Board's investment consultant, joined the meeting at 9:33 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on October 29, 2014.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$672,444.32		
Refunds	6,084.13		
Transfers	93,326.20		
Invoices	53,658.94		
Operating	39,649.67		
Investments	14,009.27		
For a total of:		\$825,513.59	

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board, voted unanimously to transfer \$370,000 from PRIT Core Fund to Unibank to cover December warrants.

#### Membership

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Benigno, Rebecca	09/15/2014	60%	DER	Math Instructional Assistant
Black, Vivian	08/25/2014	100%	MOH	Paraprofessional
Brunetti, Gino	11/04/2014	100%	FRN	Custodian - Nights
Derose, Shari	09/08/2014	100%	MOH	Paraprofessional
DiGiovanni, Tara	08/26/2014	100%	HLT	Paraprofessional
Gaudet, Tracy	10/23/2014	100%	OGE	Elder Outreach



				Coordinator
Graham, Ondine	09/24/2014	90%	STB	Paraprofessional
Jurgensen, Eva	08/25/2014	100%	MOH	Paraprofessional
Laseter, Yvonne	08/25/2014	100%	MOH	SPED Aide
Lemoine, Raelene	08/26/2014	80%	MOH	After School Director
		100%		Highway Working
Leonard, Wayne	11/10/2014		OGE	Foreman
Niles, Ashley	08/25/2014	100%	MOH	Paraprofessional
Noble, Brian	10/22/2014	100%	NTD	Town Administrator
Pruhenski, Mark	11/10/2014	100%	WTY	Town Administrator
Scott, Steven	08/25/2014	100%	MOH	Teacher's Aide
Scuderi, Melanie	08/28/2014	100%	SND	Instructional Aide

#### Existing Members

		100%		MS ILC
Gorman, Mary	11/03/2014		MHR	Paraprofessional
Burt, Melanie	06/23/2014	100%	DER	Site Coordinator
Matthews, Timothy	10/16/2014	100%	OGE	Firefighter/Paramedic
Nichols, Elizabeth	09/01/2014	20%	HAW	Treasurer/Collector

#### Accept Liability for Buybacks and Makeups Through Other Systems:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the following buybacks:

Ziamba, Maryellen – MTRB on behalf of former member requests FRRS to accept liability for service upon redeposit of a refund taken on 8/19/1991 for \$1,053.38. She was employed by New Salem Wendell School District starting 9/1/1989 through 6/30/1991. Allowable service in this period was for actual hours worked with the stipulation that full time (7.5 hour days) seasonal work of at least 7 months was granted one full year of service. The signed employment agreements with Ms. Ziamba and payroll records indicate 23 hours per week for 37 weeks. Total allowable service on a 12 month basis is 1 year, 2 months, 28 days.

Pelis, Susan – In September 2014 the Board approved a request from MTRB to accept liability on the buyback of a refund taken by this member in August 1995. The Board accepted 6 months, 16 days of service liability. Upon review it was noted that the service, when converted for a school year position, should be 9 months, 12 days. The member worked 77.3% of a full time contract.

#### Buybacks and Makeups:

Moore, Dana – current member with the Town of Erving has requested a make-up of service for work performed as a police officer in the Town of Orange between September 1981 and April 1985. Payroll records have been obtained and an hourly rate equal to Massachusetts minimum wage x 2 has been applied to the earnings for a total of 574.09 hours, equal to 3 months, 16 days of creditable service at a cost of \$915.02 if paid by 12/31/2014.

Lyons, Brendan – current member with the Town of Sunderland has requested a make-up of service for work performed as a fireman in the South Deerfield Fire Department between 1989 and June 1, 1993. Payroll records have been obtained which detail the hours worked and wages paid. Allowable service is calculated using hour for hour, for a total of 326 hours equal to 2 months of creditable service at a cost of \$761.66 if paid by 12/31/2014.

#### Deaths:

Meyers, William J Sr. – Option B retiree since 6/19/1986, Mr. Meyers was the Moderator and Auditor for Buckland, a Selectman, a School Committee member, and Treasurer-Collector for the Shelburne Falls Fire District, accruing 27 years of creditable service. DOD was 11/6/14 at the age of 93. No annuity balance remains.

#### General Business:

##### Appoint a Board Chair

Sandy's term ends on December 31, 2014 and it is the responsibility of the other board members to (re)appoint a chair for the next six-year term (Jan 1, 2015 to Dec 31, 2020).

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to reappoint Sandra Hanks as chair of the Franklin Regional Retirement Board for a term of six years beginning January 1, 2015. Vice Chair David Gendron asked "all those in favor" – unanimous aye. Sandra Hanks abstained.

##### Staff evaluations redesign

At the October meeting there was an expressed desire to simplify the evaluation process. Dale Kowacki, Executive Director prepared a proposal that would do away with the merit increase and replace it with a simple "base increase" each year. The proposal would also do away with the annual evaluation and presentation at a Board meeting, and be replaced with quarterly evaluations done by Dale, with reports generated by Dale and accessible to Board members at any time. If there were persistent performance issues, they would be reported to the Chair, and to the full Board if the Chair believes it necessary. After some discussion the Board requested a re-work on the wording of the proposal. There was confusion about reason for the change to a "base increase", and there was a leaning towards keeping the merit increase. It was proposed that the Chair and Vice Chair would review the quarterly evaluations and recommend merit increases at year end. However there was some debate on how to include the full Board in a way that made it less awkward for the Board to award individual merit increases without causing discord between staff. In the past the Board has consistently given blanket merit increases to staff as a group regardless of individual performance scores.

On a motion made by M. Stokarski and a second by D. Gendron, the Board voted unanimously for the wording of the proposal to be re-worked and presented to the board at a later date.

##### Discuss format of Advisory Council meetings

The Board discussed the merits of continuing the tradition of having a meal meeting given that attendance on the part of the Advisory Council is lacking. Chapter 34B §19(g) states: "There shall be a regional retirement board advisory council consisting of all the treasurers, elected or appointed, of each town, unit, or district belonging to the prior county retirement system and remaining in the retirement system established by this section." The Board made suggestions on how to better inform the Treasurers and Selectmen of the importance of the meeting(s). One idea is to cc Town Administrators and Selectboards with the agendas, and the minutes, as a way to support treasurers' attendance at the meetings. Paul Mokrzecki asked staff to survey the Advisory Council again to find out what they want, i.e. place, agenda, and time.

##### Board Meeting Schedule for 2015

The members of the Board were in agreement to continue the regular monthly meeting schedule of the last Wednesday of each month, at 8:00 am, beginning January 28, 2015, with the exception of Monday, November 23, 2015 and Wednesday, December 16, 2015 (the third Wednesday).

##### Allow retirees to name beneficiary for last payment in month of death

The PERAC guidebook suggests a solution to an occasional problem we have when loved ones don't cash, or have access to, the last payment of a deceased retiree. Deb has kindly created the attached form (Attachment A) to accomplish the goal of getting permission from the retiree to make the final payment to their chosen beneficiary.

On a motion made by P. Light and a second by P. Mokrzecki, the Board voted unanimously to use the created form to permit a member to choose a beneficiary to receive this residual payment.

#### Audit exit conference

April Dupuis, Audit Supervisor and Patrice Squillante, CPA, Managing Partner of Melanson Heath joined the meeting at 8:45 a.m. to review with the Board the results of the independent audit of calendar year 2013. April talked about what an audit is, went over the Financial statement and the Management letter. No issues reported other than suggesting some improvements to our internal controls. Patrice informed the Board about GASB 67 & 68 and the requirement in 2014 for an audit opinion on GASB 67 & 68.

#### Quarterly meeting with Investment Advisor, Steve Roth, Dahab Associates

Steve Roth with Dahab Associates joined the meeting at 9:33 a.m. to review the 3rd quarter investment results, and present the research done by Dahab in regards to the Mid Cap Manager Search.

#### Mid Cap Manager Search

After discussing the analysis done by Dahab Associates regarding ranking the respondents to the search, and seeing that Seizert Capital Partners ranked high enough to be included in the "advantageous" category, the Board took the following action:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board, in accordance with research performed by Dahab and by recommendation of Dahab voted unanimously to resign Seizert Capital Partners to a 5-year contract beginning January 1, 2015 and ending December 31, 2019.

#### 60 day waiting period after retirement before appointed people return to work

Dale Kowacki, Executive Director asked the Board members what their thoughts were in having a regulation that said there was a 60 day waiting period after retirement before appointed people can return to work.

The Board discussed and no action was taken.

#### Availability of candidate statements during Board elections

The staff received a few inquiries asking if information would be made available about the candidates running for the Board. Dale Kowacki presented the following ideas to put the information out to the retirement population:

- Put website/Facebook link on ballot that links to candidates chosen platform
- Have similar links on a short webpage on the FRRSMA.com site
- Have the candidates fill out a standard questionnaire that covers the basics
- Hold a meet-the-candidates evening
- Invite The Recorder to run an article

After some discussion the Board asked staff to review legally what the possibilities are for making candidate statements available, and to finalize policy development with the Board and the Advisory Council by the end of calendar year 2015

#### Update on building security

There have been no further issues with messes or overnight guests since last month. Sandy met with the landlord to reiterate the Board's concerns for the safety of employees. The landlord explained his process for selecting a security camera system and reported that he has scheduled the installation of four cameras starting the week of December 8, 2014.

The Board discussed and no action was taken.

Review and perhaps approve 4(2)(b) refunds – (none this year)

Dale Kowacki, Executive Director reported that some police officers, and firefighters that had their service corrected to grant expanded service credit for when they were on their “respective list” resulted in a potential refund of monies previously paid, however, given the high potential for court challenge and possible change in the rules, the Board decided to hold refunds until it was reasonably clear that the potential for change was much reduced (maybe a few years). The staff believes it is still early to feel that the dust has settled long enough. The topic will be revisited yearly at this time with the staff to assemble a list of potential refunds.

The Board discussed and no action was taken.

Attachment A

# FRANKLIN REGIONAL RETIREMENT SYSTEM

278 MAIN STREET, SUITE 311 GREENFIELD, MA 01301-3230

TELEPHONE: 413-774-4837 FAX: 413-774-5677

Email: admin@frsma.com

## Authorization to Release Information

Member's Name:  Date of Birth:

Member's Last Four Social Security Number:

I hereby authorize the Franklin Regional Retirement System to obtain from

Name:

Address:

payroll documentation for service (to include hours worked, days/months worked, salary information).

Dates of Service: From:  To:

The records are required for the specific purpose of calculating previous retirement service credit.

I understand that my authorization will remain effective from the date of my signature until , and that the information will be handled confidentially in compliance with all applicable federal laws.

I understand that I may see the information that is to be sent, and that I may revoke the authorization at any time by written, dated communication.

I have read and understand the nature of this release.

Member Signature

Date

Witness Signature

Date

N:\USERS\FORMS\Buyback-MakeUp forms\Records release form

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present was Executive Director Dale Kowacki and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on September 24, 2014.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$674,016.62	
Refunds	20,936.29	
Transfers	49,436.14	
Invoices		81,255.44
Operating	31,268.47	
Investments	49,986.97	
For a total of:		\$825,644.49

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$\$550,000 from PRIT Core Fund to Unibank to cover November warrants.

#### Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

## New Members

Aldrich, Allen	09/22/2014	100%	SHB	Laborer/Equipment
Babich, Walker	10/14/2014	100%	MHR	Paraprofessional
Beeltje, Maureen	08/28/2014	100%	DER	Instructional Assistant
Berg, Amanda	08/27/2014	100%	SND	Instructional Assistant
Boliver, Elizabeth	08/25/2014	90%	SND	OST Site Coordinator
		100%		Preschool
Brook, Samantha	09/08/2014		ERV	Paraprofessional
Choiniere, Danielle	09/01/2014	100%	DER	Instructional Assistant
Clough, Jessica	10/06/2014	80%	FRN	Instructional Assistant
Coombs, Carol	08/25/2014	80%	SND	Cafeteria Assistant
Cornish III, Charles	08/18/2014	100%	DER	Cafeteria Manager
Demar, Ryan	09/10/2014	100%	MHR	Paraprofessional
Dix, Brandon	09/29/2014	100%	CHT	Highway Laborer
Emerson, Daniel	09/09/2014	100%	OGE	Firefighter/Paramedic
Foley, Jennifer	08/12/2014	50%	OGE	Occupational Therapist
		100%		Speech/Language
Freihofer, Esmay	08/29/2014		DER	Assistant
Gaffigan, Katelyn	08/25/2014	100%	MOH	Paraprofessional
Gelinas, Katie	08/22/2014	100%	OGE	1:1 Aide
Goodwin, Elizabeth	08/27/2014	100%	SND	Instructional Assistant
Guilmette, Martha	09/03/2014	90%	LEV	Teacher Aide
Hargraves, Adam	08/27/2014	100%	SND	Instructional Assistant
Henderson, Ryan	09/15/2014	100%	ERV	POTW Operator
Jablonski, Jill	09/08/2014	100%	MOH	Administrative Assistant
Khalsa, Parmatma	08/25/2014	90%	STB	Para-Educator
Lavallee, Jessica	08/27/2014	90%	WTY	Instructional Assistant
Marczuk, Anna	08/27/2014	100%	DER	Instructional Assistant
Melendez, Michael	09/03/2014	100%	OGE	Patrolman
Oliker, Aaron	08/27/2014	100%	DER	Instructional Assistant
Rushford, Travis	09/03/2014	100%	OGE	Police Officer
Unaitis, Andrea	08/25/2014	50%	MOH	Pre-K Paraprofessional
Wickline, Molly	08/27/2014	100%	SND	Instructional Assistant
Williams, Christopher	08/27/2014	100%	SND	Instructional Assistant
Wisniewski, Valerie	08/25/2014	90%	STB	Para-Educator

## Existing Members

O'Brien, Joan	08/27/2014	100%	SND	Instructional Assistant
Shoemaker, David	09/01/2014	35%	NEW	Police Officer

## Buybacks and Makeups:

On a motion made by P. Light and second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

Stuffin, Sally Alley Muffin – current member with the New Salem Wendell School District has requested a make-up of three periods of service, one for the omission of deductions after enrollment in the system and the other two for non-membership service prior to membership eligibility.

Administrative error between 10/1/1997 and 6/30/1998 – the member's eligible position began 9/2/1997. Deductions began 9/2/1997 then stopped 10/1/1997 and did not start again until 7/1/1998. Deductions

only for this period of full time service (8 months, 25 days to fill this gap) are \$752.30. Total cost of makeup is \$752.30.

Non-membership service eligible for purchase between 1/2/1997 and 6/30/1997 for a total of 2 months, 2 days, actual hours worked. Cost of purchase is \$558.07, if paid by November 30, 2014, otherwise; interest will accrue as allowed by law.

The third period of service the member is requesting to make-up requires the Board to decide whether to approve the service based on the materials submitted by the New Salem Wendell School District:  
A typed page from New Salem Wendell showing the member's initial periods of employment.  
A hand written page from New Salem Wendell detailing the member's pay for the period.  
The Board typically requires payroll records to confirm employment, to accurately determine the cost of the service purchase and to determine the accrued service should the purchase be less than full time. In this case the New Salem Wendell treasurer is unable to locate the W-2 or payroll records for 1996.

Non-membership service eligible for purchase between 10/7/1996 and 12/20/1996 for a total of 2 months, 11 days, actual hours worked. Cost of purchase is \$658.13, if paid by November 30, 2014, otherwise; interest will accrue as allowed by law.

Zamojski, David J – current member in the Town of Deerfield, service as an EMT, Mr. Zamojski began his full time service on 8/21/2000 but his deductions started on 11/20/2000. The initial cost of the make-up is deductions only on earnings of \$7,165.60 for \$644.90 if paid by November 30, 2014. Interest will begin to accrue after this date. Allowable service is full time from 8/21/2000-11/19/2000.

#### Deaths:

Bukowski, Paulin - Option B retiree since 11/01/1997, Mr. Paulin was the Plumbing/Gas Inspector for the County, accruing 15 years, 4 months of creditable service. DOD was 10/14/14 at the age of 86. No annuity balance remains.

Cordery, Leo – Option B retiree since 05/31/1985, Mr. Cordery was a Selectman for the Town of Erving and also served on the Erving Fire & Police Departments, accruing 19 years of creditable service. DOD was 10/14/2014 at the age of 90. No annuity balance remains.

O'Neil, Douglas – Option C retiree since 12/27/1996, Mr. O'Neil worked as the Administrative Assistant for the Town of Northfield, accruing 5 years 11 months of creditable service and as an Assessor for the Town of Greenfield accruing 16 years of creditable service. Total creditable service was 21 years 11 months. DOD was 10/20/14 at the age of 84. His wife, Lorraine, is his Option C beneficiary.

#### General Business:

##### 2015 Budget

The budget was presented to the Board with changes to the salary lines to reflect the staff changes as well as the new position.

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the budget as presented, for a total of \$1,353,071.00.

Later in the meeting, the budget was amended to remove \$3,000.00 for "Cash in lieu of Health Insurance.

On a motion made by D. Gendron and a second by P. Mokrezecki, the Board voted unanimously to remove \$3,000.00 for cash in lieu of Health insurance from the budget, for a revised total budget of \$1,350,071.00.

#### Discuss process to appoint Board Chair

Sandy's term ends on December 31, 2014 and it is the responsibility of the other board members to (re)appoint a chair for the next six-year term (Jan 1 2015 to Dec 31 2020).



The Board discussed the process for appointing a Board Chair and agreed to do the actual appointment in November.

#### Policy on distance from office for allowing overnight stays

Dale Kowacki, Executive Director presented to the Board a revised policy on overnight stays that includes stipulations about the duration of the conference, distance from the office versus home of participant, and consideration of early start or late finish of the day's events.

#### The original policy:

Paul Mokrzecki MOVED to adopt a travel policy that overnight stays are allowed beyond a 30 mile radius of Greenfield and that board approval is required in advance. Motion seconded by Kathy Hammock. The vote was unanimous.

#### The revised policy:

Overnight stays will be limited to circumstances where the location is in excess of 30 miles from the participant's home, and the start of the event is earlier than 8:00 am, or the conclusion of the event, not including parties or social gatherings, is later than 8:00 pm. Overnight stays are not limited to multiple-day events. Other conditions including weather issues can be acceptable reasons for overnight stays with Board approval. Exceptions may be granted on a case by case basis by Board approval.

On a motion made by M. Stokarski and a second by P. Mokrezecki, the Board voted unanimously to accept the revised policy for allowing overnight stays.

#### Final Audit report of Melanson Heath

Dale Kowacki, Executive Director, presented to the Board the draft final version of Melanson Heath's audit of the system for the year 2013. The Board discussed the audit and requested that an exit audit with Melanson Heath be set up for the November meeting. In addition, the Board requested that exit audits with the full Board be conducted for all audits.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to conduct exit audits with the full Board for all audits.

#### Staff Evaluations to December?

Our policy states, "A written performance evaluation of each employee will be completed annually between November 1st and November 30th . . .".

However, for a number of reasons November is a busy month, and so it makes sense to move the evaluation process to December.

The Board discussed staff evaluations and agreed to move the process to December. In addition, Sandy and Dale will propose edits to the evaluation process at the November meeting.

#### Cash in lieu of Health Insurance

At the end of the September meeting, the subject of Cash in Lieu of Health Insurance was raised - so staff put together a proposal for the Board to review.

The Board discussed and no action was taken.

See above (2015 Budget) amending the total budget approved.

#### Update on building security

Dale Kowacki, Executive Director reported that there have been no additional security issues over the last month. Dale installed a trail camera in our hall a couple of weeks ago and hasn't captured any pictures of overnight activity. The landlord, Paul Viens, says that he has installed security cameras and

that he has had a plumber in to fix the hot water issue. There is still no hot water. Dale informed the Board that he met with a realtor and is keeping his eyes open for other office options. The Board discussed the building security and office options. The Board agreed that the goal is to stay where we are as long as the security and hot water issues are resolved. In the meantime, Dale is to continue to look for other office options. The Board stated that they would prefer to be tenants over purchasing, but to leave all options open. Additionally, Sandy Hanks the Board Chair has requested to see the location of the security cameras installed by the landlord, Paul Viens.

#### County Agencies all in one building

Dale Kowacki, Executive Director, reported that while looking into office options, he had a string of conversations with other agencies, and as it turns out they are all thinking about their next move and like the idea of locating together in one “county services” hub.

Dale asked, “Is it okay with the Board if I push this idea along to see where it leads?”

Dale imagines a joint task force, pursuit of grant funding, maybe the Retirement System is the owners and lease to the others – maybe not. There’s been mention of the Lunt properties.

The Board members discussed the idea of county agencies all being in one building, and were clear that the System should not act as landlords. At this time the Board is not strongly interested in this option, but will allow Dale to remain active in the conversation and sit on any Committee that may form.

#### New Business:

##### Disability Medical Panel report – Robert Spaulding

In January, the Board, based on Michael Sacco’s recommendation was poised and ready to deny a disability retirement for Robert Spaulding, but during the meeting Robert made an assertion that Dr. Yablon didn’t perform an actual examination, so the Board allowed the two attorneys to appeal to PERAC under the theory that perhaps the whole thing was flawed and that was grounds for a new medical panel. PERAC’s reply on October 20, 2014 said no, and that the original medical panel’s opinion stands. Michael Sacco’s opinion in response backs away from his original recommendation, and now he believes an appeal is not likely to resolve in the Board’s favor, therefore awarding of the disability retirement to Robert is the wisest option.

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to accept the opinion of Attorney Michael Sacco and approve the Accidental Disability Retirement allowance for Robert Spaulding.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

SEPTEMBER 24, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Mary Stokarski and David Gendron present. Also present was Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on August 27, 2014.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$679,172.14	
Refunds	8,164.90	
FRCOG Transfer to State Board	1,912,467.64	
Invoices		419,201.34
Operating	31,138.34	
Investments	0.00	
Appropriation Returned to FRCOG		388,063.00
For a total of:		\$3,019,006.02

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by M. Stokarski, the Board, voted unanimously to transfer \$550,000 from O'Shaughnessy to Unibank to cover September warrants and \$724,000 from PRIT Core Fund to Unibank to cover October warrants.

#### Membership

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Cabezas, Lynn	08/27/2014	100%	FRN	Instructional Assistant
Dean, Eric	08/11/2014	100%	MOH	Maintenance
Dowd, Rachel	08/27/2014	90%	PNR	Library Paraprofessional
Drumgool, Timothy	09/01/2014	100%	DER	EMT - Basic
Flynn, Mary	08/25/2014	70%	NSW	Paraprofessional
Hicks, Jacqueline	08/27/2014	90%	PNR	SPED Paraprofessional
Hodges, David	08/13/2014	100%	BUC	Laborer

Humphries, Mary	08/27/2014	90%	PNR	SPED Paraprofessional
Kratz, Meghan	09/08/2014	90%	PNR	SPED Paraprofessional
		90%		Classroom
Kruczkowski, Stacy	08/27/2014		PNR	Paraprofessional
Kusmaul, Alia	09/01/2014	100%	DER	EMT - Basic
		100%		Secretary/Attendance
Lemelin, Catherine	08/14/2014		MOH	Clerk
Leno, Betty	08/27/2014	90%	PNR	SPED Paraprofessional
Nail, Tammy	08/13/2014	100%	MHR	SPED Paraprofessional
Skiffington, Sarah	08/27/2014	70%	PNR	SPED Paraprofessional
Thompson, Kevin	08/27/2014	100%	FRN	Instructional Assistant
		100%		Leased Housing
White, Amanda	08/18/2014		FCH	Representative

#### Existing Members

		80%		LPN/Instructional
McMillen, Judith	08/27/2014		FRN	Assistant
Muszynski, Anthony	09/01/2014	100%	DER	EMT
Sibley, Lynn	08/12/2014	45%	SHB	Treasurer

#### New Retirees:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following retirements:

March, Mary Ellen – The retirement package has been submitted to PERAC to retire Mary Ellen March for a Superannuation Option B benefit. Her last day of work was July 31, 2014 and her first day of benefit will be August 1, 2014. Ms. March was a group 1 member working as a secretary in the Mohawk Trail Regional School District, accruing 27 years of service.

Rohrs, David – The retirement package has been submitted to PERAC to retire David Rohrs for a Superannuation Option C benefit. His last day of work was May 5, 2014 and his first day of benefit will be June 19, 2014. Mr. Rohrs was a group 1 member, serving as an Assessor for the Town of Deerfield, accruing 15 years of creditable service. He also purchased his Active Duty Military time for an additional 4 years. Total creditable service is 19 years.

Wasielewski, Karen – The retirement package has been submitted to PERAC to retire Karen Wasielewski for a Superannuation Option B benefit. Her last day of work was 6/28/2002 and her first day of benefit will be 6/20/2014. Ms. Wasielewski was a group 1 member working for the Franklin Regional Housing and Redevelopment Authority, accruing 11 years, 4 months of creditable service.

#### Buybacks and Makeups:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

#### Accept Liability for Buybacks and Makeups Through Other Systems:

Pease, Tammy – member with the Pittsfield Retirement Board (PRB). PRB has asked for a transfer of Ms. Pease's funds to their Board. In preparing the transfer it was recognized that Ms. Pease had a break in her service in 2007 and received a refund of her accumulated deductions in June, 2011. She was rehired by Sunderland in 2012. The refunded deductions, if she chooses to redeposit, will be paid to PRB. Total refund was for \$4,853.31 which included \$4,016.38 in deductions and \$836.93 in interest calculated at the rate of 3%. FRRS will accept liability for 4 years, 1 month, 11 days creditable service.

Pelis, Susan – member of MTRS, has requested information on a refund of accumulated deductions taken in August 1995. Service was in Shutesbury as a teacher's aide for the 1988-1989 school year. Allowable service in this period was actual hours worked with the stipulation that full time (7.5 hour days) seasonal work of at least 7 months was granted one full year of service. Although the signed employment agreement for Ms. Pelis indicates 7.5 hours per day for 182 days at a rate of \$6.99 p/h for a total annual salary of \$9,541.35, the deduction record shows earnings of \$7,402.25. Deductions were received consistently between September 1988 and June 1989. Payroll records have not been found. If it is assumed that the 182 days of the contract were fulfilled, however, the daily hours are calculated to be approximately 5.8 hours per day, thereby indicating prorated service. Should Ms. Pelis choose to re-deposit this service, payment would be made to MTRS. Allowable creditable service that FRRS will accept for liability is 6 months, 16 days of prorated service.

Buybacks and Makeups through this system:

Ormond, Richard – current member in the Town of Shelburne, Mr. Ormond took a refund of his accumulated deductions on 11/30/1997 for service performed in Shelburne between 4/23/1990 and 1/9/1997. The refund included \$11,763.10 in deductions and \$630.95 in interest for a total of \$12,394.05. The cost of the buyback is calculated using the full actuarial rate of 7.875% for interest. The total amount is \$44,433.32 if paid by September 30, 2014 otherwise interest will continue to accrue as allowed by law. Allowable service is 6 years, 8 months, 17 days.

Military Buybacks:

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the following military buybacks:

Dufresne, Jr., Walter – current member of the Mohawk Trail Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 3 years. The total cost of his buyback, based on 10% of his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$10,802.81(10% times 3 years) if paid by October 31, 2014 otherwise interest will accrue as allowed by law. (1st year salary was \$36,009.38.)

Deaths:

Barber, Nellie – Option B retiree since 06/30/1986, Mrs. Barber was a cafeteria worker at Pioneer Valley Regional School, accruing 28 years, 6 months of creditable service. DOD was 09/07/2014 at the age of 94. No annuity balance remains.

Bolduc, Marion - Option A retiree since 06/30/1989, Mrs. Bolduc retired as the cafeteria manager at Buckland-Shelburne Regional School, accruing 20 years, 6 months of creditable service. DOD was 08/31/2014 at the age of 95.

Calcari, Harold Sr. – Option A retiree since 11/01/1995, Mr. Calcari was head custodian at the Butterfield School, accruing 10 years, 7 months of creditable service. DOD was 9/15/2014 at the age of 84.

Zaik, Chester – Option C retiree since 06/30/1989, who popped-up to Option A on 07/13/1999, Mr. Zaik worked as an assistant assessor for Easthampton from 1967 – 1984 and as an assessor consultant for Franklin County from 1984 – 1989, accruing 23 years of creditable service. DOD was 08/25/2014 at the age of 93.

General Business:

Proposal to add Auditor position to staff

The job description and the title of the position were reviewed by the Board as well as the placement of the position on the salary scale. All agreed that the position will be beneficial to the Retirement System

as well as cost effective by insuring accuracy and the shift of the tasks will allow the Executive Director to focus on system improvements and outreach with the treasurers. Dale proposed offering the Auditor position to Deb Frenzoz and the Member Service Accountant position to Patty Leveille, and then conduct a search for the Administrative Assistant position.

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to place the Auditor position at Grade 11 on the salary scale.

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to offer the position of Auditor to Deb Frenzoz with a starting salary at the mid-range, and the Member Service Accountant position to Patty Leveille at the starting salary level, and to advertise for the position of Administrative Assistant.

#### 2015 Draft Proposed Budget

The budget was presented to the Board after the discussion about adding a position so the following changes were suggested.

review options for purchase of a computer and desk space for the new position from unused funds in the 2014 budget (instead of funding in 2015)

adjust salary lines to reflect the proposed staff changes as well as a new position

#### Cash in lieu of Health Insurance

In the course of discussion of the budget, the Board expressed an interest in offering cash in lieu of insurance to employees that subscribe elsewhere for health insurance. Dale requested of Susan that she resurrect the previous proposal from a number of years ago and present an updated version to the Board at its November or December meetings.

#### Update on FRCOG Transfer

The Board was presented with, and signed the warrant earlier in the meeting. A total of 40 accounts will be transferred to the State Board of Retirement effective 9/30/2014. Checks, letters of liability acceptance and various documents from individual files are expected to be mailed the first week of October. All service liability for these employees ended effective 6/30/2014.

#### Discussion of PERAC forum on GASB 67 & 68 Implementation

Dale gave the highlights of the information presented at the PERAC Emerging Issues Forum on September 11, 2014. GASB 67 requires the Actuarial Valuation to be reviewed and certified by an Audit and GASB 68 refers to the responsibility of the town/district treasurers to report their share of the unfunded liability. The Melanson Heath accounting firm presented at the forum and opines that complying with GASB 67 will require an annual audit by a CPA firm. The implementation procedures for GASB 67 and 68 are as yet undetermined, but Dale is hoping it will suffice to have audits done less frequently and save the added expense. There is also some guessing by other systems that the auditors of individual towns will have to do an additional audit of our audit, but Dale believes that a simple review of our auditor's work will suffice in the towns' audits, and he finds support for that belief in the Melanson Heath presentation.

#### Policy on distance from office for allowing overnight stays

Upon review of past minutes Dale found one vote regarding hotel expenses for conference attendees. At the May 2000 Board meeting a motion was made and approved for a travel policy allowing an overnight stay if a conference attendee was traveling beyond a 30 mile radius of Greenfield. The Board would like to update this policy and asked Dale to present a revised policy at the next meeting that includes stipulations about the duration of the conference, distance from the office versus home of participant, and consideration of early start or late finish of the day's events.

#### Update on building security

Dale presented the landlord, Paul Viens, with a letter describing his and the Board's concerns regarding building security. Mr. Viens shared his recent activity to address these concerns including the non-renewal of one tenant's lease, installing security cameras, and discussing security policy and procedure with other tenants to insure that the building is locked after use during non-typical work hours. The Board commended the letter and asked that a report on security updates be part of the future meetings.

Disability Medical Panel report – William Arsenault

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to accept the opinion of Attorney Michael Sacco and approve the Accidental Disability Retirement allowance for William Arsenault.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

AUGUST 27, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, David Gendron and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki. Greg McNeillie, Chuck Schmidt, Matt Drasser and Katy Galford all joined the meeting at their scheduled times.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on June 25, 2014.

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on July 30, 2014.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$686,871.58	
Refunds	72,205.45	
Transfers	299.62	
Invoices		30,642.69
Operating	30,642.69	
Investments	0.00	
3(8)(c)s	0.00	
For a total of:		\$790,019.34

Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by M. Stokarski, the Board, voted unanimously to transfer \$2,000,000 from PRIT Core Fund to Unibank at the end of September to cover next month’s warrants.

## Membership

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

### New Members

#### New Members

Couture, Meghan	04/28/2014	80%	FRN	Instructional Assistant
Galvin, Jessica	08/25/2014	100%	ERV	Paraprofessional
Golden, Nicole	08/25/2014	100%	STB	Paraprofessional
Hesse, Kristin	08/25/2014	100%	MHR	SPED Paraprofessional
LaValley, Dody	07/21/2014	100%	FRT	Customer Call Rep
Malloy, Sara	08/25/2014	100%	MOH	Speech Assistant
		100%		Network Technician
Morin, Nicholas	08/11/2014		MHR	Integration Spec.
		100%		School Committee
Powell, Irissa	07/01/2014		MOH	Secretary
Rogers, Joshua	08/11/2014	100%	MHR	Help Desk

#### Existing Members

Armakovitch, Samantha	08/07/2014	100%	COL	Highway Department
Jacobson-Carroll, Elizabeth		35%		Asst. to Town Administrator
	07/17/2014		CON	
Shippee, Kenneth	08/04/2014	100%	ROW	Highway Department

### New Retirees:

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following retirements:

Cameron, Jean – the retirement package has been submitted to PERAC to retire Jean Cameron for a Superannuation Option B benefit. Her last day of work was 6/30/2014 and her first day of benefit will be 7/1/2014. Ms. Cameron was a group 1 member working as an aide in the Mahar Regional School District, accruing 23 years, 2 months of creditable service.

Chappell, Donald – the retirement package has been submitted to PERAC to retire Donald Chappell for a Superannuation Option B benefit. His last day of work was July 4, 2014 and his first day of benefit will be 7/5/2014. Mr. Chappell was a group 1 member working for the Town of Deerfield as the Chief Operator of the Wastewater Treatment Department, accruing 32 years, 11 months of service. The State Board of Retirement holds liability for 2 years, 10 months, 7 days of his total service.

Meuse, Sarah – the retirement package has been submitted to PERAC to retire Sarah Meuse for a Superannuation Option B benefit. Her last day of work was June 30, 2014 and her first day of benefit will be 7/1/2014. Ms. Meuse was a group 1 member working for the Town of Erving Elementary School as a teacher's aide, accruing 25 years, 7 months of creditable service.

Taylor, James – the retirement package has been submitted to PERAC to retire James Taylor for a Superannuation Option C benefit. His last day of work was June 30, 2014 and his first day of benefit will be 7/1/2014. Mr. Taylor was a group 1 member working for the Town of Rowe as Highway Superintendent, accruing 36 years, 9 months of creditable service.

### Buybacks and Makeups:



On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

David A Rohrs –member with the Town of Deerfield, applied for retirement benefits effective 6/20/2013, and upon review it was discovered that deductions from his earnings were stopped pre-maturely in May 2010. As of 1/1/09, any member earning less than \$5000 annually does accrue creditable service. If a member was in the middle of an elected term of office, the service was allowed to accrue until the end of the current term but no later than 6/30/12. Mr. Rohrs contributions should have continued until his term ended in May 2012. Cost of the purchase is for deductions only as it was administrative error. Deductions on earnings of \$4,229.10 are \$380.62 for 1 year 11 months of service. Payment must be made immediately.

Karen Wasielewski – inactive member from the Franklin Regional Housing and Redevelopment Authority began employment on 2/25/1991 in a membership eligible position but deductions did not start until 6/16/1991. Purchasable service time is 3 months, 22 days at a cost of deductions only for \$443.03. Ms. Wasielewski has submitted an application for retirement effective 6/20/2014. This omitted service was discovered upon verification of her record in preparation for the retirement benefit calculation.

#### Deaths:

Elmer, Herman - Option B retiree since 05/31/1988, Mr. Elmer worked as a custodian at the Franklin County Court House, accruing 17 years, 1 month of creditable service. DOD was 08/16/2014 at the age of 91.

Hardy, Caroline – Option C retiree since 10/31/1989, Mrs. Hardy worked as a nurse for the Mahar Regional School District, accruing 11 years, 1 month of creditable service. DOD was 08/18/2014 at the age of 86. Her husband, Lawrence, is her Option C beneficiary.

Bourassa, Doris – Option C beneficiary of Harry Bourassa died 08/17/2014. Mr. Bourassa will pop-up to an Option A monthly benefit. Mr. Bourassa retired on 1/4/1997 from the Town of Buckland Highway Department.

#### General Business:

12(2)(d) benefit for the surviving spouse of member

Katalin Bonnett, an active member working in the Pioneer Regional School District, passed away on July 1, 2014. Her husband Larry submitted the appropriate paperwork for a 12(2)(d) survivor benefit and has been deemed eligible for such benefit by staff.

The parameters for eligibility of the benefit are:

Minimum two years of creditable service

Ms. Bonnett had 29 years

The member has been married to spouse for at least one year.

The Bonnetts were married in 1972

The survivor benefit is equal to the member's Option C calculated benefit or \$6000, whichever is greater. In this case, it is the Option C benefit.

On a motion made by D. Gendron and second by P. Light, the Board approved that this benefit calculation be forwarded to PERAC.

#### Staff COLA for 2015

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year

to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board unanimously voted to grant a 1.41% increase to the base salaries of staff beginning January 1, 2015.

#### Schedule Advisory Council annual meeting

The Board was presented statistics from last year's annual Advisory Council meeting with the suggestion that we do the same this year. The Board agreed to a luncheon meeting at the Franklin County Technical School – Apprentice Restaurant beginning at 11:30 AM – date to be determined, with Treasurers and their staff invited and “paid for”, while “social guests” (spouses, friends, other unit officials) will be required to pay their own way.

#### Status report on transferred service credit review

The Board was presented with information to consider if staff should be instructed to review all the files of members transferred to other systems for accuracy and then process revised liability acceptance letters to all affected boards.

Files were drawn from 1 cabinet with 5 drawers. - 46 files were reviewed for service. Of the 46:

17 transferees appear to be correct

17 transferees appear to have service greater than allowable per the supplemental regulations (for a total of 6 years, 11 months)

8 transferees appear to have less than allowable service per the supplemental regulations (for a total of 13 years, 2 months of service withheld, less 10 years of dual service)

4 transferees do not have enough information in the file to make a determination

A good faith estimate indicated that the Retirement System might save as much as \$15,000 over 20 years in regards to the files pulled from this one file cabinet, which would conversely result in a possible net reduction in member benefits of \$22,000 over 20 years. There are four more file cabinets to process, which might take as much as 150 hours staff time to complete each cabinet.

Based on the above information, the Board was in agreement that the project should continue.

#### Results of Assessments Payments

Executive Director Dale Kowacki reported that every unit has paid its assessment reasonably on-time. Seven or eight of them needed a reminder in late July. One is asking for leniency for not making their payment until mid-August. Four units are paying in 2 halves; one is paying its usual quarterly payments; and thirty-four units paid the full amount and took the discount. As of the middle of August we collected \$5,068,598. The remaining amounts total \$737,622. In July we transferred \$3.8 million to investments.

#### FRCOG Transfer

Executive Director Dale Kowacki reported that the system averted a \$1.2 million dollar expense when the legislation to transfer the FRCOG to State Retirement was amended to remove an offending phrase. Now, staff are processing the paperwork to effect the transfer, which is expected to occur at the end of September, and draw about \$2 million from system accounts.

Also, because the legislation didn't pass until after the start of the fiscal year, FRCOG collected its assessment from the towns, and paid it to the retirement system. Staff are discussing options with the FRCOG as to whether or not the system would refund the \$388,000 to the FRCOG. The alternative is to leave it invested with the system to let it grow and help fund future assessments. The FRCOG will decide what they want to do and then make a proposal. An additional consideration is that the State might still successfully bill the FRCOG for some kind of cost during this fiscal year. That would make it more compelling to return it to the FRCOG and/or towns so they could use it to pay the State. Staff expects to know more about FRCOG's thoughts by the September meeting of the Retirement Board.

#### Quarterly Investment managers

##### Investment Consultant – Dahab Associates

At 8:47am, Greg McNeillie, Consultant, Dahab Associates joined the meeting to discuss results for the quarter ended June 30, 2014.

##### Mid Cap Manager - Seizert Capital Partners

At 9:17am, Charles “Chuck” Schmidt, Chief Operating Officer, Seizert Capital Partners, joined the meeting and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, including a review of the investment manager’s relative performance, a review of the system’s investments, key personnel staffing changes, and a report on the investment manager’s current investment outlook or forecast as well as a strategy for the future. From the discussion and the provided materials, the Board was able to make a favorable determination that the manager continues to operate in the manner represented when retained and outlined in the agreement between the board and the investment manager.

##### Seizert ownership change

With both Chuck Schmidt, and Greg McNeillie in the meeting, they explained the two levels of ownership change for Seizert. Seizert informed the Board in a letter dated August 6, 2014, that one of its minority owners, Northern Lights Capital Partners LLC, was going to acquire a majority ownership interest in Seizert, while simultaneously combining its business with an Australian corporation, Treasury Group Ltd. Chuck reported that the ownership change will not change operations or focus at Seizert. Greg advised the Board that the ownership change does not effect the Board’s agreement with Seizert, and therefore there is no further action needed but to sign the letter of acknowledgement and return it to Seizert.

##### Mid Cap five-year search

It was discussed briefly that state law requires we do a new search for each manager at least every five years. We have scheduled ourselves to do one each year - this year it is the mid cap manager. Dale commented that we are pleased with Seizert as our mid cap manager, and would be just as pleased to continue, but of course, we will have to see how they stack up against the competition. Dale shared Chuck’s comments in the materials provided the Board:

“I think it is a good practice to evaluate and review alternatives for investment management firms. We certainly enjoy our relationship with Franklin Regional and we look forward to a thorough review of our services and performance. Hopefully, we will make the grade so we can continue to work with the retirement system.”

Dahab Associates will handle the search. It will start in September, then Dahab will report to us at the end of November, and if warranted, we will interview managers in January. Seizert will have to submit a new proposal to be included.

##### Bond Manager – Income Research & Management (9:30 am)

At 9:36am, Matt Drasser, Assistant Vice President, and Katy Galford, Analyst, Income Research & Management, joined the meeting and as required by law, provided, and the Board reviewed in depth, a comprehensive written quarterly report of investment performance, including a review of the investment manager’s relative performance, a review of the system’s investments, key personnel staffing changes, and a report on the investment manager’s current investment outlook or forecast as well as a strategy for the future. From the discussion and the provided materials, the Board was able to make a favorable determination that the manager continues to operate in the manner represented when retained and outlined in the agreement between the board and the investment manager.

##### Investment Consultant – Dahab Associates

At 9:37am, Greg McNeillie, Consultant, Dahab Associates returned to the table to discuss these remaining topics:

### Proposal to change PRIT %

At the February 26, 2014 meeting, the Board asked Greg to present a proposal in May reducing PRIT Core by 5% as a way to mitigate the PRIM Board's changes to its asset allocation, and make suggestions as to where the 5% reduction would be reallocated. Two ideas mentioned were the PRIT Real Estate fund, or finding an International Equity Manager. Greg provided the Board with a spreadsheet diagramming two suggestions to reduce the percentage to the Core Fund, and transfer the funds to the Real Estate, and the International Equity funds (of PRIT). One suggestion is to reduce the Core Fund percentage to 50%, the other suggestion is 45%. (The spreadsheet is attached to these minutes as Addendum A.)

On a motion made by D. Gendron and second by P. Mokrzecki, the Board unanimously voted to reduce the allocation to the PRIT Core fund to 45%, increase the allocation to the PRIT Real Estate Fund to 10%, and initiate a 5% allocation to the PRIT International Equity Fund, by transferring \$5,800,000 from the Core Fund to the Real Estate Fund, and \$5,800,000 to the International Equity Fund.

### PRIT performance since Chapter 68 of 2007

As per Michael Sacco's suggestion, Greg was asked to comment on PRIT's performance over the last five years, and the implications regarding the implementation of the requirement that underperforming systems be forced into PRIT. Here is the most pertinent section of the law:

(c<sup>1/2</sup>) "The commission shall annually review the investment performance and funded ratio of all systems using data compiled as of January 1 of the year in which the review occurs. If on or before July 1 the funded ratio data as of January 1 is not available, the most recent data shall be used. A system found by the commission to have a funded ratio of less than 65 per cent and an average rate of return during the previous 10 years that is at least 2 percentage points less than that of the PRIT Fund rate of return over the same period shall be declared underperforming by the commission. The commission shall notify, in writing, any system deemed to be underperforming pursuant to this paragraph that it shall transfer ownership and control of all of its assets to the PRIM board."

Greg pointed out that Michael's suggestion pertained to systems that volunteered to transfer 100% to the PRIT in 2007. FRRS was not one of them, therefore, Michael's concern doesn't apply.

### Investment reallocations

After having transferred \$3,800,000 cash to the PRIT Core Fund in July it was expected that the investments would have to be adjusted to get back to allocation percentages, however, with the change in the percentage allocation to the PRIT Core, allocations were close to targets, so no adjustment was made.

### GASB 67 & 68 considerations

Dale stated that when he met with Melanson and Heath, they expressed their belief that the "Money Weighted Rate of Return" piece of the impending implementation of the new GASB requirements would best be determined by our investment consultant. Dale had asked Greg to be prepared to discuss it at this meeting. Greg stated that he discussed it with his people and they agreed that it would be no problem for Dahab to do the calculations and provide the report.

### 2015 Draft Proposed Budget

The first draft of the 2015 budget for the system was presented to the Board.

On a motion made by D. Gendron and second by P. Light, the Board unanimously voted to increase the Board Chair salary to \$8,000, and ask the Advisory Council to approve an increase in the Board Member salaries to \$4,500, beginning January 1, 2015.

### Proposal to add Auditor position to staff

Executive Director Dale Kowacki presented a proposal to the Board to add a position of Auditor to staff. Additional work required by the various pension reforms each year since 2009, has filled staff's time and hampered any attempts to initiate improvements in system processes.

The Board members expressed strong support for the addition, but did ask if reallocating duties amongst the staff might free up time to implement improvements without having to add a position. It was also asked if any of the current staff were interested in the position.

Dale will draft a job description, transition plan, and survey staff, to bring to the September 2014 Board meeting.

Possible search for new office space

Executive Director Dale Kowacki reported that there were two different people sleeping in the building last month on the day of the Board meeting – one on the back stairs (chased them out), and one in the hall next to our office (couldn't wake him – had to call the police). Staff also reported they had to step over someone (a huge someone) sprawled on the first landing inside the front entrance. The same thing happened a few years ago.

The landlord says it's to be expected. Try as he might, he says it still happens, although he thinks it's better than it was.

It's unacceptable to take risks with staff's safety. Here is a list of alternatives:

Move

Buy

Lease

Hire someone to come in at 7:00 am and clear the building

Dale would come in early and clear the building

Change the office hours to 9 to 5

Provide pepper spray to staff

Communicate with other people in the building

Talk with the landlord

Do nothing

Dale has started to check with some of the local landlords to see what is available. He has been talking with the landlord, and his plan remains the same – he comes through the building at 11:00 pm and checks all the doors. Dale comes in early some days, but can't consistently.

The Board expressed concern, was supportive of correcting the situation, and stated that safety is a priority. It was also stated that this was to be expected, given the public nature of the building, and it was asked to what level staff were concerned.

It was agreed that the conversation should be continued, and in the meantime Dale would survey staff as to their feelings on the matter. Dale will send a letter to the landlord requesting the problem be fixed immediately and suggesting we might make a change when the lease renews in August 2015.

New Business:

September 18, 2014 PERAC Forum

Dale and Paula had already registered, Mary and Sandy asked Dale to register them, and the four discussed travel plans to the September 18, 2014 PERAC forum for Board members to be held at Holy Cross in Worcester, MA.

October 6-8, 2014 MACRS conference

Paul, Mary, and Sandy expressed an interest in attending the upcoming Fall MACRS conference in Springfield, pending receipt of an agenda. Sandy inquired about staying overnight. David and Paul remember Board policy that limits overnight stays to a certain number of miles. Dale will research the policy and report back. Dale will forward the agenda once received and then register those that want to attend.

PERAC Audit Draft

Copies of the draft PERAC audit report for the years 2010 – 2012 was emailed to the Board members prior to the meeting along with a copy of the approved responses from the March 2014 Board meeting. As the findings had not changed from those listed at the March meeting, the approved responses were incorporated in a letter for Sandy to sign, that would then be mailed to PERAC.

**Franklin Regional Retirement System**

**Greg McNeillie's proposals (2) as to how to adjust the PRIT Core Fund Allocation to adjust to PRIM's change to it's allocation.**

See section 9-1 of the August 27, 2014 meeting agenda.

<b>PRIT Fund</b>	<b>100.0%</b>	<b>50.0%</b>	<b>45.0%</b>	50% PRIT Allocation		
Dom. Equity	19.2%	9.6%	8.6%	<b>Franklin RRS Total</b>	<b>100.0%</b>	<b>Target</b>
Int'l Equity	17.3%	8.7%	7.8%	Domestic Equity	36.6%	40%
E.M. Int'l Equity	7.1%	3.6%	3.2%	Int'l Equity	14.7%	15%
Core Fixed	14.0%	7.0%	6.3%	Fixed Income	23.2%	25%
Value Added Fixed	6.3%	3.2%	2.8%	Real Estate	11.8%	10%
Real Estate	8.5%	4.3%	3.8%	Timber/Nat. Res.	2.0%	2.5%
Alternatives/PE	14.5%	7.3%	6.5%	Alternatives/VC	7.3%	5%
Timber/Natural Res.	4.0%	2.0%	1.8%	Hedge Funds	4.6%	2.5%
Hedge Funds	9.1%	4.6%	4.1%			100%

	Current Target	Proposed Target w/ New PRIT Allocation	Proposed Target w/ New PRIT Allocation	45% PRIT Allocation		
<b>Domestic Equity</b>				<b>Franklin RRS Total</b>	<b>100.0%</b>	<b>Target</b>
Polen LCG	6%	6%	6%	Domestic Equity	35.6%	35%
O'Shaughnessy LCV	6%	6%	6%	Int'l Equity	16.0%	15%
Seizert MCC	5%	5%	5%	Fixed Income	22.1%	25%
Systematic SCC	5%	5%	5%	Real Estate	13.8%	14%
Daruma SCC	5%	5%	5%	Timber/Nat. Res.	1.8%	2%
<b>Fixed Income</b>				Alternatives/VC	6.5%	5%
IR&M	13%	13%	13%	Hedge Funds	4.1%	4.0%
<b>International Equity</b>						100.00%
PRIT Fund IE	0%	2.5%	5.0%			
<b>Real Estate</b>						
PRIT Fund RE	5%	7.5%	10%			
<b>Diversified Assets</b>						
PRIT Fund	55%	50%	45%			
	100%	100%	100%			

# 45%, 5%, 10%

	Target		Actual			over/(under)
	Allocation	Dollars	Dollars*		Allocation	
PRIT	45.0%	53,093,154.52	69,383,967.22	(13,600,000)	47.3%	2,690,812.70
PRIT International	5.0%	5,899,239.39	-	5,800,000	4.9%	(99,239.39)
PRIT Real Estate	10.0%	11,798,478.78	5,923,083.51	5,800,000	9.9%	(75,395.27)
Prudential	0.0%	-	92.76		0.0%	92.76
O'Shaughnessy	6.0%	7,079,087.27	7,435,496.94		6.3%	356,409.67
Polen	6.0%	7,079,087.27	7,290,785.05		6.2%	211,697.78
Seizert	5.0%	5,899,239.39	5,917,645.33		5.0%	18,405.94
Daruma	5.0%	5,899,239.39	5,421,338.00		4.6%	(477,901.39)
Systematic	5.0%	5,899,239.39	5,713,862.85		4.8%	(185,376.54)
IR&M	13.0%	15,338,022.42	12,433,610.90		10.5%	(2,904,411.52)
Cash	0.0%	-	464,905.27		0.4%	464,905.27
	<b>Total (investment) assets:</b>	<b>119,984,787.83</b>		<b>(2,000,000)</b>	This \$200k will be transferred to cash at the end of September.	

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JULY 30, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz. Linda Bournival joined the meeting at 8:30 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

### Review and Acceptance of Meeting Minutes

A majority of the Board Members that were present at the June 25, 2014 meeting were not available at the present meeting to vote approval of the minutes, so the minutes of the June 25, 2014 meeting will be presented again at the next Board Meeting.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$666,833.66	
Refunds	11,416.59	
Transfers	107,111.99	
Invoices		145,223.70
Operating	59,683.40	
Investments	85,540.30	
3(8)(c)s	0.00	
For a total of:		\$930,585.94

Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$3,800,000 from Unibank to PRIT Core Fund as a result of excess cash from assessment payments.

Membership

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

New Members

New Members

Benoit, Gary	06/16/2014	100%	DER	Wastewater Operator
Boucher, Catia	02/24/2014	100%	OGE	Special Needs Aide
Campbell, Daniel	07/01/2014	90%	NTD	Asst. Town Clerk
Chandler, Wilma	05/14/2014	100%	MOH	SPED Aide
Holmes, Kevin	07/16/2014	100%	MOH	Custodian
LaMotte, Kirsten	08/25/2014	90%	NSW	Teacher Aide
		50%		Transfer Station
Louison, Jacob	05/28/2014		BER	Attendant/Laborer
McGowan, Kenneth	06/23/2014	100%	DER	Wastewater Operator
Powell, Russell	02/17/2014	100%	OGE	1 on 1 Aide
Wilder, Diane	07/01/2014	100%	ASH	Chief of Police

Existing Member

Murray, Donald	07/01/2014	100%	MHR	Senior Night Custodian
----------------	------------	------	-----	------------------------

Buybacks and Makeups:

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following buybacks:

Deborah Parzych – former member with the County dispatch, and Gill Fire, now working in Adams, has requested a buyback of a refund taken from this system in April 1997. Hire date was 8/5/1993 and she resigned on 11/15/1996. Payroll records indicate service liability for this board to be 3 years, 3 months 11 days if deductions are re-deposited with Adams Retirement Board. Total deductions refunded were \$5,602.41 and interest of \$212.87.

Robin Hartnett – current member in the Town of Colrain has requested a make-up of non-membership service prior to her enrollment in the system. Initial hire date was 11/3/2011 for 10 hours per week. Payroll records have been provided for all earnings through the start of deductions to this system as of



5/12/2012. Cost of the purchase if paid in full by 8/31/2014 is \$500.08 otherwise interest will accrue as allowed by law. Allowable service is actual hours worked for 1 month, 28 days.

Patrick Merrigan – current member in the Town of Erving, Mr. Merrigan had prior non-membership service in Buckland and Deerfield. Payroll records have been obtained to determine a service purchase cost of \$1,861.51 for creditable service of actual hours worked equal to 7 months, 21 days.

#### 4(2)(b) Police and Fire Service Credit:

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credits:

John Paciorek Jr. - current member in the Town of Deerfield has requested 4(2)(b) service approval for the period between 9/1/1993 and 7/2/1994. He was on the Auxiliary Police list for the Town of Sunderland from 7/1/1993 until his appointment as a part-time police officer on 6/10/1996 however he was made a member and has regular full-time service beginning 7/3/1994, and he has service credit from 7/1/1993 to 8/31/1993. Creditable service available for purchase is 10 months, 2 days at a cost of \$343.01 if paid by 8/31/2014 otherwise interest will accrue as allowed by law.

Dennis Patterson - current member with the South Deerfield Fire Department has requested an adjustment to his prior purchase of call fire service to reflect the full allowance of up to five years for 4(2)(b) service. The purchase for service between May 1982 and September 1995 was approved for actual hours worked and totaled 4 months, 26 days. Adjusted for 4(2)(b) service would allow 5 years between 5/1/1982 and 4/30/1987 at an additional cost of \$1,753.41 if paid by 8/31/2014 and a reduction of the prior approval to 3 months, 29 days.

#### Deaths:

Seaholm, Robert 'Eric' - option C retiree since 10/30/1998, Mr. Seaholm worked in maintenance at UMass from 1972 -1995, was a part-time police officer for Deerfield from 1984 -1998 and was a full time police officer in Whately from 1995-1998, accruing 26 years, 9 months of creditable service. DOD was 07/12/2014. His wife, Jeanette, is his Option C beneficiary.

#### General Business:

8:30 a.m. – Linda Bournival, Actuary joined the meeting to present preliminary results of the 1/1/2014 Actuarial Valuation

Ms. Bournival presented preliminary results of the 1/1/2014 Actuarial Valuation. Ms. Bournival discussed her findings, plan provisions, prior assumptions, the impact of the FRCOG going to the State Retirement Board and recommended that the Board lower the investment rate to 7.75%.

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to maintain the 2012 Funding Schedule and lower the investment rate to 7.75%.

#### New Business:

##### Rescind and revoke May Refund warrant

During the bank reconciliation, staff found a \$6.40 discrepancy in the May 28, 2014 refund warrant, so we are returning the May refund warrant to the Board to rescind the original and approve the revised. The original warrant total was \$36,497.61, revised total is \$36,504.01.

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to rescind the original May 28, 2014 refund warrant total of \$36,497.61 and approve the revised refund warrant total of \$36,504.01.

## Office Lighting

Dale Kowacki, Executive Director presented to the Board a proposal on having our office lighting changed from fluorescent to LED through a grant from WMECO (green program). The savings would be \$102 monthly. After a brief discussion the Board members were in agreement to continue with the fluorescent lighting for the office.

## September 18, 2014 PERAC Forum

The members of the Board discussed briefly who was interested in attending the September 18, 2014 PERAC forum for Board members to be held at Holy Cross in Worcester, MA.

## PERAC Audit Finding

The PERAC Audit finding letter with responses will be presented to the Board at the August 27, 2014 board meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JUNE 25, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07 a.m. by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki and Mary Stokarski present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on May 28, 2014

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$655,172.88	
Refunds	69,173.22	
Transfers	43,856.11	
Invoices		42,270.81
Operating	38,076.77	
3(8)(c)s	4,194.04	
For a total of:		\$810,473.02

### Cash Transfer between Investments and bank

No cash transfer is required to cover warrants for next month.

### Membership

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:

New Members

Haynes, Daniel	04/22/2014	100%	MHR	Director of Finance
Mimitz, Wendy	03/26/2014	100%	MOH	Cafeteria Manager

Retirees:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Kaczenski, John – The retirement packet has been submitted to PERAC to retire John Kaczenski for a Superannuation Option A benefit. His last day of work was April 30, 2014 and his retirement benefit will begin on May 1, 2014. Mr. Kaczenski was a group 1 member working as a Waste Water Plant Operator with the Town of Deerfield accruing 11 years, 3 month of creditable service.

Briand, Robin Lyn - The retirement packet has been submitted to PERAC to retire Robin Briand for a Superannuation, Option C retirement allowance. Her last day of work was March 31, 2014 and her retirement benefit will begin on June 6, 2014. Ms. Briand was a group 1 member working as the Financial Officer of the Mahar Regional School District, accruing 26 years, 9 months of creditable service.

Burnham, Elizabeth – The retirement packet has been submitted to PERAC to retire Elizabeth Burnham for a Superannuation, Option A retirement allowance. Her last day of work was March 31, 2014 and her retirement benefit will begin on May 20, 2014. Ms. Burnham was a group 1 member serving as the Librarian to the Public Library in the Town of Shelburne, accruing 21 years, 9 months of creditable service.

Gibson, Leah – The retirement packet has been submitted to PERAC to retire Leah Gibson for a Superannuation, Option B retirement allowance. Her last day of work was May 23, 2014 and her retirement benefit will begin on May 24, 2014. Ms. Gibson was a group 1 member working for the Franklin Regional Council of Governments, accruing 29 years, 8 months of creditable service.

Buybacks and Makeups:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the following makeup:

March, Mary Ellen – current member working in the Mohawk Trail Regional School District has requested a make-up of service for work performed between 09/01/1987 and the start of her deductions on 2/23/1989. A review of employee agreement letters and a social security earnings report show that Ms. March should have been a member in this system based on Supplemental Regulations at the time of service and furthermore that the service would have been converted to a 100% accrual rate in February of 1997 as per Board regulations. Payment for deductions only is \$697.81. Interest will begin to accrue after 7/31/2014 if payment is not made in full.

The Board typically requires payroll records to confirm employment, to accurately determine the cost of the service purchase, and to determine the accrued service should the purchase be for less than full time. This case is out of the ordinary as the Mohawk treasurer is unable to locate the W-2's or payroll records prior to 1/1/1989. The Board voted to allow the service based on the following materials submitted by the member and the Mohawk Trail School District:

The member's social security earnings report that begins in 1987, concurrent with the service requested. Employment agreement letters beginning in 1987

A page from the Mohawk employee database showing a start date of 9/1/1987. Please note that beginning 7/1/1987, membership eligibility was based on minimum earnings of \$2K.

The 1987 letter of employment details the work schedule and indicates an annual salary over \$2000. The Social Security report also shows earnings greater than \$2000 for 1987 alone. The member confirms that her only employment was with the Buckland-Colrain-Shelburne School District. The 1988 employment letter also indicates earnings at a level eligible for employment, further supported by the social security earnings report.

#### General Business:

Dale Kowacki reported on various projects:

GASB 67 & 68 Implementation – The Governmental Accounting Standards Board (“GASB”) issued the above standards, both of which will greatly impact the level and frequency of our audits – it may even be likely that PERAC won’t be able to audit us adequately enough to meet the standards, and we will need to have an independent audit each year. In addition to the additional year’s expense, each audit will cost more (\$3-5k).

Essentially these new standards require that cities and towns include in their financial statements a variety of performance analysis about the retirement liability. That information has to come from us, and it has to be done by the actuary, and, it has to be analyzed and “opined upon” by an auditor. Given that we have 39 units, and it’s likely that at least one of them is going to be audited each year, we will have to be audited as well because the years will have to be the same.

We are waiting for a letter from Melanson Heath regarding the amount increase next year.

#### Report from June 18 Advisory Council meeting

Eleven members of the Council attended the meeting on June 18, 2014. The Council voted to increase the COLA base to \$15,000, affirming the Board’s vote of the same at the January 29, 2014 meeting.

The Council also discussed the pros and cons of changing from a pooled actuarial method to a split method where each unit pays against its own liability balance. After a robust discussion the Council voted to report back to the Board that they wanted to stay as a pooled system and share the liability as one large community. – The Board members agreed they would honor the Council’s wishes and stay a pooled system.

Investment Consultant Annual Review – Understanding that the consultant had extenuating circumstances that prevented the presentation of a proposal to reduce the allocation to PRIT, the Board members acknowledged that performance and results have been good this past year and they are looking forward to being presented the PRIT proposal at the August meeting.

#### Status Report on Transferred Service Credit Review

Samples of transferred files have been pulled from one full file cabinet. Staff will begin to review the files and be able to report the findings to the Board at the July meeting with the expectation of determining whether this project needs to move forward, adjusting previously transferred files or allowing the prior decisions to stand.

#### Status of Daruma conversion

All the paperwork was reviewed by the Law Offices of Michael Sacco with a side letter added to fill the deficiencies. The Chair has signed all the core agreements and Comerica has been instructed to transfer the funds to the custodial bank Daruma uses for the commingled fund. It appears on track for a complete transition as of 7/1/2014.

Richard Turner reimbursement –

This Ordinary Disability Retiree was overpaid in the first allowance payment due to an error in determining his date of retirement. Dale has had communication with the retiree and expects the funds to be returned in full within the week. At this point no further action is required.

Inactive members purchasing service – PERAC has not responded yet to the inquiry.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MAY 28, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz. Greg McNeillie, the Board's investment consultant, joined the meeting at 8:40 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on April 30, 2014

Paul Mokrzecki arrived at 8:06 a.m.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$649,720.19	
Refunds	36,497.61	
Transfers	4,701.51	
Invoices		34,894.21
Operating	30,700.17	
Investments		
3(8)(c)s	4,194.04	
For a total of:		\$725,813.52

Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$450,000 from PRIT Core Fund to Unibank to cover next month's warrants.

Membership

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

## New Members

Burton, Lisa	03/17/2014	100%	MOH	Paraprofessional
Desmarais, Todd	04/30/2014	100%	MOH	Custodian
Merrigan, Patrick	05/08/2014	100%	ERV	Police Officer
Price, Melinda	04/07/2014	100%	FRN	Teaching Assistant

## Retirees:

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Davenport, Linda – The retirement packet has been submitted to PERAC to retire Linda Davenport for a Superannuation Option B benefit. Her last day of work was April 8, 2014 and her benefit will begin on April 9, 2014. Ms. Davenport was a group 1 member working as the Director of Leased Housing with the Franklin County Housing Authority accruing 15 years, 1 month of creditable service.

Leos-Urbel, Amy – The retirement packet has been submitted to PERAC to retire Amy Leos-Urbel on a Superannuation Option C benefit. Her last day of work was February 25, 2000 and her benefit will begin on March 11, 2014. Ms. Leos-Urbel was a group 1 member working for the FRCOG accruing 12 years, 9 months of creditable service. The State Board of Retirement holds liability for 11 months, 19 days of the total service.

Taylor, Matthew – The retirement packet has been submitted to PERAC for the survivor benefit of Matthew Taylor, spouse of deceased member Kristina Taylor. On 4/30/2014 the Board determined that the case met the criteria for a section 12(2)(d) benefit. Upon approval by the Board, the survivor will receive his first benefit payment effective with the May 2014 retiree payroll.

## Buybacks and Makeups:

On a motion made by P. Light and a second by M. Stokarski, the Board voted unanimously to approve the following makeup:

Provost, Lois – current member of MTRS has requested a make-up of service for work performed between 03/27/1989 and 10/12/1992 for the Town of Warwick as an Assessor's Clerk. Ms. Provost should have been a member in this system based on Supplemental Regulations at the time of service. FRRS allowable creditable service is actual hours worked of 11 months, 10 days. Cost will be determined by MTRS.

## 4(2)(b) Police and Fire Service Credit:

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the following 4(2)(b) Police and Fire Service Credit:

Christopher Blair –

Rescind this from April:

“Current member through the Town of Erving, requests creditable service through c.32, §4(2)(b) for service between 10/21/1996 and 6/10/1999. Total service is 2 years, 7 months, 20 days at a cost of \$1,941.17 if paid by 5/31/2014. Cost of the service is based on deductions for earnings based on the minimum \$5000 (pro-rated) for 3 years and regular earnings for the final year as it was greater than \$5K.”

Replace with this:

Current member through the Town of Erving, requests creditable service through c.32, §4(2)(b) for service between 10/21/1996 and 1/2/1999. Total service is 2 years, 2 months, 12 days at a cost of \$960.87 if paid by 6/30/2014. Cost of the service is based on deductions for earnings based on the minimum \$5000 (pro-rated) or regular earnings whichever was greater.

And, a make-up of time for service rendered between 1/3/1999, his full-time start date, and the start of his deductions on 6/7/99. Total service is 5 months, 4 days at a cost of \$930.59 which is deductions only until 6/30/2014. Interest will begin to accrue after this date.

Evan Golann

Current member with the Town of Sunderland, requests creditable service through c.32, §4(2)(b) for service rendered in Sunderland between 9/22/1986 and 6/30/1987 and again from 1/29/1990 to 7/31/1990 prior to his full time appointment on 8/1/1990. Total service is 1 year, 3 months, 16 days at a cost of \$520.74 if paid by 6/30/2014.

Brenda Tozloski

Current member with the Town of Sunderland, requests creditable service through c.32, §4(2)(b) for service rendered in Sunderland between 5/15/1995 and 6/30/1996 prior to her full time appointment on 7/1/1996. Total service is 1 year, 1 months, 16 days at a cost of \$761.43 if paid by 6/30/2014.

Additionally, a make-up of service is necessary to collect deductions omitted in error between 7/1/1996 and 8/31/1996. Service is 2 months at a cost of \$328.89 for deductions only if paid by 6/30/2014 otherwise interest will accrue as allowed by law.

Deaths:

Gerry, Edith – option B retiree since 5/4/1987, Mrs. Gerry was town clerk and treasurer for the Town of Buckland, accruing 15 years of creditable service. DOD was 5/7/2014.

Wilson, J. Gilbert – option B retiree since 3/31/1983, Mr. Wilson was highway superintendent for the Town of Charlemont, accruing 22 years, 5 months of creditable service. DOD was 4/27/2014.

General Business:

Dale Kowacki reported on various projects:

Review presentation materials for upcoming Administrators' and Advisory Council Meetings – There is a meeting tomorrow, Thursday, May 29, 2014 for any Administrator that has questions or concerns regarding the increase of the COLA base for retirees from \$14,000 to \$15,000, or any questions about converting to the actuarial method of determining assessments to the units. Dale is not expecting anyone to show as there has been no response to the invitation. Both topics are also on the agenda for the June 18, 2014 meeting of the Advisory Council.

Collect Ethics paperwork and signatures – The last two of the five Board members present signed a receipt acknowledging that they received the Summary of Conflict of Interest Law.

Policy of inactive members purchasing service – still waiting for PERAC to respond to a letter requesting an opinion.

Status report on transferred service credit review - No progress has been made on this project since the April 30, 2014 meeting. There are 25 file drawers of refunded or transferred members with approximately 400 files per drawer, of which maybe 50 of those records have been transferred to other Boards.

About one half of the first drawer has been looked at with 11 records pulled for further review.

Quarterly Investment Managers

Investment Consultant

Greg McNeille, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:40 a.m. and reviewed the first quarter returns for the investment portfolio. In addition, the Board had asked Greg to

present a proposal reducing PRIT Core by 5% as a way to mitigate the PRIM Board's changes to its asset allocation, and make suggestions as to where the 5% reduction would be reallocated. Due to family obligations, Greg was unable to prepare a proposal – so it was postponed until further notice, as was the portfolio rebalancing, and investment objectives.

#### O'Shaughnessy Asset Management

Chris Loveless, Principal, President and COO and Chris Meredith, CFA, Senior Portfolio Manager, and Director of Research and Portfolio Management, both of O'Shaughnessy Asset Management, joined the meeting at 9:18 a.m. Mr. Loveless and Mr. Meredith gave a performance update, and confirmed that the large-cap focus of the fund remains the same.

#### Daruma Capital Management

Mariko Gordon, Founder, CEO and CIO, David Gerber, President and COO, and Molly Brass, Client Service Associate of Daruma Capital Management, joined the meeting at 10:00 a.m. Ms. Gordon and Mr. Gerber introduced Molly Brass, gave a performance update, discussed staffing changes and confirmed that the small-cap focus of the fund remains the same. In addition, Ms. Gordon and Mr. Gerber asked the Board to consider converting to Daruma's commingled fund. The fund would be managed exactly like the current account and is managed alongside all other Daruma small-Cap accounts and the fees are the same.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to convert to Daruma's commingled fund.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

APRIL 30, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light and David Gendron present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe. Linda Bournival joined the meeting at 9:25 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following minutes:

Minutes of the regular meeting held on March 26, 2014

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the warrants as follows:



Retirees Payroll	\$674,126.66	
Refunds	28,137.83	
Transfers	32,954.95	
Invoices		110,565.49
Operating	26,129.88	
Investments	81,652.16	
3(8)(c)s	2,783.45	
For a total of:		\$845,784.93

#### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$184,000 from O'Shaughnessy Asset Management, \$105,000 from Polen Capital Management, and \$158,000 from Seizert Capital Partners to Unibank to cover next month's warrants.

#### Membership

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Cuneo, Joseph	03/01/2014	50%	NEW	Fire Chief
Cuneo, Joseph	03/01/2014	50%	WEN	Fire Chief
Parmakian, Pamela	04/14/2014	100%	FCH	Dir. of Leased Housing

#### Retirees:

On a motion made by P. Light and second by D. Gendron, the Board voted unanimously to approve the following retirements:

Turner, Richard - The retirement packet has been submitted to PERAC to retire R. Turner for an Ordinary Disability, Superannuation Option B retirement allowance. His last day of work was November 23, 2012 and his retirement benefit will begin on November 24, 2012. Mr. Turner was a group 1 member working as a Highway Foreman for the Town of Ashfield, accruing 10 years of service

Sanderson, Herbert – The retirement packet has been submitted to PERAC to retire Herbert Sanderson on a Superannuation Option B benefit. His last day of membership in the retirement system was 6/30/2013 and his benefit will begin on 3/24/2014. Mr. Sanderson was a group 1 member working as the Treasurer/Tax Collector in Sunderland, an employee of the Deerfield Transfer Station and the Advisory Council appointed member of the Franklin Regional Retirement Board. He accrued 13 years, 11 months of service.

#### Buybacks and Makeups:

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the following buybacks and makeups:

Cutter, Cara – current member has requested a make-up of service for work performed between 10/03/2011 and 06/30/2012 for the Pioneer Valley Regional School District immediately prior to her enrollment in this system. Allowable creditable service is 1 month, 7 days for a cost of \$616.30 if paid by 05/31/2014 otherwise interest will accrue as allowed by law.

Rovatti-Leonard, Angela – former member with the Town of Northfield, now working in Montague, has requested a buyback of a refund taken from this system on 11/30/2011. Hire date was 10/16/2007 and she resigned on 9/30/2011. Payroll records indicate service liability for this board to be 3 years, 11 month

15 days if deductions are re-deposited with Montague Retirement Board. Total deductions refunded \$6,501.63 and interest given of \$317.09.

#### 4(2)(b) Police and Fire Service Credit:

Jeffrey Gilbert – current member with the Town of Sunderland has the following span of time available for purchase under section 4(2)(b) based on part-time service with the Town of Leverett prior to his full time appointment in Leverett on 7/1/1997:

6/12/1994-8/27/1994 – 1 month, 8 days (50% FRRS; 50% State Board)

5/28/1995-8/26/1995 - 2 months, 28 days

10/15/1995-7/1/1997 – 1 year, 8 months 16 days

Total service available 2 years, 0 months, 22 days. Cost is 8% deductions on earnings of \$27,111.01 which is a combination of actual wages and minimum wages as determined by board policy. Interest is added from January 1, 2014 for a total of \$2,151.84 if paid by 5/31/14; otherwise, interest will accrue as allowed by law.

Gary Billings – The Montague Retirement Board will accept 2 years of 4(2)(b) liability for this current member for the period between 9/5/77 and 9/4/79 upon payment to the Franklin Regional Retirement System of 711.48 by 5/31/2014.

In addition, upon payment to the Franklin Regional Retirement System, Montague will accept 8 months, 8 days 3(8)c liability for the period between 9/5/79 and 8/23/84 when Mr. Billings worked on a part-time basis in that town. Cost is \$935.24 if payment is made by 5/31/2014.

Total service available is 2 years, 8 months, 8 days at a cost of \$1,646.72 if paid by 5/31/2014. Mr. Billings is a current member in the Town of Leverett.

Christopher Blair – Current member through the Town of Erving, requests creditable service through c.32, §4(2)(b) for service between 10/21/1996 and 6/10/1999. Total service is 2 years, 7 months, 20 days at a cost of \$1,941.17 if paid by 5/31/2014. Cost of the service is based on deductions for earnings based on the minimum \$5000 (pro-rated) for 3 years and regular earnings for the final year as it was greater than \$5K.

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to approve the following additional makeup for Mr. Blair:

In addition, Mr. Blair has 5 months, 10 days of service available for purchase based on work in the Town of Northfield between 10/1/1994 and 10/20/1996 determined by calculating actual hours worked and payroll records provided by the treasurer. Total cost if paid by 5/31/2014 is \$1,122.17 otherwise interest will accrue as allowed by law.

#### Deaths:

Martinelli, Richard – option B retiree since 10/03/1996, Mr. Martinelli was a foreman for the Town of Orange Water Department, accruing 31 years, 3 months of creditable service. DOD was 03/27/2014.

#### General Business:

2013 Annual report ready for submittal:

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to accept the 2013 Annual Report as prepared by staff to be submitted to the Public Employee Retirement Administration Commission.

### Start election for Third Board Member

Mary Stokarski's one year term is ending on 12/31/2014 so an election will need to be scheduled for this fall. The first step is to appoint the 'election officer.'

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to appoint Executive Director Dale Kowacki to be the Election Officer for the 2014 Election process.

12(2)(d) benefit for Matthew Taylor – Mr. Taylor is the surviving spouse of an FRRS inactive member, Kristina Taylor. Kristina worked in the Town of Shutesbury as an After School Program Director for four years. She died on 11/8/2013 with funds still on record. Mr. Taylor meets all of the criteria for receiving a 12(2)(d) benefit from this system.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the 12(2)(d) survivor benefit for Matthew Taylor.

### Warwick application for Involuntary Disability retirement of William Arsenault

On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to accept the opinion of its Counsel to collect additional medical information as noted in Counsel's letter and then request the Public Employee Retirement Administration Commission to schedule a medical panel review for Involuntary Accidental Disability applicant William Arsenault.

### Possible correction of prior 4(2)(b) service credit

The Board reviewed and discussed the 4(2)(b) service credit approved for Scott Livingston in 2005. In 2007 Mr. Livingston transferred to Worcester Regional. Mr. Livingston was granted 5 full years of 4(2)(b) service but charged only for the "membership service" within the 5 years. However, the new Board policy stipulates the following:

"Members not retired that have been denied or granted under MGL 32 § 4(2)(b) will have their service corrected to comply with all aspects of these regulations, and payment or refund will be made by either the system or the member as applicable. Interest on corrective payments will not accrue back to the service period but will begin to accrue as of the date of payment request from the system to the member.

Executive Director Kowacki asked the Board if the policy would also apply to situations where the person is no longer a member in our system. Under the new policy, Mr. Livingston would owe an additional \$1,267.86 for the 5 years of service. Attorney Michael Sacco, who disclosed that he was also the Attorney for Worcester Regional, advised the Board that if Mr. Livingston pays the additional amount to Worcester Regional, then the 5 years will remain, otherwise, the Board should reduce the amount of service to the 11 months of membership service already paid. Executive Director Kowacki also consulted with Worcester, and they said they would abide by the Board's decision and accept any payment from Mr. Livingston.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to remain consistent with the written policy on 4(2)(b) service credit purchases and to request payment of previously accepted and subsequently transferred service credit for Scott Livingston. The Board further instructed the Executive Director to send a letter to Scott Livingston and the Director of the Worcester Regional Board informing both of this vote and the waiver of any interest due through June 1, 2014.

Dale Kowacki reported on various projects:

Policy of inactive members purchasing service – still waiting for PERAC to respond to a letter requesting an opinion.

Status report on transferred service credit review - There are 25 file drawers of refunded or transferred members with approximately 400 files per drawer, of which maybe 50 of those records have been transferred to other Boards.

About one half of the first drawer has been looked at with 11 records pulled for further review.

Hand out "Standard Rules for Disclosure of Information" – An email was sent to staff and Board members reminding everyone to review the policy. This is done on an annual basis.

Collect Ethics paperwork and signatures – The three Board members present signed a receipt acknowledging that they received the Summary of Conflict of Interest Law.

9:25 am - Linda Bournival, Actuary, joined the meeting to discuss a possible change in the actuarial method

Ms. Bournival has been contracted to provide the actuarial study as of 1/1/2014 and was present to explain the salary allocation method of determining the unfunded liability and annual appropriation for each unit versus the actuarial allocation method. In the second approach the assets are allocated to each unit based on retirement cost and contribution. Each year, the assets are brought forward with the earnings and net cash flow by unit. There are variations of the method. It was decided that Ms. Bournival would provide that Board with a report showing each method prior to finalizing the study in order for the Board to determine the impact of changing to the actuarial method. She expects a draft to be available as soon as July, 2014 and will coordinate her next meeting with the Board through Dale. In the meantime, Dale will broach the subject with the units.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MARCH 26, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:08 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board, is on file in the retirement office.

### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following minutes:

Minutes of the special meeting held on January 15, 2014

Minutes of the regular meeting, and accompanying executive session minutes held on January 29, 2014

Minutes of the regular meeting held on February 26, 2014.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$646,503.47	
3/6/13 - Miller		6,195.48
Refunds	61,493.94	
Transfers	22,947.86	
Invoices		282,223.40
For a total of:		\$1,019,364.15

In addition, the Board discussed the "Invoices" line on the Warrant Amounts monthly sheet and requested staff to list unusual amounts such as 3(8)C payments, Custodial and Management Fees separately to reflect a more accurate presentation of Board expenses on a monthly basis.

**Cash Transfer between Investments and bank**

On a motion made by D. Gendron and a second by P. Light, the Board, voted unanimously to transfer \$270,000 from O'Shaughnessy Asset Management, \$200,000 from Polen Capital Management, and \$253,000 from Seizert Capital Partners to TDBank to cover next month's warrants.

**Membership**

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

**New Members**

Huntley, Robin	01/14/2014	80%	MOH	After School Director
Rose, Arnold	03/18/2014	100%	NTD	Truck Driver/Laborer Transfer Station
Tobey, Christopher	03/08/2014	50%	BER	Attendant

**Retirees:**

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following retirements:

- Frye, David - The retirement packet has been submitted to PERAC to retire David Frye for a Superannuation Option C retirement allowance. His last day of work was January 31, 2014 and his retirement benefit will begin on February 1, 2014. Mr. Frye was a group 1 member working as the highway superintendent for the Town of Orange, accruing 18 years, 11 months of service.
- Miller, Ellen – The retirement packet has been submitted to PERAC to retire Ellen Miller for a Superannuation Option A retirement allowance. Her last day of work was December 31, 2013 and her retirement benefit will begin on January 1, 2014. Ms. Miller was a group 1 member serving the Town of Rowe as the Town Coordinator accruing 28 years, 7 months of creditable service.
- Mullen, Dorothy – The retirement packet has been submitted to PERAC to retire Dorothy Mullen for a Superannuation Option A retirement allowance. Her last day of work was February 12, 2014 and her retirement benefit will begin on February 14, 2014. Ms. Mullen was a group 1 member serving the Town of Orange Elementary School as a Cafeteria Cashier accruing 16 years, 1 month of creditable service.
- Rice, Carol – The retirement packet has been submitted to PERAC to retire Carol Rice for a Superannuation Option A retirement allowance. Her last day of work was November 6, 2009 and her retirement benefit will begin on January 15, 2014. Ms. Rice was a group 1 member serving the Town of Charlemont as an Assessor and Tax Collector accruing 19 years, 8 months of creditable service.

**Buybacks and Makeups:**

On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks and makeups:

Garmalo, Nicholas – former member with the Town of Sunderland, now working in Greenfield, has requested a buyback of a refund taken from this system on 9/18/2001. Hire date was 1/24/2000 and he resigned on 3/10/2000. Payroll records indicate service liability for this board to be 1 month 9 days if deductions are re-deposited with Town of Greenfield Retirement Board. Total deductions refunded \$114.24.

#### 4(2)(b) Police and Fire Service Credit:

Brian Gale – current member with the Town of Orange, had received 4(2)(b) service credit for a documented 3 years as a call fire fighter (Captain) with the Town of Warwick for the years 1976, 1986, and 1987. Further documentation has been received that indicates his membership in the Fire Department in 1983, thereby allowing the addition of a fourth year to his 4(2)(b) service credit. The cost of the purchase is \$1,500 as regular deductions on a minimum annual salary rate of \$5,000 per year (per Board policy) yielding the amount of \$20,000 based on the 4 years. Pending the finalization of other possible service purchases, interest will be added from January 1, 2014 through date of payment; otherwise, interest will accrue as allowed by law.

#### General Business:

##### PERAC Audit Report – 2010 - 2012

PERAC auditors recently completed the field work for the audit of this system for the period of January 1, 2010 to December 31, 2012 and met in an audit exit conference with Board Chair Hanks, and Executive Director Kowacki. Mr. Kowacki commented that it was a very productive six weeks with the auditors because this office has mastered the basic functions which allowed the auditors to focus on the higher level functions. Many in-depth discussions were had regarding special circumstance and both staff and auditors expanded their understanding of the intricacies of retirement law. As a result, only three items of note rose to the level of “findings”, which were discussed at the exit conference and presented to the full Board at this meeting. The Board reviewed the findings and Mr. Kowacki’s suggested response to each item and after general discussion, the Board agreed that the responses were appropriate.

##### Agreement with new investment manager – Systematic

Board Chair Hanks finalized and signed the contract with Systematic Financial Management, along with a side letter that adds to the contract the items that Michael Sacco’s office thought missing. The opinion letter from the Law Offices of Michael Sacco describes in length the deficiencies of the contract and requires the side letter. Subsequent to issuance of legal counsel’s opinion, the side letter was produced, and was approved by legal counsel. In addition, all the procurement paperwork has been completed and filed with PERAC and we expect easy approval of our performance of the procurement procedures in time to have Systematic begin to build a Small Cap portfolio for us beginning April 1, 2014. We have requested Daruma liquidate 50% of our holdings with them (balance as of March 24, 2014) and have the cash ready by March 31, 2014 for transfer to Systematic on April 1, 2014.

A new contract with Daruma is on hold until a discussion with Greg McNeillie can occur at the May Board meeting. Daruma is asking if we would be willing to switch from active, to passive management. Information will be provided at the May meeting, in the meantime, we continue under the existing contract with Daruma, which does not expire until February 2017.

##### Policy on materiality for post-retirement overearnings

We have a retiree that has earned \$15.56 too much in 2013, and we have another that has worked 2 hours too many in 2013. PERAC has a zero-tolerance policy when this occurs for disability retirees, but no comment regarding what we should do in regards to superannuation retirees.

After a brief discussion, the Board's policy is to follow the law and collect all over payments of post-retirement earnings. Staff was instructed to notify and collect the overearnings and the wages related to the two extra hours.

#### Policy on inactive members purchasing service

Dale Kowacki, Executive Director, presented the Board with our current practice on inactive members purchasing service. A recent opinion letter from M. Sacco ("Zavaglia vs Gloucester and Salem Retirement Boards") regarding inactive members purchasing service caught our attention and warrants a change to our current practice. In addition, PERAC auditors raised the question as to whether or not pending retirees can make payment after their "date of retirement" for a purchase of service, a suggestion that appears to be in conflict with PERAC's retirement guide that states, "At the time you retire, your retirement board is charged with the responsibility of again reviewing your statement of service and again informing you in writing of your right to purchase service." Mr. Kowacki has requested guidance from PERAC to resolve the discrepancies. Discussion for setting policy will continue at subsequent meetings – after PERAC opinion is received.

#### Status report on transferred service credit review

The Board was informed that staff was busy with auditors and annual reports, and so this project has not been started.

#### Annual review to clear executive session minutes

The minutes on file concern topics that are still to be concluded, therefore, no action necessary.

#### Annual review of personnel policy

The personnel policy had been distributed to the Board members and staff for the opportunity to read and suggest edits but there were none suggested so the Board made no refinements to the personnel policy.

#### January 1, 2014 Actuarial Valuation

Dale Kowacki, Executive Director reported that the January 1, 2014 Actuarial Valuation has started with plans to be finalized by August.

#### 2013 Annual report

The Board was informed that the PERAC Annual Report for 2013 will be complete by the April 30, 2014 Board meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

FEBRUARY 26, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

None were presented.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$646,915.99	
Option B Payment		19,772.88
Refunds	22,486.23	
Transfers	1,736.23	
Invoices for 2013		15,607.75
Invoices for 2014		37,069.76
Sub-Total	\$743,588.84	
01-14A	1,495.56	
For a total of:		\$745,084.40

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to amend the amount of the previously voted refunds warrant as follows:

Refunds	\$27,372.09
For a total of:	\$749,970.26

Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by P.Light, the Board voted unanimously to transfer \$159,000 from Seizert Capital Partners to the money market with TD Bank to cover March’s warrants.

Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members

Atkinson, Marguerite T	01/06/2014	90%	PNR	Title I Tutor
Boudreau, Janice M	01/16/2014	90%	ROW	Administrative Clerk
Carlson-Belanger, Jessica	12/09/2013	100%	STB	Secretary
Danna, Garrett G	02/01/2014	100%	DER	Patrolman
Grossman, Nancy E	01/21/2014	80%	WTY	Treasurer/Collector
Mine, Jennifer A	10/08/2013	20%	ROW	Speech/Language
Mine, Jennifer A	10/07/2013	60%	HLT	Speech Assistant
Mine, Jennifer A	10/07/2013	20%	MOH	Speech Assistant
Misiun, Sarah M	12/30/2013	100%	DER	Asst. Treas./Collector
Nartowicz, Kristi	10/24/2013	35%	COL	Treasurer
Nartowicz, Kristi	11/01/2013	10%	HTH	Treasurer
Nartowicz, Kristi	11/01/2013	10%	LED	Treasurer
Nartowicz, Kristi	10/07/2013	20%	ROW	Treasurer
Snape, Leea R	01/13/2014	60%	HLT	Paraprofessional

Retirees:

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following retirements:

Hall, Kenneth – The retirement packet has been submitted to PERAC to retire Kenneth Hall on a Superannuation Option A retirement allowance. His last day of work was June 30, 2013 and his retirement benefit will begin on August 23, 2013. Mr. Hall was a group 4 member serving the Town of Charlemont as the Fire Chief, a firefighter and an EMT accruing 19 years, 3 months of creditable service.



Sibley, Michael – The retirement packet has been submitted to PERAC to retire Michael Sibley for a Superannuation Option C retirement allowance. His last day of work was January 10, 2014 and his retirement benefit will begin on January 11, 2014. Mr. Sibley was a group 1 member serving the Town of Northfield in the highway department accruing 14 years, 9 months of creditable service. Mr. Sibley may pursue a disability retirement.

Stokarski, Mary – The retirement packet has been submitted to PERAC to retire Mary Stokarski for a Superannuation Option B retirement allowance. Her last day of work was December 28, 2013 and her retirement benefit will begin on December 29, 2013. Ms. Stokarski was a group 1 member serving the Town of Deerfield as the Town Treasurer, Town Clerk, and Tax Collector accruing 17 years, 6 months of creditable service. Additional service includes the Board of the Franklin Regional Retirement System since 1/1/2009.

Woodward, Katherine – The retirement packet has been submitted to PERAC to retire Katherine Woodward for a Superannuation Option B retirement allowance. Her last day of work was December 31, 2013 and her retirement benefit will begin on January 1, 2014. Ms. Woodward was a group 1 member serving the Union 28 School District as a bookkeeper and assistant treasurer, accruing 33 years, 8 months of creditable service.

#### Buybacks and Makeups:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks and makeups:

Kaczynski, Bethann – current member with the Town of Erving is looking for a slight revision to the previous approval to receive 4(2)(b) service credit for part-time police work from October 17, 1988 (was February 16, 1989) through March 12, 1990 (same) prior to becoming a full-time police officer March 13, 1990. 4(2)(b) minimum annual rate of \$5,000 per year (1y, 4m, 26d), \$7,217.20 with deductions due of \$577.38 calculated at an 8% rate plus interest through March 31, 2014 of \$5.68 for a total cost of \$583.06.

Moruzzi, John – current member with the Town of Leverett is looking to receive 4(2)(b) service credit for part-time fire department work from February 1, 1983 through January 31, 1988 prior to becoming the Fire Chief and enrolling in this system on 2/1/1988. 4(2)(b) minimum annual rate of \$5,000 per year (5y), \$25,000 with deductions due of \$2,000 calculated at an 8% rate plus interest through March 31, 2014 of \$6.56 for a total cost of \$2,006.56.

#### Deaths:

Potter, Patricia – option B retiree since 06/01/2012, Mrs. Potter was a paraprofessional at the Mohawk Trail Regional High School, accruing 18 years, 8 months of creditable service. DOD was 02/02/2014. Her husband, Donald, will be receiving the balance in her annuity account.

#### General Business:

##### Retirees COLA for July 1

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2014.

#### Richard Turner

The PERAC joint medical panel certificate was received by the Board on January 29, 2014 and sent to Michael Sacco for review. Attorney Sacco's report stated that it would be reasonable for the Board to accept the Panel's Certificate and narrative report and award Mr. Turner an ordinary disability retirement. Richard Turner was employed as a Laborer/Highway Equipment Operator with the Town of Ashfield for a period greater than 10 years, and had applied for an ordinary disability retirement due to a non-work related injury.

On a motion made by P. Light and a second by D. Gendron, the Board unanimously voted to approve Mr. Turner’s ordinary disability application.

**Policy on error correction of transferred service credit**

Susan Bobe, Assistant Director asked the Board to discuss the policy/practice of changing service credit already transferred to another Board and either confirm the practice or revise the policy.

“Procedures in this office have been to review the creditable service for transferred accounts if the receiving Board or the member inquires prior to retirement. We have changed the accepted liability in these cases and it is usually a decrease. If however, neither the member, nor the receiving Board choose to verify the transferred service, then the record is reviewed when this office receives the 3(8)(c) notice of our financial liability for that particular benefit. Our action at this point is to ask for a recalculation of the liability based on the level of earnings in each Board, but we do not change the creditable service. The member receives the benefit of the inflated service; it is only this Board’s liability that may be reduced.

I believe that this practice creates an inequity for our members resulting in a decrease in benefit or an extended career for those members that are conscientious enough to be reviewing their options while the majority of transferred files do not undergo this second scrutiny. We have found that these errors are primarily for service between 1980 and 2000 when the supplemental regulations underwent 5 revisions.”

After discussing the policy/practice the Board asked the staff to review all of the transferred files for possible changes to service credit and report their findings at the March meeting.

**Vote Reallocation of last year’s budget Line items**

On a motion made by P. Light and second by D. Gendron, the Board unanimously voted to approve the following transfers from 2013 budget lines to adjust for deficits:

<b>From:</b>	Salaries and Wages	5,000	
	Health & Life Insurance	6,000	
	Education and Training	10,000	
	Equipment & Software	3,000	
	Website	1,000	
	Travel	985	
	<b>To:</b>		
	Management Fees		17,610
	Custodial Fees		1,200
	Legal		4,281
	Utilities		619
	Board Election		130
	Computers		2,145

**Quarterly Investment Managers**

**Investment Consultant**

Greg McNeillie, Vice Chairman and Principal with Dahab Associates joined the meeting at 8:34 AM and reviewed the fourth quarter returns for the investment portfolio. In addition, the Board asked Greg to present a proposal in May reducing PRIT Core by 5% as a way to mitigate the PRIM Board’s changes to its asset allocation, and make suggestions as to where the 5% reduction would be reallocated. Two ideas mentioned were the PRIT Real Estatefund, or finding an International Equity Manager.

## Polen Capital

Jim Haymes, Director of Institutional Relations and Damon Ficklin, co-portfolio manager of Polen Capital joined the meeting at 9:15 AM and shared the firm's view of the current and future market and commented on the return to date for the Board's investment.

## PRIM/PRIT

Paul Todisco, Senior Client Service Officer at PRIT joined the meeting at 9:47 AM and gave a performance update, and discussed plans for 2014 to transition from Core Fixed Income to long duration Treasuries.

## Hiring Small Cap Equity Manager

After the Board discussed with Greg McNeille, which Small Cap Manager(s) would be beneficial to the retirement system, the Board took the following action:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to contract with two small cap managers, Daruma Asset Management, and Systematic Financial Management to manage Small Cap Funds, giving each manager 50% of the of the 10% Small Cap Equity asset allocation of the retirement system.

## New Entryway Sign

After a brief discussion regarding a new sign for the entryway the Board voted the following:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the purchase of a 2 sided wooden sign, approximately 11 x 17 and hung on a bracket; very similar in design to the current sign.

## Hand out personnel policy

Dale Kowacki distributed copies of the personnel policy to the Board for possible discussion next month.

## Ethics Exam

The Board discussed the Ethics Exam that is due by April 1st.

## Board Member Statement of Financial Interests

The Board discussed the Board Member Financial Statements to be submitted to PERAC.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JANUARY 29, 2014

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Member Services Accountant Deb Frenzoz, and Attorney Michael Sacco, legal counsel to the Board. Robert Spaulding and Attorney Earlon Seeley, legal counsel to Mr. Spaulding joined the meeting at 8:35 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

## Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on December 18, 2013.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$636,159.35	
Refunds	17,454.09	
Transfers	236,959.56	
Invoices for 2013		84,810.16
Invoices for 2014		197,773.02
For a total of:		\$1,173,156.18

#### Cash Transfer between Investments and bank

On a motion made by M. Stokarski and a second by P. Light, the Board voted unanimously to transfer \$850,000 from Daruma Asset Management to TDBank to cover next month's warrants.

#### Membership

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Aquino, Kristine	09/06/2013	100%	MOH	Paraprofessional
Christian, Robin E	08/26/2013	100%	MOH	SPED Aide
Cohen, Martha J	01/06/2014	60%	ASH	Library Director Assessors
Dove, Laura J	11/17/2013	50%	CON	Clerk/Secretary
Eller, Emily J	09/26/2013	100%	MOH	SPED Aide
King, Manuel D	01/13/2014	70%	OGE	Adult Services Librarian
Magdycz, Stacey S	11/06/2013	100%	MOH	Head Custodian
Maloni, Mark A	01/02/2014	100%	FRG	Planner
Murphy, Melissa A	01/06/2014	100%	NSW	Bookkeeper/Asst. Treas
Richardson, John T Jr	12/16/2013	100%	NTD	Police Sergeant
Rock, Heather K	01/06/2014	50%	SDW	Office Clerk
Sawicki, Sean A	12/03/2013	100%	STB	Police Officer Trans/Emerg Prep
Scarborough, Laurie A	12/19/2013	80%	FRG	Planner Equipment
Senecal, Todd D	12/09/2013	100%	ASH	Operator/Laborer

#### Retirees:

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the following retirements:

Haven, Lynn – The retirement packet has been submitted to PERAC to retire Lynn Haven on a Superannuation Option A retirement allowance. Her last day of work was November 27, 2013 and her retirement benefit will begin on November 29, 2013. Ms. Haven was a group 1 member serving the Pioneer Valley Regional School District as a para-professional, accruing 26 years, 3 months of creditable service. The Greenfield Retirement Board holds liability for 4 of the 26 years.

Scott, Helen – The retirement packet has been submitted to PERAC to retire Helen Scott for a Superannuation Option C retirement allowance. Her last day of work was June 30, 2012 and her benefit

will begin on November 5, 2013. Ms. Scott was a group 1 member serving the Town of Deerfield school department as a secretary and a para-professional, accruing 20 years of creditable service.

#### Buybacks and Makeups:

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the following buybacks and makeups:

Lundgren, Craig – current member with the Town of Orange, has requested a makeup of service prior to membership in the town's Fire Department. The member's retirement eligible position began 8/27/1981, however; the member was excluded from membership during a six month probationary period and deductions did not start until 3/1/1982. Deductions only for this period of full time service (6 months, 2 days) are \$495.65 if paid by 2/28/2014, otherwise; interest will accrue as allowed by law.

Hall, Ken – current member with the Town of Charlemont, has requested a makeup of service between 6/30/1993 and March 2001. Mr. Hall enrolled 1/1/1992 and had deductions from his earnings through 6/30/1993. Deductions stopped until 3/1/2001 when he was serving as the Fire Chief. Between 7/1/1994 and 6/30/1998 - allowable creditable service is actual hours worked based on warrant payrolls and budget. Payroll records have not been found for 1/1/1994-6/30/1994. Hours of service are 2 months, 26 days  
From 7/1/1998 through 3/1/2001 creditable service is full-time (based on prior Board vote for fire chiefs). Service for this period is 1 year, 8 months.  
Total allowable service is 1 year, 10 months, 26 days at a cost of \$969.87 which is deductions only due to administrative error.

Mullen, Dorothy – current member with the Town of Orange Elementary School, has requested a make-up of two periods of service, one immediately prior to her enrollment in the system and the other for non-membership service prior to membership eligibility.

Administrative error between 10/25/1999 and 01/16/2000 – the member's retirement eligible position began 10/25/1999 but deductions did not start until 01/17/2000. Deductions only for this period of full time service (3 months, 7 days) are \$220.36. Total cost of makeup is \$220.36, if paid by February 28, 2014, otherwise; interest will accrue as allowed by law.

Non-membership service eligible for purchase between 5/1993 through 10/24/1999 for a total of 1 year, 9 months, 18 days actual hours worked.  
Cost of purchase is \$4,356.31, if paid by February 28, 2014, otherwise; interest will accrue as allowed by law.

Woodward, Katherine – current member with the New Salem/Wendell School District (Union 28), has requested a make-up of two periods of service. Member has submitted an application for retirement effective 12/31/2013. Purchases must be paid in full immediately.

Administrative error between 9/30/1976 and 2/28/1977– Member began a full-time position in Union 28 meeting the enrollment requirements of the equivalent of 130 days in a calendar year and minimum earnings of at least \$720.00 per year. Documented earnings for the time period were \$1,657.01. Additional earnings of \$1,552.05 are presumed as reported by the member but are undocumented with any official record. Deductions only for this period of full time service (5 months) are \$224.63.

Administrative error between January 1, 1988 and June 30, 1988 – Member began a part-time position in Union 28 meeting the enrollment requirements of minimum earnings of at least \$2000 per year. Documented earnings for the time period were \$2,912. Additional

earnings of \$2,716.44 are presumed as reported by the member but are undocumented with any official record. Deductions only for this period are \$450.28 for six months of fulltime service.

Research for this make-up uncovered an error in deductions withheld beginning July 1988 through September 1990. Deductions only for this period of service are \$486.46.

Rice, Carol – inactive member (retirement application in process) formerly working in the Town of Charlemont, has requested a make-up of service for time as an elected Assessor from January 1, 1996 through December 31, 2000. Total service is 5 years at a cost of \$867.28 if paid by 2/28/2014, otherwise; interest will accrue as allowed by law.

#### Deaths:

Baldic, Nancy – option A retiree since 12/01/2002, Mrs. Baldic was a cook at the Fisher Hill School in Orange, accruing 18 years, 11 months of creditable service. DOD was 12/19/2013.

Brozo, Joseph Jr. – option C retiree since 07/01/1996, Mr. Brozo was a correctional officer for the Franklin County Jail, accruing 32 years of creditable service. DOD was 01/05/2014. His wife, Marilyn, will be receiving a survivor benefit.

#### General Business:

Travel approval for MACRS meetings

On a motion made by M. Stokarski, and a second by P. Light, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2014 MACRS meeting on Cape Cod, and the Fall 2014 MACRS meeting.

#### Retirees' COLA

After a brief discussion the members of the Board decided to table this until the February Board meeting.

Increase Retirees' COLA Base from \$14k

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted to increase the maximum COLA base for the retirees' annual COLA to \$15,000 starting July 1, 2014.

Switch from TDBank to new bank

After a brief discussion regarding an alternative to TDBank, the Board took the following action:

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted to move the checking and money market accounts from TDBank to Unibank.

\$15k Post-retirement earnings on 366th day

The members of the Board discussed and reviewed the \$15k Post-retirement earnings benefit to retirees that allows retirees to earn an additional \$15,000 over and above the standard limitation, but not until a year after their retirement. A recent PERAC memo could actually cause the retiree to wait two years before they can increase their earnings:

(Memo 30/2013) “. . . for the upcoming 2014 calendar year, any retiree retired on or before January 1, 2013 will be able to add the additional \$15,000. However, more recent retirees who retired after January 1, 2013 do not get this additional \$15,000 as earnings in 2014 but will each calendar year thereafter.”

Retire 01/02/2013

Increase on 1/1/2015

Almost 2 years wait

We have been following Attorney Michael Sacco's guidance – which is to keep the wait period to 1 year and start the increased earnings on day 366.

Retire 01/02/2013

Increase on 1/2/2014

1 year wait

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted to keep the wait period to 1 year and start the increased earnings on day 366.

#### New Entryway Sign

Susan Bobe, Assistant Director, presented the Board with two options and pricing of a new sign for the office door. After a brief discussion the Board took the following action:

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted to table this until the February Board meeting.

#### Hearing with Robert Spaulding regarding disability application

At 8:35 a.m. Robert Spaulding joined the meeting for the purpose of a hearing in support of his application for accidental disability allowance. Mr. Spaulding was accompanied by his Attorney Earlon Seeley.

The Chair of the Board passed the meeting to Michael Sacco, legal counsel to the Board, who explained the hearing process.

At 8:36 a.m.

On a motion made by M. Stokarski and a second by P. Light, the Board voted by roll call vote to move into Executive Session: Stokarski – aye, Light – aye, Hanks – aye.

In executive session:

On a motion made by M. Stokarski and a second by P. Light, the Board voted by roll call vote to have Michael Sacco, legal counsel to the Board and Earlon Seeley, legal counsel to Robert Spaulding to convene a new medical panel: Stokarski – aye, Light – aye, Hanks – aye.

A motion to come out of executive session as made at 9:06 by M. Stokarski and a second by P. Light and accepted by roll call vote. Roll call Vote: Stokarski – aye, Light – aye, Hanks – aye.

#### Review Police and Fire 4(2)(b) Service:

The staff presented the Board with individual packets for members with potential credit available. The Board has determined its policy on MGL c. 32 §4(2)(b) based on available opinions of both the Public Employee Retirement Administration interpretation of the new legislation and the advice of its legal representative.

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted to accept payroll records as an acceptable substitute for 'respective list's and grant 4(2)(b) creditable service to the following members:

Lundgren, Craig – current member with the Town of Orange, has requested service credit of 3 years, 7 months, 26 days for call firefighter time for work between January 1978 and August 26, 1981 prior to becoming a full-time firefighter August 27, 1981. The cost of the purchase is \$1,278.22 as regular deductions of 7% on a minimum annual salary rate of \$5,000 per year (per Board policy) yielding the amount of \$18,260.27 based on the 3 years, 7 months, 26 days. Interest in the amount of \$8.39 has been added from January 1, 2014 to present, for a total cost of \$1,286.61, if paid by February 28, 2014, otherwise; interest will accrue as allowed by law.

Bethann Kaczinski – current member with the Town of Erving, has requested service credit of 1 year, 27 days for part-time police work from February 16, 1989 through March 12, 1990 prior to becoming a full-time police officer March 13, 1990. The cost of the purchase is \$494.08 as regular deductions of 8% on a

minimum annual salary rate of \$5,000 per year (per Board policy) yielding the amount of \$6,176.00 based on the 1 year, 27 days. Interest in the amount of \$4.86 has been added from January 1, 2014 to present, for a total cost of \$498.94, if paid by February 28, 2014, otherwise; interest will accrue as allowed by law.

Ken Hall – current member with the Town of Charlemont, has requested service credit of 5 years part-time fire department work from 1987 through 1991 prior to becoming a member of the retirement system on 1/1/1992. The cost of the purchase is \$2000 as regular deductions of 8% on a minimum annual salary rate of \$5,000 per year (per Board policy) yielding the amount of \$25,000 based on the 5 years. Interest in the amount of \$12.12 has been added from January 1, 2014 through 2/28/2014, for a total cost of \$2012.12, if paid by February 28, 2014, otherwise; interest will accrue as allowed by law.

Dennis Annear – current member with the Town of Orange, has requested service credit of a documented 5 years part-time reserve police officer work with the Town of Charlemont from 1979 through 1991 prior to becoming a member of the retirement system on 7/1/1991. The cost of the purchase is \$1,750 as regular deductions on a minimum annual salary rate of \$5,000 per year (per Board policy) yielding the amount of \$25,000 based on the 5 years. Pending the finalization of other possible service purchases, interest will be added from January 1, 2014 through date of payment; otherwise, interest will accrue as allowed by law.

Brian Gale – current member with the Town of Orange, has requested service credit of a documented 3 years as a call fire fighter (Captain) with the Town of Warwick for the years 1976, 1986, and 1987 prior to his “should have been a member” date on 1/1/1988. The cost of the purchase is \$1,150 as regular deductions on a minimum annual salary rate of \$5,000 per year (per Board policy) yielding the amount of \$15,000 based on the 3 years. Pending the finalization of other possible service purchases, interest will be added from January 1, 2014 through date of payment; otherwise, interest will accrue as allowed by law.

In addition, the Board discussed the impact on the cost of service previously purchased and/or granted with the possibility of refunds due to members. The Board decided not to issue refunds until it is clear that any legal challenges regarding this topic throughout the State, that would impact this policy, have ceased and been resolved. The Board will review any pending refunds annually.

On a motion made by M. Stokarski and a second by P. Light, the Board unanimously voted not to issue refunds until it is clear that any legal challenges regarding this topic throughout the State, that would impact this policy, have ceased and been resolved.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

JANUARY 29, 2014

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES (Special meeting)

JANUARY 15, 2014

A special meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski, Paul Mokrzecki, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and the Board's investment consultant, Greg McNeillie.

Main Business:

After discussing with Greg McNeillie the format of the interviews, and reviewing the comparative performance of each, the Board interviewed the following Small Cap investment managers:

Pyramis Global Advisors

Benjamin D. Treacy, CFA, Vice President, Investment Director  
Gerard Branka, Senior Vice President, Business Development

Systematic Financial Management

Eoin E. Middaugh, CFA, Portfolio Manager, Partner  
James V. Wallerius, Partner

Winslow Asset Management

Gerry Goldberg, Chairman & Chief Investment Officer  
Kara Lewis, President

Daruma Capital Management

Mariko Gordon, Founder, CEO, CIO  
David Gerber, President, COO

David Gendron left at 11:30.

Paul Mokrzecki left at 11:30.

The remaining Board members briefly discussed and decided to postpone any decision until the February 26, 2014 meeting when the full Board would be in attendance.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

DECEMBER 18, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:09 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz, Robert Spaulding and Attorney Earlon Seeley, legal counsel to Mr. Spaulding.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on November 25, 2013.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$632,632.60	
Refunds	9,378.88	
Transfers	0.00	
Invoices		24,475.72
For a total of:		\$666,487.20

Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to transfer \$230,000 from O'Shaughnessy Asset Management to TDBank to cover next month's warrants.

Visitors, and . . .

Robert Spaulding, Equipment Operator/Highway Worker with the Town of Shutesbury, submitted an application for an Accidental disability retirement. After a review of the application, medical documentation, and conducting an evidentiary hearing, the Board requested that PERAC convene a regional medical panel to examine Mr. Spaulding.

On October 8, 2013, the Board met to discuss the Medical Panel's Certificates regarding Robert Spaulding. The Board expressed concern regarding the way the panel addressed the issue of causation. The Board voted to request that PERAC convene a new medical panel to examine Mr. Spaulding.

Response from PERAC received 12/4/2013 – "PERAC has found no statutory reason to grant a new medical panel."

The Board reviewed the copy of PERAC's response and Attorney Michael Sacco's opinion. Michael Sacco is recommending that the Board deny Mr. Spaulding's disability application.

After some discussion the Board took the following action:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to postpone any decision in regards to Robert Spaulding's Accidental disability application until the Board meets with Board Counsel, M. Sacco for further clarification.

#### Membership

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the new and existing members as follows:

#### New Members

Abdul, Rasheed	12/04/2013	100%	FRN	SPED Para
Ahearn, Meaghan J.	10/15/2013	100%	OGE	Firefighter/Paramedic
Brooks, William D.	TBD	100%	LED	Highway Laborer
Martin, Ree A.	10/28/2013	90%	PNR	Paraprofessional
Olmo, Derian M.	12/03/2013	100%	FCH	Stabilization Counselor
Redeker, John R.	11/18/2013	100%	FCH	Staff Accountant
Skipton, Andrew	12/10/2013	100%	FRN	Night Custodian
Smith, David E.	11/19/2013	100%	CON	Highway Laborer
Smith, Elizabeth	12/09/2013	100%	PNR	Administrative Assistant
Tonna-Lamuniere, Lorian A.	11/01/2013	90%	PNR	SPED Para

#### Existing Members

Minckler, Scott D.	11/18/2013	100%	LEV	Police Sergeant
Rich, David A.	11/27/2013	100%	BUC	Highway Laborer

#### Retirees:

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following retirements:

Billiel, David – The retirement packet has been submitted to PERAC to retire David Billiel for a Superannuation, Option C retirement allowance. His last day of work was September 27, 2013 and his retirement benefit will begin on September 28, 2013. Mr. Billiel was a group 1 member serving the Mohawk Trail Regional School District as a custodian, accruing 11 years, 2 months of creditable service.

Dandeneau, Henry – The retirement packet has been submitted to PERAC to retire Henry Dandeneau for a Superannuation, Option C retirement allowance. His last day of work was June 30, 2013 and his retirement benefit will begin on October 18, 2013. Mr. Dandeneau was a group 4 member serving the Town of Rowe as Police Chief, accruing 28 years, 10 months of creditable service.

Malek, Joseph T. – The retirement packet has been submitted to PERAC to provide a 12(2)(d) survivor benefit to Kelly Malek, spouse of Joseph who died as an active employee of the Mohawk Trail Regional School District. The benefit begins on the date of death, November 3, 2013 and is for the minimum allowance of \$6,000 per year.

Judson, Anne – The retirement packet has been submitted to PERAC to retire Anne Judson for a Superannuation Option A retirement allowance. Her last day of work was October 30, 2013 and her benefit will begin on October 31, 2013. Ms. Judson was a group 1 member serving the Town of Ashfield as the Library Director, accruing 22 years, 1 month of service.

## General Business:

### “Respective List” service for Police and/or Fire

The members of the Board discussed and reviewed the proposed regulations on the implementation of the order(s) included in the MacAloney decision presented by Dale Kowacki, Executive Director. The Board voted on the edited version and requested that the proposed regulations be sent to Board Counsel, Michael Sacco for review.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to forward the proposed regulations on the implementation of the order(s) included in the MacAloney decision to Board Counsel, Michael Sacco for review.

### Service Credit for Reserve Police and Call Firefighters as per MGL 32 § 4(2)(b)

Reserve Police, and call firefighters that were on the annual list of officers or call firefighters, in a particular town, and available to fill shifts in their respective departments, can receive up to five years credit for that period, but not until they are hired to a permanent position in that same town and become a member of the retirement system via that permanent position. Members receiving service will be required to pay an amount equal to the deductions on wages received, and/or \$5,000 – whichever is greater – for work performed during the service period. Availability is subject to consideration of the June 21, 2013 date of the “MacAloney” decision.

### Must be on the “Respective List”

Police - MGL 41, §’s 96, 97, and 97A all provide that officers will be appointed either annually, or for terms not to exceed 3 years – so to be considered, the officer must appear on one of these lists - if the lists exist.

Fire - MGL 42 and 42A both provide for the appointment of firefighters, which would likely include the generation of a list of appointees, so to be considered, the firefighter must appear on one of these lists - if the lists exist.

Unless indicated otherwise, the above lists will be considered to be in effect for one year from the effective date. Where the above lists are not available, the Board will review alternative documentation.

Members can receive up to 5 years maximum.

Members will receive full service credit from the effective date of the first “respective list” upon which they are listed, up to the date of their appointment to the permanent membership position with the same town or fire district, limited to five years total service for the period, and excluding any periods they are not on the applicable “respective list” for any period of time.

Service credit beyond the first five years is subject to Board regulations related to that type of service.

Members will have to pay for the service credit.

The member will have to pay to the retirement system the amount of retirement deductions on wages received for any pension eligible hours worked during the five years, or an annual rate of \$5,000, whichever is.

“Buyback” interest, as applied in regular “service makeup” purchases, will apply to these service purchases as well.

The member must be hired to a permanent, membership-eligible position with the town and become a member of the retirement system before receiving the service credit.

Permanent position does not have to be full time – just membership eligible.

Permanent position must be with same town as the reserve service.

Police - Permanent position does not have to be with the police department.

Call Firefighter - Permanent position must be with the same department.

Impact on Service already purchased and/or granted.

Retirees retired prior to June 21, 2013 will remain unaffected by these rules. Retirees retired on or after June 21, 2013 but before the implementation of this policy will have their service corrected to comply with these regulations without further payment by the retiree to the system.

Members not retired that have been denied or granted under MGL 32 § 4(2)(b) will have their service corrected to comply with all aspects of these regulations, and payment or refund will be made by either the system or the member as applicable. Interest on corrective payments will not accrue back to the service period but will begin to accrue as of the date of payment request from the system to the member.

#### Investment Meetings

Dale Kowacki, Executive Director, presented the Board with a 2014 schedule for quarterly meetings with our Investment Managers. Upon review by the Board the schedule was accepted as presented.

Wednesday, February 26, 2014 - Greg (8:30 am) with - Polen (9:00 am) and PRIT/PRIM (9:30 am)

Wednesday, May 28, 2014 - Greg (8:30 am) with - O'Shaughnessy (9:00 am) and Daruma (9:30 am)

Wednesday, August 27, 2014 - Greg (8:30 am) with - Seizert (9:00 am) and IR&M (9:30 am)

Monday, November 24, 2014 - Greg only (9:00 am)

#### Current Year Budget

Staff presented the Board with the need for an additional \$100,000 to be added to the 2013 Budget to cover the 4th quarter management fees as a result of the investments having done very well this year.

On a motion made by D. Gendron and a second by P. Light, the board voted unanimously to approve an additional \$100,000 be added to the management fees line of the 2013 Budget.

#### TDBank interest and fees

Patty Leveille, Administrative Assistant presented the Board with an update of banking options available to the Board. The research has been expanded to include some of the other "government services" banks. The Board reviewed the information that has been received to date and will revisit this at a future meeting when more information has been gathered.

#### Direct Deposit

Staff reported that as of the December payroll, all retirees except 10 will be receiving their benefit by direct deposit. Of the remaining 10, 3 are between the ages of 62-70, 3 are between 70-75, 2 are between 75-80, 1 is 85, and 1 is 88.

No further discussion or action was taken by the Board.

#### Town of Orange Assessment Payment

The Town of Orange did not pay the 1st Half of Fiscal Year 2014 Assessment which was due on or before 7/1/2013 until October 21, 2013. At the regular Board meeting of 9/25/2013 the Board voted to send a demand letter to the Town of Orange with actuarial interest of 7.875% added to the 1st Half of FY 2014 Assessment through October 31, 2013. A letter from Diana Schindler, Orange Town Administrator requested a reduction on the interest if they pay the second half of the assessment early (prior to January 1, 2014).

Dale Kowacki, Executive Director, informed the Board that payment from the Town of Orange for the 2nd installment of the 2nd half of their assessment was received 11/26/2013. Dale asked the Board if they would like to reduce the interest on the 1st half of their assessment in light of the early payment of the 2nd half.

On a motion made by D. Gendron and a second by P. Light, the board voted unanimously to send an invoice to the Orange Town Treasurer copying the Chair of the Finance Committee, the Chair of the

Selectmen, and the Town Administrator requesting that the Town of Orange pay \$3,195.73 of the interest due for late payment of the 1st half of their assessment.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

NOVEMBER 25, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on October 30, 2013.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$634,707.21	
Refunds	11,883.11	
Transfers	33.58	
Invoices		35,330.56
For a total of:		\$681,954.46

Cash Transfer between Investments and bank

There was no transfer needed to cover next month’s warrants.

Membership

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members

Armakovitch, Samantha	10/21/2013	100%	SHB	Laborer
Billiel, Laura V.	09/23/2013	100%	MOH	Night Janitor
Dyson, Courtney A.	08/26/2013	100%	HLT	Paraprofessional
Girardi, Elena	08/28/2013	100%	SND	Teacher's aide
Hill, Brenda	11/11/2013	80%	DER	Town Accountant
Major, Donovan	10/01/2013	100%	OGE	Laborer

Martin, Clifford R.	08/26/2013	100%	MOH	Paraprofessional
Paley, Phillip	09/02/2013	90%	WTY	Instructional Assistant
Renaud, Angelia	08/28/2013	100%	SND	Instructional Assistant
Steiner, Sara	11/04/2013	80%	SND	Cafeteria Assistant
Tessier, Donald J.	09/23/2013	100%	FRN	Custodian
Trott, NanciAnn	08/28/2013	100%	DER	Instructional Assistant
Williams, Vanessa	09/04/2013	100%	MOH	Paraprofessional

Existing Members – new units

Gilmore, Kurt	11/09/2013	100%	BUC	Patrolman
Kaisla, Antti R.	10/01/2013	90%	LEV	Paraprofessional
Lang, Linda L.	08/26/2013	TBD	MOH	SPED Aide
Voelker, Gabriele	11/06/2013	100%	OGE	Treasurer

Retirees:

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following retirements:

Converse, Nancy – PERAC approval has been received to retire Nancy Converse for a Superannuation, Option A retirement allowance. Her last day of work was June 30, 2013 and her retirement benefit will begin on July 18, 2013. Ms. Converse was a group 1 member serving the Hawlemont Regional School as a para-professional, accruing 22 years, 10 months of creditable service.

Hutkoski, Carolyn – The Retirement Packet has been submitted to PERAC to retire Carolyn Hutkoski for a Superannuation Option A retirement allowance. Her last day of work was June 30, 2013 and her retirement benefit will begin on August 26, 2013. Ms. Hutkoski was a group 1 member serving the Town of Whately school department as a para-professional, accruing 25 years, 11 months of creditable service.

Hale, Bernard - The Retirement Packet has been submitted to PERAC to retire Bernard Hale for a Superannuation Option B retirement allowance. His last day of work was August 30, 2013 and his retirement benefit will begin on September 1, 2013. Mr. Hale was a group 1 member serving the Town of Bernardston in the Council on Aging program. He accrued 12 years, 1 month of service.

Reily, Barbara - The Retirement Packet has been submitted to PERAC to retire Barbara Reily for a Superannuation Option B retirement allowance. Her last day of work was October 11, 2013 and her retirement benefit will begin on October 12, 2013. She was a group 1 member serving various schools as a paraprofessional and a teacher. She has accrued 31 years of service of which MTRB holds liability for 22 years, 10 months, 24 days and FRRS holds 8 years, 1 month, 6 days of service.

Parker, Linda – PERAC approval has been received to retire Linda Parker for a Superannuation Option A retirement allowance. Her last day of work was October 15, 2010 and her retirement benefit will begin on August 28, 2013. She was a group 1 member serving the Town of Deerfield as a building assistant, accruing 20 years, 1 month of service.

Buybacks and Makeups:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

Day, Jennifer – current member with Mohawk Trail Regional School District, has requested a buyback of two refunds taken from this Board as follows:

02/07/2000 to 06/25/2003: 3 years, 4 months, 19 days. Total cost if paid by 12/31/2013 is \$14,283.61; otherwise interest will accrue as allowed by law. Refund was on 8/31/2003 for \$9,581.92  
10/04/2010 to 04/15/2011: 5 months, 23 days. Total cost if paid by 12/31/2013 is \$1,422.05; otherwise interest will accrue as allowed by law. Refund was on 06/29/2011 for \$1,290.94.

#### Deaths:

Malek, Joseph T – current member of the Mohawk Trail Regional School District with 5 years, 11 months, 26 days of accrued service. DOD was 11/3/2013.

#### General Business:

##### Staff Evaluations

The members of the Board discussed and reviewed the staff evaluations. In view of the positive staff evaluations, the Board voted the following:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to award a 3.5% merit increase to all staff effective January 1, 2014.

##### Board Meeting Schedule for 2014

The members of the Board were in agreement to continue the regular monthly meeting schedule of the last Wednesday of each month, at 8:00 am, beginning January 29, 2014, with the exception of Monday, November 24, 2014 and Wednesday, December 17, 2014 (the third Wednesday).

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to meet at 8:00 am on the last Wednesday of each month in 2014 with the exception of Monday, November 24, 2014 and Wednesday, December 17, 2014 (the third Wednesday).

##### 12(2)(d) Survivor Benefit approval

Joe T. Malek, a member with the Mohawk Trail Regional School District passed away on November 3, 2013 as an active employee of his unit. Joe had 5 years, 11 months, and 26 days of service accrued. His wife Kelly is eligible for the minimum allowance of a 12(2)(d) survivor benefit, equal to \$6,000 per year.

Mrs. Malek has completed the required paperwork and submitted all of the various forms (birth certificates, marriage certificates, DD214).

On a motion made by D. Gendron and a second by P. Mokrzecki, the board voted unanimously to approve the minimum allowance of 12(2)(d) survivor benefit for Kelly Malek equal to \$6,000 per year.

##### TDBank interest and fees

Dale Kowacki, Executive Director gave the Board an update after meeting with Pat Carlino from TDBank. Pat Carlino confirmed that we will no longer earn interest on our accounts, our fees will not be waived and we will not receive free check stock or deposit books. Patty Leveille, Administrative Assistant is in the early exploratory stages of researching those options with several banks. The Board discussed banks to include in the research and asked that the Greenfield Cooperative Bank be included as a possible bank to do business with in the future.

##### Direct Deposit

Staff reported that as of the August payroll, 93 retirees were receiving checks and as of the September payroll, 55 retirees were receiving checks. Since October's payroll, we have received direct deposit information from an additional 20 of those retirees and they will begin receiving their benefits by direct deposit in November. This leaves a balance of 22 retirees receiving checks.



After some discussion, the Board asked for staff to send a reminder letter with the November checks. In addition, the Board decided that the next step will be for Sandy Hanks, Board Chair to call those who have not responded requesting their compliance.

#### Town of Orange Assessment Payment

Dale Kowacki, Executive Director, informed the Board that payment from the Town of Orange has not been received for the 2nd installment of the 2nd half of their assessment. The Orange Town Administrator had requested a reduction on the interest if they paid the second half of the assessment early (prior to January 1, 2014).

At its October meeting the Board discussed giving the Town of Orange a discount on the 2nd half of their assessment if they pay prior to January 1, 2014, with the option to approve the discount at its November meeting. Given that the payment has not been received yet, the Board decided not to approve a discount to the Town of Orange for early payment of the 2nd half of their assessment.

#### Short term considerations regarding §4(2)(b) (aka 5 free years)

Dale Kowacki, Executive Director, presented the Board with clarification from PERAC in regards to the impact of MacAloney decision. Susan Bobe, Assistant Director informed the Board that we have a fire chief that has submitted an application for superannuation retirement whose service accrual may increase by the five years pending the Board's decision.

The Board discussed the matter and recommended that staff collect the required documentation in order to be prepared should the pending final decision from PERAC and Board Counsel, Michael Sacco allow the 5 years.

#### Senate Bill 1225 – Fossil Fuel Investments

Dale Kowacki, Executive Director presented a letter from 350MA group requesting an audience with the Board in regards to Senate Bill 1225 prohibiting PRIT from investing in Fossil Fuels. Greg McNeillie, Vice Chair at Dahab Associates joined the discussion at 9:15 am and opined that giving audience to 350MA group would not be fiducially responsible. Paul Todisco, Senior Client Service Officer at PRIT joined the discussion at 9:25 am and reiterated that this bill is only applicable to PRIT and informed the Board that PRIT is against Senate Bill 1225.

On a motion made by M. Stokarski and a second by D. Gendron, the board voted unanimously to have Dale Kowacki, Executive Director send a letter to the 350MA group declining an audience with the Board due to the political nature of the bill.

#### Quarterly investment managers

Greg McNeillie, Vice Chair with Dahab Associates joined the meeting at 9:15 AM to join the Board's discussion on Senate Bill 1225, review the 3rd quarter investment results, and present the research done by Dahab in regards to the Small Cap Managers Search.

Paul Todisco, Senior Client Service Officer at PRIT joined the meeting at 9:25 AM. Mr. Todisco spoke to the Board about Senate Bill 1225, and gave a performance update, and discussed staffing changes within PRIT.

#### Proposals from Small Cap Managers

New procurement law, MGL 32 §23b, requires that a new search be done every five years for each investment manager. The Board agreed with the schedule proposed by Greg McNeillie for staggering the searches to happen one or two each year, with this year being Small Cap. At the August 2013 meeting, the Board asked Mr. McNeillie to conduct searches for "Small Cap" managers and to bring to this meeting his recommendations to the Board

After discussing the analysis done by Dahab Associates regarding ranking the respondents to the search the Board took the following action:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to select the following three managers, from the pool of 44 that submitted proposals, to be interviewed by the Board on January 15, 2014 starting at 8:30 am; Pyramis Global Small Cap Core, Systematic Fin. SCE and Winslow Asset Small Cap Core.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

OCTOBER 30, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07AM by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on September 25, 2013, and the minutes of the special meeting held on October 8, 2013.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$631,029.02	
Refunds	59,258.29	
Transfers	0.00	
Invoices		101,796.96
For a total of:		\$792,084.27

Cash Transfer between Investments and bank

There was no transfer needed to cover next month’s warrants.

Membership

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:

New Members

Denise R. Aldrich	MHR	09/30/2013	Paraprofessional	100%
Robert K. Barron	FRN	08/26/2013	Instructional Aide	100%

Robert K. Barron	CON	08/26/2013	Out of School Time	0%
Carol A. Berliner	HLT	08/27/2013	Paraprofessional	100%
Lia C. Blodgett	FRN	08/27/2013	Instructional Assist	100%
Jennifer L. Chenette	SND	08/28/2013	Instructional Assist	100%
Justin J Cheney	DER	09/04/2013	Instructional Aide	100%
Mary K Collins	FRN	08/28/2013	Instructional Assist	100%
Glenda J. Cuevas	DER	09/24/2013	Instructional Assist	100%
Mary E. Holloway	MOH	08/26/2013	1:1 Paraprofessional	100%
Angela K Hutkoski	FRN	08/26/2013	Cafeteria Assistant	80%
Lawrence E. Knowlton	FCH	09/18/2013	IT Specialist	50%
Brittany L Koff	DER	09/04/2013	Instructional Aide	100%
Jennie Ladew-Duncan	MOH	08/26/2013	Paraprofessional	100%
Karen J. Laramie	DER	09/16/2013	Special Ed Sec	50%
Keith Mildren	DER	08/13/2013	Custodian	100%
Joseph J. O'Hare	FRN	08/28/2013	Instructional Assist	80%
Michael G Peloquin	FRN	09/02/2013	Info Tech Support	100%
Michelle D. Penza	SND	08/29/2013	Instructional Assist	100%
Christine J. Rodriguez	MHR	09/09/2013	Exec. Admin Asst.	70%
Scott J. Sarich	MOH	08/27/2013	Paraprofessional	100%
Erin N. Sears	SND	09/09/2013	Instructional Assist	100%
Maureen A. Shaw	PNR	09/23/2013	Paraprofessional	90%
Betty J. Stafursky	BER	09/09/2013	COA Van Driver	50%
Jacquelin W. Tynan	CON	08/29/2013	PreSchool Aide	100%
David A. White	SND	08/28/2013	Instructional Assist	100%
David A. White	DER	08/28/2013	Out of School Time	0%
Eva Linnea Winter	FRN	09/09/2013	Instructional Assist	100%

Existing Member

Lisa A. Dewitt	STB	10/01/2013	Paraprofessional	90%
----------------	-----	------------	------------------	-----

Retirees:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Stanford, Jacqueline – PERAC approval has been received to retire Jacqueline S. Stanford for Superannuation, Option B retirement allowance. Her last day of work was July 31, 2013 and her retirement benefit will begin on August 1, 2013.

Ms. Stanford was a group 1 member serving the Town of Shelburne Senior Center as an Outreach Coordinator, accruing 14 years, 3 months of creditable service.

Holloway, Hope – PERAC approval has been received to retire Hope Holloway for a Superannuation Option C retirement allowance. Her last day of work was June 30, 2013 and her retirement benefit will begin on July 26, 2013. Ms. Holloway was a group 1 member serving the Pioneer Regional School District as a paraprofessional, accruing 13 years of creditable service.

Canon, Lydia – PERAC approval has been received to retire Lydia Canon for a Superannuation Option C retirement allowance. Her last day of work was June 30, 2013 and her retirement benefit will begin on July 1, 2013. Ms. Canon was a group 1 member serving the Hawlemont School as a paraprofessional accruing 24 years of creditable service.

Young, Davette – PERAC approval has been received to retire Davette Young for a Superannuation Option B retirement allowance. Her last day of work was August 16, 2013 and her retirement benefit will begin on August 17, 2013. Ms. Young was a group 1 member working in the FRCOG as a clerk accruing 31 years, 11 months of creditable service.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

O'Rourke, Kathleen – current member in MTRB has requested a make-up of service for time worked between January 1990 and June 18, 1991 at the Whately Elementary School. The Treasurer has provided a hand-written copy of her earnings and hours worked. This system will accept liability for 1 year, 7 months, 6 days on a 12 month schedule if Ms. O'Rourke completes a purchase agreement with MTRB.

Wallace, Joanne – current member in the Greenfield Retirement System has requested a make-up of service for time worked between 1/3/2013 and 8/2/2013 in a school year secretarial position in the Deerfield Elementary School. Ms. Wallace was erroneously excluded from membership. This system will accept liability for 6 months, 11 days of service on a 12 month schedule if Ms. Wallace completes a purchase agreement through Greenfield Retirement System.

Deaths:

Parra, Erasmus – retiree since 06/30/2006, option C 'pop-up', Mr. Parra was a paraprofessional at Mohawk Trail Regional High School, accruing 12 years, 4 months of creditable service. DOD was 8/18/2013.

General Business:

2014 Budget

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to approve the 2014 budget as presented, for a total of \$1,070,457.

Further discussion ensued with the Board members requesting that the total assets of the system be added to the budget to show the return on expenses.

Surviving Spouse's benefit to \$12,000?

The Board was presented with a request from the surviving spouse of one of our retirees asking the Board to vote again to accept the provisions of Sections 63, 64 and 65 of Chapter 139 of the Acts of 2012 and increase the benefit paid under M.G.L. c. 32 § 101 from \$9,000 to \$12,000. Susan Bobe, Assistant Director, provided the Board with information regarding the potential cost to the system.

On a motion made by D. Gendron and a second by P. Light, the Board voted unanimously to increase the benefit to surviving spouses of disabled employees to \$12,000 subject to approval by the Advisory Council.

Audit RFPs

Dale Kowacki, Executive Director, presented the Evaluation Rankings and Selection Process Report of the four entities whose proposals were submitted timely. With the best composite rating and lowest proposal fee Dale asked the Board to consider awarding Melanson Heath & Company, PC the five-year contract from July 1, 2014 to June 30, 2019 to provide audit services for the years 2013, 2014, 2016, 2017.

On a motion made by P. Mokrzecki and a second by M. Stokarski, the board voted unanimously to accept the proposal of and enter into a contract with Melanson Heath & Company, PC to conduct financial audits for the years 2013, 2014, 2016 and 2017.

Lynda Hodson-Mayo

Lynda Hodson-Mayo was appointed to a 20 hour a week position as Assessor's Clerk in the Town of Gill on 7/26/2005. Concurrently, she has been elected to the Town Clerk's position beginning 5/21/2003. Due to administrative error, she was not enrolled in this system until 2/21/2013. Her enrollment is based on the 20 hour a week position and earnings only because of the specific MGL c. 32 conditions on membership for elected officials.

Lynda's history was documented and she was granted a make-up of full-time creditable service commencing on the date of her first elected term on 5/19/2003 and ending the day before her enrollment.

Lynda has been advised that as of her next successful election to the position of Town Clerk she may complete another enrollment form and begin contributing to this system on her Town Clerk's pay. This is consistent with MGL c. 32 which allows an elected official the option to join the system within 90 days of a successful election. She has also been advised that this current term may be purchased at that time. The combined salaries of the two positions will provide for a greater retirement benefit. However, Lynda does not want to wait until her next election in May, 2015 and has written a letter asking the Board to waive the 90 day rule and allow her to begin contributing immediately on all of her earnings.

Based on the advice of counsel, on a motion by D. Gendron and a second by P. Light, the Board voted unanimously to deny the waiving of the 90 day rule in order to allow Ms. Hodson-Mayo to begin contributing immediately on all of her earnings.

Retirements on Agenda before PERAC approval

The retirement calculations that are done in this office are sent to PERAC for approval before the Board will approve first payment of benefit to the retiree. This has been the Board policy and practice for many years. Currently it is taking many weeks for PERAC to process approvals. However, for the last few years, prior to sending the calculations to PERAC, they have been thoroughly reviewed by Dale Kowacki, Executive Director, and it has been several years since there has been any corrections made by PERAC.

Staff would like the Board policy to be changed slightly, allowing staff to place a pending retiree on the Board agenda and subsequently begin a retirement allowance after it goes through the rigors of approval in-house. Approval from PERAC will still be sought for official documentation but any delay on PERAC's part will not delay the member's first payment.

On a motion made by P. Light and a second by P. Mokrzecki, the Board unanimously voted to allow a pending retiree to begin receiving a retirement allowance prior to PERAC approval.

Full names in minutes regarding Board votes

Staff wondered if the Board has a preference as to whether names in votes should include full name instead of only the initial of first name, and then last name.

**Acceptance of Meeting Minutes**

*Approved by D. Gendron and second by Paula Light, the Board approved the minutes of the regular meeting held c*

"Robert's Rules in Plain English" stated that the minutes must indicate the name of the maker of the motion, but there was no further guideline as to the use of first name versus initials.

After a brief discussion, the Board made no change to policy regarding format when recording the name of the maker of the motion, and no further action by the Board was taken.

#### Impact of 5 years to Call Firefighters and Reserve Police

Susan Bobe, Assistant Director, and Deb Frenzoz, Member Services Accountant, reviewed current group 4 members and group 4 retirees to determine their eligibility for creditable service based on MGL 32, section 4(2)b and b ½ and presented their findings to the Board.

#### Policy on §4(2)(b) (aka 5 free years)

Dale Kowacki, Executive Director, presented the Board with the latest understanding of the possible impact of the MacAloney decision on FRRS. Attorney Michael Sacco has requested further clarification from PERAC regarding interpretation and implementation of the findings in the MacAloney decision, and his advice to the Board is to delay any action in this regards until he feels PERAC has provided guidance that is clear enough to help avoid litigation.

After some discussion, the Board agreed with advice of counsel to wait until the issue is more fully resolved. No action taken at this time.

#### Computer Tablet Policy

In anticipation of PERAC and/or independent auditors asking if we have a policy in place regarding the use of system provided tablets, the staff presented a draft policy to the Board, which was edited and approved in the following form:

The purpose of this policy is to establish the criteria governing the authorized use of system owned tablets.

Each tablet must be recorded on a list maintained by the Franklin Regional Retirement System that includes the device model and serial number, person the device is assigned to, and date of assignment. Upon separation from the FRRS or its Board the tablet will be returned and the date of return noted on the above list.

The user agrees to a general code of conduct that recognizes the need to protect confidential data that is stored on, or accessed using, a tablet. User should apply due diligence handling, storing, and securing the tablet.

**Personal Use:** Tablet is for the exclusive use of the assigned user. In addition, its personal use is limited to personal communication and recreation, such as reading or game playing. Personal communications and data should be segregated from business communications and data. Under no circumstances is any Board tablet to be utilized to solicit, harass, or otherwise offend or for any unlawful purpose, such as accessing illegally or legally distributed materials which are sexually explicit or otherwise inappropriate or unlawful. The Board reserves the right to monitor or review any information stored or transmitted on its tablets.

**Programs:** All programs and software provided on the tablet, including but not limited to, anti-virus and security programs and software, must remain on the tablet. The Board reserves the right to limit the programs used.

**Data Security:** An appropriate level of security must be applied and should include:

- A password must be used upon tablet wake-up
- Password must remain as assigned
- If password must be changed, password must be provided to the FRRS
- Passwords must not be stored or memorized by the tablet
- Passwords must not be given to unauthorized users

- The tablet must automatically lock after 10 minutes of inactivity

Deleting Data: FRRS documents and files containing sensitive data will be removed from the tablet three months after date of download.

Physical Security: Tablet must be stored in a secure location or be in the possession of the assigned user at all times. Lost or stolen tablets must be reported to the FRRS immediately. Lost or stolen tablets will be remotely wiped.

The Board discussed the policy and made a revision to the last sentence under “Programs” and replaced it with “The Board reserves the right to limit the programs used.” In addition, the Board asked for the following statement to be added at the end of the policy and requiring the user to sign:

“I have read and fully understand and agree with the above policy.”

User \_\_\_\_\_ Date \_\_\_\_\_

On a motion made by P. Light and a second by D. Gendron, the Board unanimously voted to approve the Tablet Policy as revised.

#### Change Assessment Allocation Calculation

Dale Kowacki, Executive Director, presented the Board with a proposal to use a three year average of salaries derived from deductions received, as a simpler method to allocate the assessments.

On a motion made by M. Stokarski, and a second by P. Light, the Board voted (3 ayes, D. Gendron was not present for the vote) using a three year average of salaries to allocate the assessments.

#### TDBank Interest and Fees

Last month the Board asked Paul Mokrzecki, 5th member of the Board and Vice President of Peoples Bank about the possibility of Franklin Regional Retirement System (FRRS) doing business with Peoples in light of TDBank no longer providing checks, notices of deposit, and discontinuing interest on our checking account as well as the possibility that TD Bank might someday be adding fees.

Paul spoke with someone from Ethics Commission who confirmed that this would be a conflict of interest. Paul expressed discomfort in using Peoples Bank in regards to “the appearance factor” – Paul being the 5th member of the Board and Vice President of Peoples Bank. The Board decided not to include Peoples Bank as a possible bank to do business with in the future.

#### Direct Deposit

Staff reported that as of the August payroll, 93 retirees were receiving checks and as of the September payroll, 55 retirees were receiving checks. Since September’s payroll, we have received direct deposit information from an additional 13 of those retirees and they will begin receiving their benefits by direct deposit in October. This leaves a balance of 42 retirees receiving checks.

After some discussion, the Board asked for an update in November. No decision was made regarding next steps of enforcement.

#### Town of Orange Assessment Payment

Dale Kowacki, Executive Director, presented a letter from Diana Schindler, Orange Town Administrator requesting a reduction on the interest if they pay the second half of the assessment early (prior to January 1, 2014).

The Board discussed giving the Town of Orange a discount on the 2nd half of their assessment if they pay prior to January 1, 2014. The Board will entertain the option to approve the discount at its November

meeting, and in the meantime asked Dale Kowacki, Executive Director to present a draft letter to the Board explaining to the Town of Orange that allowing a discount is a one-time deal and the Board expects timely payment from now on.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

SEPTEMBER 25, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:10 AM by Board Chair, Sandra Hanks with Board Members Paula Light, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on August 28, 2013.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$625,610.40	
Refunds	40,445.98	
Transfers	11,610.13	
Invoices		23,957.60
For a total of:		\$701,624.11

### Cash Transfer between Investments and bank

On a motion made by D. Gendron and a second by M. Stokarski, the Board, voted unanimously to transfer \$167,000 from Daurma Asset Management, \$167,000 from O'Shaughnessy Asset Management and \$166,000 from Seizert Capital Partners to TDBank to cover next month's warrants.

### Membership

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

#### New Members

Ashlee L. Bass	MHR	08/26/2013	Title I Para	100
Heather M. Blanchard	PNR	08/28/2013	Paraprofessional	90
Teresa L. Brunault	SND	08/26/2013	Cafeteria Worker	80
Kristin M. Cheney	DER	08/27/2013	Site Coordinator-OSTP	80
Lynn A. Cournoyer	FCH	09/03/2013	Administrative Assistant	100
Lauren M. Dagrosa	DER	08/28/2013	Instructional Assistant	100
Jennifer R. Day	MOH	TBD	Head Custodian	100
Kelly E. Drew	SND	08/28/2013	Instructional Assistant	100
Rochelle B. Griffin	SND	08/28/2013	Instructional Assistant	100
Katrin K. Griswold	SND	08/28/2013	Instructional Assistant	100



Antti R. Kaisla	STB	08/26/2013	Paraprofessional	TBD	
David L. Kozma	BER	08/29/2013	Transfer Station Attendant	50	
Jennifer L. LaBonte	DER	07/29/2013	School Secretary	100	
Ashton J. Lutenegger	CON	08/29/2013	Instructional Assistant		100
Michael J. McLellan	MHR	08/26/2013	SPED Paraprofessional		100
Linda A. Mitchkoski	DER	08/28/2013	Cafeteria Manager	100	
Jaime M. Parse	PNR	08/28/2013	Paraprofessional	90	
Christopher R. Savinski	BER	TBD	Police Officer		100
Joseph C. Sobieski	LEV	07/31/2013	School Custodian	80	
Lynn M. Taylor	ASH	07/01/2013	Asst. Municipal Clerk		TBD
Lauren J. Thomas-Paquin	STB	08/26/2013	Paraprofessional		TBD
Wendy R. Upham	ERV	09/16/2013	Paraprofessional	100	
Tracey A. Welcome	PNR	08/28/2013	SPED Paraprofessional		90
Nadine M. Willey	PNR	08/28/2013	Paraprofessional	90	
Sarah E. Winston	DER	08/28/2013	Instructional Assistant		100
Alexander P. Yelle	PNR	08/28/2013	Paraprofessional	90	

#### Existing Members

Gail Beauregard	STB	08/21/2013	Food Service Director		TBD
Joeseph P. Camden	WCK	07/15/2013	Officer		0
Timothy O. Guy	FRN	08/28/2013	Instructional Assistant		80
Mary E. Mulcahy	DER	08/27/2013	Cafeteria Assistant	80	
Lauren E. Preston-Wells	FRN	08/28/2013	Paraprofessional		90
Kathleen A. Simmons	WTY	08/22/2013	Food Service		100

#### Retirees:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Duncan, Beverly – PERAC approval has been received to retire Beverly Duncan for a Superannuation Option A retirement allowance. Her last day of work was June 20, 2013 and her retirement benefit will begin on July 1, 2013. Ms. Duncan was a group 1 member serving the Mohawk Trail Regional School District as a paraprofessional, accruing 12 years, 7 months of creditable service.

Kaepfel, Bruce – PERAC approval has been received to retire Bruce Kaepfel for a Superannuation Option C retirement allowance. His last day of work was June 15, 2013 and his retirement benefit will begin on June 16, 2013. Mr. Kaepfel was a group 1 member serving the Towns of Leyden and Shelburne as an elected Assessor. Mr. Kaepfel also had time with the Massachusetts Teachers' Retirement System accruing a total of 20 years, 11 months of creditable service.

Spencer, Roxanne – PERAC approval has been received to retire Roxanne Spencer for a Superannuation Option A retirement allowance. Her last day of work was June 20, 2013 and her retirement benefit will begin on June 30, 2013. Ms. Spencer was a group 1 member serving the Mohawk Trail Regional School District as a paraprofessional, accruing 28 years, 11 months of creditable service.

Burke, Carol – PERAC approval has been received to retire Carol Burke for a Superannuation Option C retirement allowance. Her last day of work was June 30, 2013 and her retirement benefit will begin on July 1, 2013. Ms. Burke was a group 1 member serving the Town of Sunderland as a paraprofessional in the elementary school system accruing 15 years of creditable service.

#### Disability Retirements:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following ordinary disability retirement:

Turner, Richard – application received and reviewed by board's counsel, Michael Sacco, who opines that Mr. Turner must have accrued 10 years' service prior to his injury in order to satisfy the 10-year requirement of Section 6. However, PERAC opined that Mr. Turner could purchase prior service when he should have been a member but due to administrative error was excluded from membership. Barring the

question regarding the 10 years, Michael Sacco opined that Mr. Turner has provided evidence to support his request to seek an Ordinary Disability. A vote is needed by the board to either accept the application and convene a medical panel or deny the application.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

Barrett, Janice – current member in Worcester Regional Retirement System has requested a buyback of a refund taken on 9/30/1996 for \$14,330.08. She held the full-time position of General Municipal Assistant in the Town of Wendell from 6/23/1987 through 6/30/1996. This system will accept liability for 9 years, 7 days creditable service if Ms. Barrett completes the purchase agreement with WRRS.

#### Buybacks and Makeups:

Converse, Nancy – current member (retirement application in process) has requested a makeup of service due to administrative error between 10/12/1990 and 11/5/1990. The member's retirement eligible position began 10/12/1990 but deductions did not start until 11/6/1990. The member needs only purchase from 10/21/1990 to 11/5/1990 to make a full month. Deductions only, with no interest, has been charged because this individual should have been a member for this period of full time service 18 days (12 for 10). Total cost of makeup is \$69.84 if paid by 10/31/2013 otherwise interest will accrue as allowed by law.

Barry, William F. – newly enrolled member with a refund from the State Board of Retirement. The State Board will accept 1 year, 10 months, 3 days of service if the member redeposits the refunded annuity plus interest. Interest on the original refund, taken on 5/27/1983 for \$2,363.06, has been calculated at the buyback interest rate of 3.9375%, for a payment of \$7,676.20 prior to 10/31/2013. Member has until 8/1/2014 to enter into a payment schedule agreement or the interest rate increases to the actuarial interest rate (7.875%).

Lemelin, Paul – current member has requested a make-up of service for work performed between 7/1/2011 and 11/13/2011 at the FRCOG immediately prior to his enrollment in this system. Allowable creditable service is 3 months, 16 days for a cost of \$1,113.47 if paid by 10/31/2013 otherwise interest will accrue as allowed by law.

MacPhee, Kimberly – current member has requested a buyback of a refund taken from the Brookline Retirement System on 9/19/2000. Service was from 12/15/1997 through 6/20/1998 and Brookline will accept 6 months of creditable service if member redeposits a total of \$8,357.10 by 10/31/2013 otherwise interest will accumulate as allowed by law. The interest has been calculated at the full actuarial interest rate (7.875%).

#### Deaths:

Brulotte Sr., Peter – option A retiree since 12/31/2000, Mr. Brulotte was the Chief of Police in Bernardston, accruing 30 years, 1 month of creditable service. DOD was 8/30/2013.

Croteau, Judith – option B retiree since 12/31/2003, Ms. Croteau was an aide at Orange Elementary School, accruing 18 years, 3 months of creditable service, with an additional 5 years ERI at the time of retirement. The balance of her annuity will be paid to her three beneficiaries. DOD was 8/31/2013.

Doyle, Ann – option A retiree since 11/10/84, Ms. Doyle was Secretary of the Superintendent of Schools for Charlemont, Heath, Rowe and the Hawlemont Regional School District, accruing 12 years, 2 months of creditable service. DOD was 9/1/2013.

Page, Shirley – option A retiree since 01/07/2000, Ms. Page was Town Clerk for the Town of Orange, accruing 20 years, 6 months of creditable service. DOD was 9/3/2013.

Priestley, JoAnne - Option C beneficiary of Donald Priestley died 9/22/13. Mr. Priestley will pop-up to an Option A monthly benefit.

#### General Business:

Schedule annual advisory council meeting

The Board was presented statistics from last year's annual Advisory Council meeting with the suggestion that we do the same this year. The Board agreed to a luncheon meeting at the Franklin County Technical School – Apprentice Restaurant on November 6, 2013 beginning at 11:30 AM, with Treasurers and their staff invited and “paid for”, while “social guests” (spouses, friends, other unit officials) will be required to pay their own way.

Further discussion ensued regarding reducing the 2014 Proposed Budget line item for Advisory Council Meetings from \$1,500 to \$500.

On a motion made by D. Gendron and a second by P. Light, the Board unanimously voted to reduce the Advisory Council Meetings budgeted line item for 2014 to \$500.

#### Preliminary 2014 Budget

A preliminary budget for 2014 was presented to the Board. The Board was asked if it wanted to increase the annual stipend of its Board Chair and if the Board wanted to present to the Advisory Council a request to increase the Board Members stipend to \$4,000.

On a motion made by D. Gendron and second by P. Light, the Board unanimously voted an increase of \$1,000 for the Board Chair bringing the total stipend to \$7,500 and to present a request to the Advisory Council to increase the Board members stipend to \$4,000.

In addition, the Board requested the Advisory Council Meetings line be reduced by \$1,000 and to eliminate the Tablet line of \$1,500 thereby reducing the presented draft 2014 Budget by \$2,500.

On a motion made by P. Mokrzecki and second by P. Light, the Board unanimously voted to reduce the Advisory Council Meetings line by \$1,000 making that budget line item \$500 and to eliminate the Tablet line altogether reducing the budget by \$2,500 from \$1,072,957 to \$1,070,457.

#### Pellin Accidental Disability Case

On November 25, 2008 the Board denied an accidental disability retirement allowance for Michael Pellin. The case was appealed to DALA who found for the Board and it was then sent to CRAB who ‘vacated’ the DALA decision. CRAB has remanded the case back to the Board which shall cause it to be resubmitted to the regional medical panel for reconsideration of the issue of causation.

Mr. Pellin claims an injury on 9/25/2006 while working as a custodian at the Shutesbury Elementary School. The first medical panel determined that the disability was not caused by the injury itself.

CRAB opines that the medical panel utilized an incorrect standard in their conclusion of causation based on the record before it and the factors cited.

Michael Sacco recommends that the Board follow the orders of CRAB and resubmit the case to the same medical panel for review, or if that is not possible, request a new medical panel.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to resubmit the case to the regional medical for reconsideration of the issues of causation.

#### Town of Orange Late Assessment

Dale Kowacki, Executive Director informed the Board that the Town of Orange has not paid the 1st Half of Fiscal Year 2014 Assessment which was due on or before 7/1/2013 and asked the Board what steps to take.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to send a demand letter with actuarial interest of 7.875% through October 31, 2013 to the Orange Town

Treasurer copying the Chair of the Finance Committee, the Chair of the Selectmen, and the Town Administrator.

#### Second Chance for Military Buyback

The Board was presented the following circumstances and asked if it would establish policy regarding the ability of a member to have a second chance to purchase credit for military service, after having missed the opportunity, taken a refund, and returning as a member.

An eligible employee enrolled in the system through Frontier on 10/24/05. The member was offered the military service purchase for active duty (1977-1981) and did not respond to the notice. As the Board knows, failure to reply within 180 days closes the window of opportunity for this purchase. The member resigned from their position on 5/16/07 and received a refund on 8/31/07.

The same member was hired by Mohawk on 11/8/2007, and is now contemplating retirement options. In the course of doing research, the Mohawk Treasurer was asking about the possibility for this member to purchase the military service as well the buyback of their refunded time.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to not allow a reinstated member a second chance to purchase Military Service.

#### Adoption of CRAB Decision re: 5 years Service for Police and Fire Reserves

The Board was presented with a recent CRAB decision referred to as "The MacAloney Case" regarding the provisions of MGL 32 §4(2)(b) and the granting of 5 years service to call fire fighters for the time they were on their "respective list" prior to appointment to a permanent position. The decision in MacAloney affirmed much of the Board's current policy and practice regarding this topic, but it changed one long-standing interpretation of the law – that "respective list" was meant to restrict the benefit to employees of civil service communities. The decision in MacAloney reversed that interpretation and expanded it to include all communities that generate a "list" of call fire fighters, the implication of which greatly increases the number of possible service grantings within FRRS. The board discussed possible policy changes to adjust to the change but took no action other than to agree that service would not be granted unless the permanent position was also membership eligible. In addition, the Board requested a report from staff that estimates the impact of this change.

#### Support for FRCOG switch to State Retirement

Dale Kowacki, Executive Director informed the Board that the legislation to move the Franklin Regional Council of Governments (FRCOG) to the State Retirement is proceeding. The board was in agreement to support the transfer of the FRCOG to the State Retirement System.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to support the transfer of the FRCOG to the State Retirement System.

#### TDBank Interest and Fees

The Board was informed that TDBank will no longer pay for our checks and NODS, and while there is no indication from TDBank, staff wondered if TDBank might also discontinue the interest on our checking account as well as beginning to charge fees. After a brief discussion the Board asked Paul Mokrzecki, 5th member of the Board and Vice President of Peoples Bank about the possibility of Franklin Regional Retirement System (FRRS) doing business with Peoples.

On a motion made by M. Stokarski and a second by D. Gendron, the Board asked Paul to check with the Ethics Commission regarding any possible conflict of interest that may arise from the FRRS doing business with Peoples Bank.

#### Status report on Requiring Direct Deposit

Staff reported that to date, 35 retirees out of 93 have returned the direct deposit form and will begin receiving their benefits by direct deposit in September. The Board asked that the staff continue to press on and send a letter with the November checks to those retirees that have not signed up for direct deposit.

#### Consolidated Retirement System

The Board was presented with a copy of the legislation to have all new members after July 1, 2014 be in a newly created "Consolidated Retirement System". It was reported that there is very little discussion or action regarding this in the State legislature.

#### Ajournment

On a motion made by D. Gendron and a second by P. Light, the Board unanimously voted to adjourn the meeting at 10:20 a.m.

### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

AUGUST 28, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 AM by Board Chair, Sandra Hanks with Board Members Paula Light, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frentzos. Greg McNeillie, Vice Chairman, with Dahab Associates joined the meeting at 8:39 AM.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on June 26, 2013.

On a motion made by M. Stokaski and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on July 31, 2013.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$623,524.22	
Refunds	67,932.53	
Transfers	43,055.91	
Invoices		33,145.43
For a total of:		\$767,658.09

#### Cash Transfer between Investments and bank

The following vote took place later in the meeting while meeting with Greg McNeillie.

On a motion by D. Gendron and a second by M. Stokarski, the Board, on the advice of its investment consultant voted unanimously to transfer \$210,000 from Daurma Asset Management, \$140,000 from O'Shaughnessy Asset Management and \$140,000 from Seizert Capital Partners to TDBank to cover next month's warrants.

## Membership

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

### New Members

Anne I. Adams	FRN	08/28/2013	Instructional Aide	100%
William F. Barry, III	SHB	08/01/2013	Assistant Assessor	50%
Dennis O. Berry	MHR	07/01/2013	Network Tech.	100%
Alicia a. Clemons	FRN	08/28/2013	LPN	100%
Leanne B. Dowd	SHB	08/05/2013	Outreach Coordinator	90%
Walter D. Dufresne, Jr.	MOH	06/17/2013	Head Custodian	100%
Jason A. Kimball	OGE	07/01/2013	Custodian	100%
Keli J. Krusiewski	FRN	08/28/2013	Life Skills Ins. Assist	100%
Donald L. Murray	OGE	07/08/2013	Custodian	100%
Enrique Pacheco	FCH	07/08/2013	Property Manager	100%
Heather B. Tower	NTD	07/24/2013	Senior Center Director	100%

### Existing Members

Christine Belder	FRN	08/22/2013	Cafeteria Worker	100%
Karen Duda	FRN	08/22/2013	Cafeteria Worker	80%
Thomas W. Hutcheson	CON	08/12/2013	Town Administrator	100%
Paula J. Light	FCR	07/17/2013	Board Member	100%

### Retirees:

On a motion made by D. Gendron and second by P. Light, the Board voted unanimously to approve the following retirements:

Gardner, Patricia – PERAC approval has been received to retire Patricia Gardner for a Superannuation Option B retirement allowance. Her last day of work was June 30, 2013 and her retirement benefit will begin on August 2, 2013. Ms. Gardner was a group 1 member serving the Pioneer Valley Regional School District as an administrative assistant, accruing 10 years, 8 months of creditable service.

Gross, Wendy – PERAC approval has been received to retire Wendy Gross for a Superannuation Option B retirement allowance. Her last day of work was June 19, 2013 and her retirement benefit will begin on June 30, 2013. Ms. Gross was a group 1 member serving the Frontier Regional School District as a Vocational Supervisor/Coordinator. Ms. Gross also had time with the State Board of Retirement accruing a total of 12 years, 9 months of creditable service.

Leonard, James – PERAC approval has been received to retire James Leonard for a Superannuation Option C retirement allowance. His last day of work was June 28, 2013 and the benefit will begin on June 29, 2013. Mr. Leonard was a group 1 member serving the Town of Orange as a custodian in the elementary school accruing a total of 14 years, 5 months of service.

Rice, Margaret – PERAC approval has been received to retire Margaret Rice for a Superannuation Option B retirement allowance. Her last day of work was May 14, 2011 and her retirement benefit will begin on May 28, 2013. Ms. Rice was a group 1 member serving the Town of Rowe as a school committee member accruing 26 years, 10 months of creditable service.

Salcedo, Dianne – PERAC approval has been received to retire Dianne Salcedo for a Superannuation Option C retirement allowance. Her last day of work was June 29, 2013 and her retirement benefit will begin on June 30, 2013. Ms. Salcedo was a group 1 member serving the Town of Orange in the Library accruing 13 years, 8 months of creditable service.

### Buybacks and Makeups:

On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the following buyback:

Deam, Charlene J. – current member with the Franklin Regional Retirement System has requested a make-up of service for work in the Town of Orange prior to enrollment in the system. Service is from December 6, 2010 through June 30, 2013. Allowable service is actual hours worked equal to 11 months, 19 days at a cost of \$2,057.67 if paid by September 30, 2013; otherwise the interest will accrue as allowed by law.

#### Deaths:

Castine, Martha – inactive member since 6/30/2002, Mrs. Castine worked as an aide at the Colrain Elementary School, accruing 1 year, 10 months of creditable service. DOD was 8/19/2013.

Galenski, Helen – option B retiree since 03/31/1985, Mrs. Galenski was the Cafeteria Manager at Frontier, accruing 18 years, 6 months of creditable service. DOD was 8/11/2013.

#### General Business:

Lydia Canon – granting of service via MGL c.32 §4(1)c

Ms. Canon submitted a retirement application effective 6/30/2013. She is retiring from a 22 year career with the Hawlemont Pre-School program. Reviews of her service and deduction history show a break in service for the month of September, 2011. Lydia reports that the pre-school did not open on time due to flooding. However, deductions did start up in October and were continuous for the full school year.

MGL c. 32 section 4(1)c allows the Board to grant a member up to one month of service for any leave or period of continued absence for which compensation was not paid. The Board may remember that this section of the law was invoked to provide service to two Sunderland cafeteria workers during the time that they were out of work due to the elementary school roof collapse.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to grant one month of creditable service pursuant to MGL c.32 section 4(1) c for the month of September 2011.

#### Staff COLA for 2014

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion made by D. Gendron and second by M. Stokarski, the Board unanimously voted to grant a 1.56% increase to the base salaries of staff beginning January 1, 2014.

#### Next Steps for minimizing sending of Notices of Direct Deposit

At the July 2013 meeting the Board asked that staff check to see if we are required to furnish retirees with a “Notice of Deposit” each month. If not, the Board requested that the staff put a note on the next Notice of Deposit stating: “Notices of Deposit will no longer be sent unless the retiree calls to request one.”

The question was researched, and the answer is that we are not required to provide NODs. However, staff also learned how other systems approach the subject, and staff asked if the Board wanted to implement any of them.

The Board was presented with drafts of the two announcements (attached to these minutes as addendum) and after some discussion the only thing that the Board asked is that both the Notice of Deposit and the Direct Deposit announcements include a “RE:” line prior to the main message. In



addition, the Board was asked to decide when to discontinue sending NODs. It was decided to have October 2013 be the first month without NODS.

The Board was also apprised of PTG's offering of a module to allow members and retirees online access to their information on the FRRS software. The Board asked that staff research and test the module and report back to the Board. In addition, the Board asked that the \$7,500 flat rate purchase cost be added as a separate line item on the 2014 budget proposal.

On a motion made by D. Gendron and second by P. Light, the Board unanimously voted to send both the Notice of Deposit and the Direct Deposit announcements as edited to retirees.

#### Quarterly Investment Managers

Greg McNeillie, Vice Chairman from DAHAB Associates joined the meeting at 8:39 and reviewed the second quarter returns for the investment portfolio.

Chuck Schmidt, CFO and Portfolio Manager of Seizert Capital Managers joined the meeting at 9:25. Mr. Schmidt shared the firm's view of the current and future market and commented on the returns to date for the Board's investment.

Matt Dresser from IR&M joined the meeting at 9:46 to review IR&M's performance and return, and current approach.

Greg McNeillie addressed the Board again at 10:15 noting that it was time to proceed with a Request for Proposals for a small cap manager as required by the 2011 legislation regarding professional services. DAHAB will conduct the search, assess the performance of the managers that respond and report back to the Board.

On a motion made by D. Gendron and second by M. Stokarski the Board unanimously voted to approve the initiation of a Small Cap Manager search conducted by DAHAB.

Pioneer Institute Report – The Board was presented with a report written by the institute that argues for all Massachusetts public pension systems to be consolidated. Also included was the response from Dennis Devine, President of MACRS. After a short discussion the Board asked Dale Kowacki to write to our legislators and the Institute opposing the consolidation of Massachusetts public retirement systems.

2014 Draft Proposed Budget – Presented to the Board for its initial review. The Board asked that staff add \$7500 for the potential purchase of a PTG module that will allow members and retirees access to their own information on the system.

MGL c. 32 §91A –current disability retiree Robert Fisher has exceeded the earnings limitation of section 91A. Steps are being taken to recover his retirement allowance in the same amount. Mr. Fisher has been informed of his right to a hearing prior to the change in his benefit and must request such a hearing before the middle of September 2013.

FY2014 Assessment information – Staff reported that \$4,492,616 of this year's assessment has been paid leaving a balance of \$1,104,417. Thirty-three units paid in full taking a combined discount of \$79,168. The Town of Orange is delinquent in making the first half of its assessment due to the backlog of work caused by a vacancy in the Treasurer's position.

Beneficiary of Mary Kaynor – inactive member died January 1, 2011 without a beneficiary named in her record. Jerry Eide, her spouse, has submitted a request for a lump sum payment of her annuity savings account.

On a motion made by D. Gendron and a second by P. Light, the Board unanimously voted to allow the distribution of funds from Mary Kaynor's Annuity Savings account, as allowed by MGL c 32, to her spouse, Jerry Eide.

Sandra Hanks  
Board Chair

Paula J. Light  
Council Member

Paul Mokrzecki  
Appointed Member

**FRANKLIN REGIONAL RETIREMENT SYSTEM**  
278 MAIN STREET, SUITE 311  
GREENFIELD, MASSACHUSETTS 01301-3230

David Gendron  
Vice Chair

Mary Stokarski  
Elected Member

Dale Kowacki  
Executive Director

RE: Direct Deposit

Dear Retiree:

August 30, 2013

Everywhere around us, people, corporations, and municipalities are working together to reduce, re-use and recycle in a responsible way. We, at the Franklin Regional Retirement System, are also looking at ways to reduce waste, improve our services and streamline our expenses.

Selecting the direct deposit option for your monthly benefit is one of the best ways to help us improve your services. Many of our retirees have used the service successfully for many years, and, if you are receiving Social Security benefits or Veteran's benefits you probably are familiar with the process.

In 2009 our Board mandated that the monthly benefit for all new retirees be deposited into their bank account. As of today 80% of our retirees have set up a direct deposit account and we would like you to do the same. There are many benefits for both you and the retirement system when direct deposit is used.

- No more lost or stolen checks that need replacement
- Getting to the bank in bad weather is no longer a concern
- You can be away from home and still have your funds

The Board voted at their regular July 2013 meeting to require all retiree benefits be paid by the direct deposit method as of January 1, 2014.

The Retirement System is able to electronically send your benefit to your personal account at any bank in the United States or elsewhere. There are no restrictions on the type of account that you choose. Enclosed please find a *Direct Deposit Form* for you to complete and send back to our office. Please mail, fax, email, or drop the form off in person. Our address is:

Franklin Regional Retirement System  
278 Main Street, Suite 311  
Greenfield, MA 01301

Our phone number, fax number and email are shown below. Please contact the office if you have any questions or concerns about this change to your benefit delivery. We will be happy to assist you through the process.

Best regards,

Sandra A. Hanks  
Board Chair

Telephone: 413-774-4837    FAX: 413-774-5677    e-mail: [Admin@frsma.com](mailto:Admin@frsma.com)

Addendum below:

Sandra Hanks  
Board Chair

Paula J. Light  
Council Member

Paul Mokrzecki  
Appointed Member

**FRANKLIN REGIONAL RETIREMENT SYSTEM**  
278 MAIN STREET, SUITE 311  
GREENFIELD, MASSACHUSETTS 01301-3230

David Gendron  
Vice Chair

Mary Stokarski  
Elected Member

Dale Kowacki  
Executive Director

August 30, 2013

RE: Monthly Notice of Deposit

Dear Retiree:

Everywhere around us, people, corporations, and municipalities are working together to reduce, re-use and recycle in a responsible way. We, at the Franklin Regional Retirement System, are also looking at ways to reduce waste, improve our services and streamline our expenses.

The Board would like to thank you for selecting the direct deposit option for your monthly retirement benefit as that is one of the best ways to help us improve your services. Most of our retirees receive a *Notice of Deposit* ("NOD") each month detailing the payment and any deductions taken for health insurance and taxes. Some retirees have opted out of receiving the NOD.

Neither the Social Security Administration, nor the Veteran's Administration, send NODs to their benefit recipients. The Franklin Regional Retirement Board will also stop mailing monthly NODs effective October 2013. Next year, and until further notice the Board will issue and mail a NOD for the months of July and December, and any other month in which there is a change in your benefit. You may also contact the Board to request a NOD for any month in which you receive payment.

Should you have questions or concerns about this notification, please contact us. Our phone number, fax number and email are shown below. Should you wish to visit the office or send us a letter, our office address is:

Franklin Regional Retirement System  
278 Main Street, Suite 311  
Greenfield, MA 01301

Best regards,

Sandra A. Hanks  
Board Chair

Telephone: 413-774-4837    FAX: 413-774-5677    e-mail: [Admin@frsma.com](mailto:Admin@frsma.com)

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

**Review and Acceptance of Meeting Minutes**

A majority of the Board Members that were present at the June 26, 2013 meeting were not available at the present meeting to vote approval of the minutes, so the minutes for the June 26, 2013 meeting will be presented again at the next Board Meeting.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$619,674.03	
Refunds	7,508.18	
Transfers	28,671.04	
Invoices		159,169.41
For a total of:		\$815,022.66

**Cash Transfer between Investments and bank**

On a motion by D. Gendron and a second by M. Stokarski, the Board, on the advice of its investment consultant voted unanimously to transfer from TD Bank \$2,800,000 to PRIT Core Fund, and \$400,000 to Polen Capital Management as a result of \$3,200,000 in excess cash from assessment payments.

**Membership**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

**New Members**

Charlene J. Deam	OGE	07/01/2013	Library Asst	60%	
Anitra C. Ford	FCH	07/15/2013	Housing Coun.	50%	
Molly A. Lane	ROW	07/06/2013	Library Dir.	50%	
Robert J. Lauwers	FCH	07/08/2013	Leased Housing Rep		100%
Wendy A. Masiuk	STB	07/01/2013	Sergeant	100%	
Luke R. Pantermehl	ASH	05/22/2013	Driver/Laborer		100%

**Existing Members**

Timothy J. Budrewicz	SHB	07/01/2013	Patrolman	100%
----------------------	-----	------------	-----------	------

**Retirees:**

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following retirement:

Crossman, Leonard – PERAC approval has been received to retire Leonard Crossman on an Ordinary Disability Option B retirement allowance effective January 10, 2103. Mr. Crossman was a group 4 member serving the Town of Northfield as Police Chief. Mr. Crossman also had time with the Worcester Regional Retirement Board and the Gardner Retirement Board accruing a total of 12 years, 1 month of

creditable service. Mr. Crossman's disability retirement allowance will begin once he resigns from his position in Athol.

#### Buybacks and Makeups:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

Canon, Lydia W. – current member with the Franklin Regional Retirement System has requested a make-up of service for work in the Hawlemont School District prior to enrollment in the system. Service is from September 1989 through September 18, 1991. Allowable service is actual hours worked equal to 5 months at a cost of \$1,060.97 if paid by August 31, 2013; otherwise the interest will accrue as allowed by law. Ms. Canon has submitted an application for retirement effective 6/30/2013.

Hodsdon Mayo, Lynda – current member with the Town of Gill has requested a buyback of a refund taken on 10/27/1992 for \$556.28 in deductions for service in the Warwick Elementary School between 9/16/1991 and 4/9/1992. Her position was a full-time aide and allowable service is 8 months, 5 days on a 12 month basis. Cost of the buyback is \$1,248.10 if paid in full by 8/30/2013 otherwise interest will accrue as allowed by law.

Lynda has also requested a make-up of two periods of service prior to membership. It was realized this past February that Lynda should have been made a member when she started as the Assessors' Clerk on July 25, 2005 with the Town of Gill. Prior to, and up to the present, Lynda was the elected Town Clerk for the Town of Gill, for which she had the choice whether to be a member with our system or not.

Town Clerk - Lynda would like to purchase her elected service as the Gill Town Clerk from her elected date of 5/19/2003 up to the date she started her service as the Gill Assessor's Clerk. Total service is 2 years, 2 months, 6 days at a cost of \$2,227.40 (\$1,593.88 in deductions, \$633.53 in interest) if paid by 8/30/2013; otherwise interest will accrue as allowed by law.

Assessors' Clerk - Lynda would also like to purchase her appointed service as the Assessors' Clerk from 7/25/2005 to her membership date of 2/21/2013. Total service is 7 years, 6 months, 26 days at a cost of \$10,270.12 (deductions only, no interest because she was erroneously excluded from membership). Interest will begin to accrue on September 1, 2013.

#### Deaths:

Baker, Eleanor M. – option B retiree since 10/31/1986, Mrs. Baker was secretary to the superintendent of the Mohawk Regional School District, accruing 20 years, 7 months of creditable service. DOD was 7/12/2013.

Goodell Sr., Robert B – option A retiree since 1/3/1978, Mr. Goodell was the road superintendent and Assessor for the town of Colrain, accruing 26 years of creditable service. DOD was 6/30/2013.

Kirkwood, Jane M. – died on July 16, 2013 at the age of 86. Jane was the option C survivor of William Kirkwood who retired from the County Jail on August 31, 1980 where he worked as Guard, Senior Correctional Officer, and finally Assistant Deputy Master for 33 years total starting on June 29, 1947. William died on July 18, 1988 at the age of 62.

#### General Business:

Appoint Assistant Treasurer/Vice Chairman

Dale Kowacki, Executive Director presented the Board with suggestions to reorganize the Board due to the departure of Herb. Dale suggested that the Board vote to designate the "Second Member" as the Assistant Treasurer, and suggested the Board vote to designate someone else on the Board to be Vice Chair.

On a motion made by M. Stokarski and a second by D. Gendron, the Board unanimously voted to designate the Appointed Member of the Advisory Council (Second Member) to the Board as the Assistant Treasurer.

On a motion made by M. Stokarski and a second by S. Hanks, the Board unanimously voted David Gendron as Vice Chair.

Should we now require ALL retirees to Direct Deposit

The Board discussed requiring all retirees (past and present) be required to receive their monthly benefit via direct deposit. Susan Bobe, Assistant Director, was asked to write a letter to those retirees that receive checks requiring they direct deposit their monthly benefit by January 1, 2014. Upon approval of the letter by Board Chair, Sandra Hanks, the letter requiring direct deposit will be included with the August monthly benefit check.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to require all retirees to receive their monthly benefit via direct deposit effective January 1, 2014.

In addition the Board requested that staff check to see if we are required to furnish retirees with a "Notice of Deposit" each month. If not, the Board requested that the staff put a note on the next Notice of Deposit stating: "Notices of Deposit will no longer be sent unless the retiree calls to request one."

Timing of payment of Board Stipend

The Board reviewed and discussed the timing of the payment of Board Stipends. Currently, the Board is being paid for the month at the start of the month.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to pay the monthly Board Stipend after the end of the month beginning with the August stipend.

Electronic, or Paper, Investment reports

When the investment managers come to visit they send us presentation materials that have plastic covers and bindings that can't be recycled as easily as paper. Staff doesn't like processing all the trash every time, and wonder if we can discuss alternatives. A favorite option is to ask the managers to send paper only and eliminate the plastic – that way we can just drop them into recycling when the meeting is over. Another idea would be to get computer tablets for each of the Board members and load them with meeting materials each month.

On a motion made by M. Stokarski and a second by D. Gendron, the Board unanimously voted to ask the investment managers to send their presentation materials paper only and eliminate the plastic.

In addition the Board requested staff begin to experiment with the use of computer tablets.

Liability for non-membership service and "erroneous exclusion"

FRRS receives many requests from Massachusetts Teacher's Retirement System in regard to accepting liability for what we call 'non-membership service.' This is service for which no funds were ever received yet work was performed in a participating unit. We would like the Board to consider their position on the acceptance of such liability based on 'administrative error or erroneous exclusion'.

Current Board policy mandates that only current members may purchase the service unless the member was erroneously excluded (i.e. administrative error) and then the Board will accept the liability even if the member is no longer in FRRS.

The following request from MTRS asking FRRS if it will accept liability was presented to the Board as a makeup:

Janet Ducharme was a Title 1 Aide in New Salem/Wendell, working 30 hours per week from 9/19/1975-4/16/1976. Following that, they were a Title 1 Aide in Shutesbury, working 35 hours per week, from 9/8/1976-4/15/1977.

A motion was made by D. Gendron and a second by M. Stokarski, to deny acceptance of the liability on the above service, however, upon further discussion, the above motion was withdrawn by D.Gendron and a second by M. Stokarski.

After additional review of the Board's policy regarding non-membership service liability requests from other Boards, the Board voted to change its policy as follows.

On a motion by D. Gendron and a second by M. Stokarski, the Board unanimously voted to accept the following revision to the Buybacks and Makeups section of the Supplemental Policy as written below.

“Individuals who are not current members of the system will not be allowed to buy back creditable service for time the individual was employed by a member unit but not eligible regardless of eligibility for membership in the Franklin Regional Retirement System.”

It was noted that a request for non-membership service liability can always be presented to the Board for a case-by-case review.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JUNE 26, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:13 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on May 29, 2013.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$613,077.63	
Refunds	27,420.02	
Transfers	205,235.13	
Invoices		28,107.74
For a total of:		\$873,840.52

Membership

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the new members as follows:



New Member

John G. Malloy, Jr. LED 03/18/2013 Highway Laborer 100%

New Retirees:

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the following retirements:

Kemerer, Terry – PERAC approval has been received to retire Terry Kemerer for a Superannuation, Option C retirement allowance. His last day of work was March 20, 2013 and his retirement benefit will begin on March 21, 2013. Mr. Kemerer was a group 1 member serving the Town of Warwick as a Collector/Treasurer, accruing 14 years, 8 months of creditable service.

Dubay, Jeffrey – PERAC approval has been received to retire Jeffrey Dubay for a Superannuation, Option C retirement allowance. He resigned his elected position on 11/27/2012 however his creditable service stopped accruing as of 7/1/2010 due to the \$5000 rule. Mr. Dubay’s retirement benefit begins as of 12/10/2012. He was a group 1 member serving the Town of Erving as a selectboard member and a planning board member accruing 12 years of creditable service.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to accept liability for the following buybacks through another system:

Roche, Todd – former member, now with the State Board of Retirement System, has asked FRRS to accept liability for service upon redeposit of two refunds as follows:

Refund Date	Unit	Service Dates	Creditable Service	Refund Amt
10/29/1990	Orange	01/11/88 – 9/17/90	2 yrs, 8 mths, 7 dys	\$2,636.58
11/30/1994	Orange	08/01/91 – 9/27/94	2 yrs, 4 mths, 18 dys	\$3,209.42

Lamdin, Peter – MTRS has asked FRRS to accept liability for this person’s work as an aide in the New Salem Wendell school district between 3/5/1979 and 6/30/1980. Mr. Lamdin worked 7 hours a day for 68 days in the first school year and 7 hours a day for 180 days in the second school year. He was not a member of FRRS, but per the regulations at that time should have been. Total allowable service, converting 10 months to 12 months, is 1 year 4 months 18 days.

Buybacks and Makeups:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

Burnham, Elizabeth W. – current member with the Franklin Regional Retirement System has requested a buyback of a refund taken February 28, 1983 in the amount of \$1,863.25 for 3 years of service on a 12-month basis with Mohawk School District from August 27, 1979 to June 30, 1982. Amount of repayment is \$18,710.62 if paid by July 31, 2013; otherwise the interest will accrue as allowed by law. Interest added to the above service purchase has been calculated at the full actuarial rate which is currently 7.875%.

Majewski-Winn, Amanda – active member with the Franklin Regional Retirement System, Town of Conway, withdrew her funds from Greenfield Retirement System on 11/30/2011 in the amount of \$6,776.34 with 1 year, 10 months, 19 days of creditable service. Using ½ the actuarial rate, the amount of repayment is \$7,228.56 if paid by 7/31/2013 otherwise interest will accrue as allowed. If a payment agreement is not in place by 4/8/2014 the interest will be recalculated at the full actuarial rate.

Rice, Margaret E. – current member with the Franklin Regional Retirement System has requested a makeup of service for time worked prior to membership with the Town of Rowe as an elected School Committee member from 7/1/1984 to 6/30/1991. Total service allowed is 7 years at a cost of \$961.87 if paid by July 31, 2013; otherwise interest will accrue as allowed by law.

Rice, Steven R – current member in the Town of Buckland has non-membership service eligible for purchase between 6/3/2012 through 4/15/2013 for a total of 4 months, 28 days, actual hours worked. Cost of the purchase is \$1,029.30 if paid by 7/31/2013 otherwise interest will accrue as allowed by law.

Stanford, Jacqueline – current member in the Town of Shelburne has non-membership service eligible for purchase between 3/31/1999 through 4/25/1999 for a total of 12 days, actual hours worked. Cost of the purchase is \$94.69 if paid by 7/31/2013; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was eligible for membership as early as 4/26/1999, but was not enrolled due to administrative error until 6/7/1999. Total service allowed is 1 month, 11 days. Cost of the purchase is \$150.21 if paid by 7/31/2013; otherwise interest will accrue as allowed by law.

Von Hugg, Lynette – current member with the Franklin Regional Retirement System, Pioneer Valley Regional School District, withdrew her funds from Greenfield Retirement System on 1/29/1999 in the amount of \$20,748.54 with 11 years, 8 months, 17 days of creditable service. Using the full actuarial rate, the amount of repayment is \$62,335.73 if paid by July 31, 2013; otherwise the interest will accrue as allowed by law.

#### Deaths:

M. Jane L Monohon – option B retiree since 3/1/1985, Mrs. Monohon held various clerical and administrative positions in the Mohawk Regional School District, accruing 7 years, 8 months of creditable service. DOD was 6/16/2013.

James B Patrick – option B retiree since 10/4/1991, Mr. Patrick was the chief of police in Orange, accruing 16 years, 7 months of creditable service. DOD was 6/20/2013.

#### General Business:

##### Spaulding Disability Application

The PERAC medical panel had met with Mr. Spaulding and reviewed his file. The medical panel reports had been received and sent to Michael Sacco for review. Attorney Sacco's report suggested further clarification from the panel majority as to causation, in light of the minority's analysis on causation.

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board unanimously voted to have Board Attorney Michael Sacco seek clarification from the Medical Panel majority regarding causation.

##### Departure of Herbert Sanderson from the Board

The Board along with staff presented Herb with a couple of parting gifts and thanked him for his years of service as the Treasurer/Collector in the Town of Sunderland, Chairman of the Advisory Council and appointed Board Member.

Dale Kowacki, Executive Director informed the Board that the process for filling Herb's positions has been started. A meeting of the Advisory Council will be held to select a new chairman, appoint a new Board member, and organize for the elections for the other two board members (David and Mary).

#### Elections

Appoint Election Officer

On a motion by M. Stokarski and a second by H. Sanderson, the Board unanimously voted to appoint Dale Kowacki, Executive Director, as the Election Officer for the 2013 election of the “third and fourth member” Board positions.

Approve procedures for simultaneous elections

Dale Kowacki, Executive Director presented the Board with the following wording for a Board regulation to run simultaneous elections:

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board unanimously voted to approve the procedures for simultaneous elections.

In the case when it is prudent to run simultaneous elections for the elected members of the Board, The following procedures will be followed:

A single notice will be made, but it will clearly state at the top in underlined, bold wording: “PLEASE NOTE: WE ARE RUNNING TWO ELECTIONS SIMULTANEOUSLY, PLEASE READ CAREFULLY BELOW”

The notice will also clearly describe the term of office of each position.

In compliance with the last sentence of MGL 54 §41, candidates will not be allowed to run for both positions.

Nomination papers will clearly indicate which position is being sought.

Separate ballots for each position will be mailed in one envelope, with one return envelope, and one blank ballot envelope, to all eligible members of the retirement system, with clear instructions that both ballots are to be filled out and returned together in the blank ballot envelope.

Personnel Policy

Dale Kowacki, Executive Director, presented the following list of items regarding the personnel policy that the Board had mentioned in the past as possible areas that warrant discussion and possible modification. As noted below, some action was taken, some were dismissed, and interest in further discussion was indicated for the remainder.

Add language about fraud to personnel policy – The Board is interested in discussing this at a future meeting.

Policy on body art and appropriate business attire -

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to adopt the “Dress Code and Personal Appearance” policy of the Hampshire Regional Retirement System with one revision, change “Leggings” to “Yoga Pants/Leggings without a skirt to cover”.

Dress Code and Personal Appearance

You are expected to dress and groom yourself in accordance with accepted social and business standards, particularly as your job involves dealing with members or visitors in person.

A neat, tasteful appearance contributes to the positive impression you make on our members and others. You are expected to be suitably attired and groomed during working hours or when representing the Franklin Regional Retirement System. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances your own as well as the Retirement System's image.

Personal appearance should be a matter of concern for each employee. If the Executive Director feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code

expectations may be subject to appropriate disciplinary action.

At times during the year, the Executive Director may declare certain days as "dress-down" days. On such days dress code may be relaxed or be more casual than normal, however grooming and appearance standards are expected to be maintained.

Examples of, but not limited to, inappropriate attire are:

1. Clothing articles which are worn, faded, soiled, torn or not properly fitted
2. Jogging Suits
3. Sweatsuits
4. Yoga pants or Leggings without a skirt to cover
5. Shorts or cutoffs
6. Tank Tops
7. Printed T-shirts

Can spouses and dependents come back at a later date and receive insurance -

On a motion made by H. Sanderson and a second by M. Stokarski, the Board voted unanimously to accept the suggested changes to the Insurance section of the personal policy.

Retired employees of the retirement system that have worked ten or more consecutive years for the retirement system immediately prior to their retirement and are receiving, or are approved for, a retirement allowance from the retirement system, are eligible for health insurance and basic life insurance coverage, at any time during retirement, provided they were eligible for insurance with the retirement system at the time of their retirement. Spouses and/or eligible dependents cannot participate in the retirement system's insurance without the retiree participating as well. The board will pay 75% of the cost of insurance for policies offered by the retirement system, including coverage for spouse and eligible dependents, while the retiree is receiving, or approved for, a retirement benefit from the system. Upon the death of the retiree, the Board will continue to pay 75% of the insurance premium for the covered spouse and eligible dependents until he/she remarries or dies, regardless of retirement option chosen.

The implementation of this policy is subject to any rules, laws, and regulations of any entity that has jurisdiction over matters pertaining to health and life insurances."

In addition, the Board discussed what to do if a retiree remarries, would their new spouse be eligible to have insurance through FRRS. Also, if the spouse of the retiree was receiving the retirement benefit, and remarried would their new spouse be eligible for insurance. The Board asked the staff to investigate this further and bring it to the Board at a later date.

Revisit who is responsible for the 75% share of health insurance when an employee is out on FMLA. – The FMLA appears to imply that the employer continues to be responsible, however, staff will perform ten minutes of internet research to find any contradictory indications or determinations. – The staff did not find any contradictory indications or determinations; the employer continues to be responsible. No vote necessary.

Examine need for both probation and suspension in the disciplinary process in personnel policy -

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to remove "Probation" as a step in the disciplinary process in the personnel policy, and to use the following section to replace the existing section of the personnel policy in regards to the disciplinary process:

Depending on circumstances, the Executive Director will apply discipline progressively as follows:  
Verbal Reprimand  
Written Reprimand

Suspension

Recommend Termination

Disciplinary procedures are cumulative and can advance with any additional misconduct. Employees are on probation starting with the application of any step in the disciplinary process. Probation will be lifted at the conclusion of one year's time after the application of the most recent disciplinary step.

Health insurance for Board members – No, the Board does not want to provide health insurance for Board members at this time.

Health insurance after departure – This is all set, no further action necessary.

Policy on paying holiday pay during FMLA or other unpaid leave. Also consider prorated holiday pay for part-time work. Also look at the "Leave without pay" section. -

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted unanimously to approve the following 2 additions to the personnel policy.

These 2 paragraphs, added at the end of the holiday section of the personnel policy:

Part-time employees (20 hours or more) will receive holiday paid time off at the percentage of their regular weekly schedule, as it relates to full-time equivalent of 37.5 hours per week, if regular, or, of the weekly average of the four weeks prior to the holiday week if their regular schedule is variable. Holiday time will be taken during the week of the holiday, with the remaining hours of their weekly schedule to be fulfilled during the remainder of the week.

Holiday paid time off will only be granted during periods of paid wages for worked or benefited hours, and not during unpaid periods, and not appended to the start or end of unpaid periods.

And this addition added after the sentence "The employee is not entitled to . . ." in the FMLA section:

Holiday paid time-off during FMLA leave will be consistent with Board policy for holiday paid time-off during non-FMLA leave.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MAY 29, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson and David Gendron present. Paul Mokrzecki joined the meeting at 8:04 AM. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frentzos. Greg McNeillie, Vice Chairman, and Seth M. Lynn, Senior Consultant, with Dahab Associates joined the meeting at 8:20 AM.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by S. Hanks, the Board voted unanimously to approve the minutes of the regular meeting held on April 24, 2013.

Paul Mokrzecki arrived at 8:04

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$626,368.65	
Refunds	65,426.43	
Transfers	163,509.73	
Invoices		36,315.55
For a total of:		\$891,620.36

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$300,000 from O'Shaughnessy Asset Management and \$190,000 from Seizert Capital Partners to TDBank to cover next month's warrants.

New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

New Members

Andrew R. Boyden	NTD	05/13/2013	Highway Laborer	100%	
Christopher A. Cole	LEV	04/11/2013	Asst. Custodian	100%	
Courtney E. Dowd		DER	04/22/2013	Instruc. Asst.	100%
Patrick J. Fenton	FCH		05/07/2013	IT Specialist	50%
Hiliary A. Graves	FCH		04/16/2013	Leased Hsing Rep	100%
Sara A. Jordan	OGE		04/08/2013	Firefighter/EMT	100%
Steven R. Rice	BUC		04/16/2013	Highway Laborer	100%
David A Shoemaker		NEW/WCK	03/18/2013	Police Chief	100%

New Retirees:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Cote, Donna – PERAC approval has been received to retire Donna Cote for a Superannuation Option C retirement allowance. Her last day of work was April 4, 2012 and her retirement benefit will begin on May 1, 2013. Ms. Cote was a group 1 member serving the Franklin County Regional Housing and Redevelopment Authority, accruing 27 years, 1 month, 29 days of creditable service. In addition, Ms. Cote accrued 5 years, 9 months, 12 days of creditable service as a member of the Greenfield Retirement System. Total creditable service is 32 years, 11 months.

Hunter, Bruce – PERAC approval has been received to retire Bruce Hunter for a Superannuation Option C retirement. His last day of work was February 21, 2013 and his retirement benefit will begin on February 22, 2013. Mr. Hunter was a group 1 member serving the Franklin County Regional Housing Authority as Assistant Director of Community Development, and elected Water Commissioner for the South Deerfield Water Supply. He accrued a total of 17 years 11 months of service.

Major, Nancy – PERAC approval has been received to retire Nancy Major for a Superannuation Option A retirement. Her last day of work was February 5, 2013 and her retirement benefit begins on February 12, 2013. Ms. Major was a group 1 member serving the Town of Orange as a cafeteria worker in the Elementary School. She accrued 15 years, 5 months of creditable service.

Pichette, Curtis - PERAC approval has been received to retire Curtis Pichette for a Superannuation, Option B retirement allowance. His last day of work was March 29, 2013 and his retirement benefit will begin on March 30, 2013.

Mr. Pichette was a group 1 member serving the Town of Ashfield in the Highway Department, accruing 26 years, 5 months of creditable service.

Scranton, Duane - PERAC approval has been received to retire Duane Scranton for a Superannuation, Option A retirement allowance. His last day of work was May 3, 2010 and his retirement benefit will begin on May 1, 2013. Mr. Scranton was a group 1 member serving the Town of Colrain as a selectman, accruing 38 years, 5 months of creditable service.

Warger, Robert,- PERAC approval has been received to retire Robert Warger for a Superannuation, Option B retirement allowance. His last day of work was March 1, 2013 and his retirement benefit will begin on March 2, 2013. Mr. Warger was a group 4 member serving the Town of Deerfield as a police officer accruing 32 years of creditable service.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to accept liability for the following buybacks through another system:

Arruda, Laura – former member, now in the Montague Retirement System, has asked FRRS to accept liability for service upon redeposit of a refund taken on 12/31/2006 in the amount of \$6,864.63.

Allowable creditable service is 2 years, 8 months, 24 days for service between 10/15/2002 and 7/8/2005 as the Assessor's Clerk, Town of Ashfield.

Mathey, Rosemary – MTRS has asked FRRS about service liability for Ms. Mathey. She started as a replacement teacher's aide on October 28, 1985 in the Erving School and worked through 6/30/1987 but was never enrolled in this system. FRRS membership eligibility rules suggest that she should have been a member and thus the liability may be accepted as requested by MTRS for 1 year, 9 months, 20 days full creditable service, 12 months for 10 months of school service.

Ellis (Marchefka), Dianne – former member, now in the MTRS, has asked FRRS to accept liability for service upon redeposit of a refund taken on 6/30/1992 for \$5,299.17. She was employed by the Franklin Regional Housing and Redevelopment Authority with deductions starting 2/25/1988 through her resignation on 8/28/1991 for a total of 3 years, 6 months, 4 days of creditable service.

Buybacks and Makeups:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

Torres, Rebecca – current member with the Franklin Regional Retirement System has requested a makeup of service for time worked with the Town of Shutesbury as an elected Selectboard member from 7/1/2001 to 3/4/2009. Total service allowed is 7 years, 8 months, 4 days at a cost of \$1,575.19 if paid by June 30, 2013; otherwise interest will accrue as allowed by law.

Delaney, Larry – current member in the Town of Warwick, has requested a make-up of service from his hire date of 5/7/2012 to his enrollment date of 11/22/2012. Because the delay of enrollment was due to administrative error the cost of the make-up will be for deductions only until July 1, 2013 and then interest will begin to accrue on the full balance. Cost of deductions only (9%+2%) is \$1,678.53 for 6 months, 15 days of service.

Hutkoski, Carolyn – current member in the Town of Whately has requested a makeup of service for time worked from 4/1987 – 6/1988 as a substitute accruing 669.50 hours. Total service allowed on an hour for hour basis converted to 12 months is 4 months, 29 days, at a cost of \$365.66 if paid by June 30, 2013 - otherwise interest will accrue as allowed by law.

Leos-Urbel, Amy - inactive member of this system is requesting a makeup of service for time worked prior to enrollment through the FRCOG. Amy was hired under a grant option in 1988 and was not enrolled in the system until 7/1/1991 although it appears to be a clerical error. Supplemental Regulations at the time allowed grant funded positions and required those earning \$2,000 per year to be members. Payroll records have been obtained for all service. Full creditable service is allowable for a total of 3 years, 2 months, 3 days at a cost of deductions only, \$4,984.89 if paid by June 30, 2013 otherwise interest will accrue as allowed by law.

Turner, Richard – current member in the Town of Ashfield, has requested a make-up of creditable service for work performed prior to enrollment in 2003. Mr. Turner worked for the highway department as an on-call seasonal employee accruing 2,002.5 hours documented by payroll records beginning 12/12/1992 through 12/31/2000. FRRS Supplemental Regulations in 1992 mandated all employees earning compensation become members of the system. Due to administrative error, this member was not enrolled and therefore should be given the opportunity to purchase this service for deductions only. Total creditable service is 1 year, 10 days for \$1,876.87 if paid by 6/30/2013 otherwise interest will accrue as allowed by law.

Blanchard, Lori –Ms. Blanchard had been approved for a make-up of service for time worked in the Town of Royalston as Treasurer from April 1998 to June 2000 and as Town Accountant from March 2003 to August 2007. However, while processing the transfer of her account to the Town of Maynard, it was realized that the amount of service approved was incorrect for two reasons – her service as treasurer was tallied as part-time but should have been full-time because it was an elected position; and, her service as the accountant in Royalston overlapped with service she was already receiving in Orange. The net effect of these two corrections increases the service to 3 years, 2 months, 12 days (was 2 years, 19 days). In addition, she will be refunded for the amount related to the overlap in service.

#### Deaths:

Bell, David – accidental disability option B retiree since 11/5/1993, Mr. Bell was the chief of police in Deerfield accruing 13 years, 1 month of creditable service. DOD was 4/23/2013. His widow, Elizabeth, will be receiving Chapter 32 §101 benefits in the amount of \$9,000 annually.

Szymanski, John - option B retiree since 3/31/1987, Mr. Szymanski worked for the South Deerfield Water Supply District and the Town of South Deerfield highway department accruing 33 years, 5 months of creditable service. DOD was 4/30/13.

#### General Business:

Follow-up report on Dual Calc issue re: retiring member

Leonard Crossman, Police Chief, Town of Northfield, submitted an application for an Ordinary disability retirement. The Board approved his application March 27, 2013. Upon initial review of payroll records received from the Town of Gardner, it was noted that Mr. Crossman ended his employment with Gardner 1/12/2010. His hire date with the Town of Northfield was 1/11/2010, causing him to have 2 concurrent days of service (dual member of different systems), which violates MGL C. 32, §5(2)e.

Upon reviewing the requested documentation (Mr. Crossman's daily logs, dispatch logs and minutes of The Board of Selectman meetings) it became clear that Mr. Crossman did not have 2 concurrent days of service. Detailed payroll records show that Mr. Crossman's last day worked (and paid) in Gardner was 1/12/2010. Daily logs, dispatch logs and minutes of The Board of Selectman meetings with the Town of Northfield all confirm that Mr. Crossman's first day he actually worked (and paid) was 1/13/2010.

As a result, the final calculation for Mr. Crossman will be sent to PERAC for approval as soon as we receive clarification from Gardner on payments received for the Quinn bill and Holiday pay.



After a brief discussion, the award of an Ordinary disability retirement for Mr. Crossman will proceed. No further action by the Board is necessary.

#### Legislative Proposal to modify Dual Calc Law

Dale Kowacki, Executive Director, presented the Board with an amendment to the dual calculation law to present to PERAC and our legislators. The legislative proposal would be simple – add the following to the end of that section of law:

“or where the concurrent compensation occurs while the member is transitioning from system-to-system and the concurrent period does not exceed 3 months.”

The full result would read like this:

M.G.L. Ch. 32 § 5(2)(e) - A person who has been a member of 2 or more systems and who, on or after January 1, 2010, has received regular compensation from 2 or more governmental units concurrently shall, upon retirement, receive a superannuation retirement allowance to become effective on the date of retirement that is equal to the sum of the benefits calculated pursuant to this section as though the member were retiring solely from each system; provided, however, that notwithstanding paragraph (c) of subdivision (8) of section 3, each system shall pay the superannuation retirement allowance attributable to membership in that system to the member; and provided further, that this section shall not apply to any member who has vested in 2 or more systems as of January 1, 2010, or where the concurrent compensation occurs while the member is transitioning from system-to-system and the concurrent period does not exceed 3 months.

On a motion made by D. Gendron and a second by P. Mokrzecki, the board unanimously voted to proceed with and present the suggested amendment to the dual calculation law (M.G.L. Ch. 32 § 5(2)(e)), to PERAC and our legislators.

#### Quarterly Investment Managers

Greg McNeillie, Vice Chairman, and Seth M. Lynn, Senior Consultant, both from DAHAB joined the meeting at 8:30 and reviewed the first quarter returns for the investment portfolio.

Chris Loveless, President and COO and Chris Meredith, CFA, Senior Portfolio Manager, Director of Research and Portfolio Management both from O’Shaughnessy Asset Management joined the meeting at 9:08. Mr. Loveless and Mr. Meredith gave a performance update, discussed staffing changes, and confirmed that the large-cap focus of the fund remains the same.

Markio Gordon, Founder and CEO and CIO; and David Gerber, President and COO both from Daruma joined the meeting at 9:35. Ms. Gordon and Mr. Gerber gave a performance update, discussed staffing changes, and confirmed that the small-cap focus of the fund remains the same.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

APRIL 24, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:00 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frentzos.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on March 27, 2013.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$601,795.44	
Refunds	39,813.93	
Transfers	0.00	
Invoices		108,021.08
For a total of:		\$749,630.45

#### Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to transfer \$410,000 from Daruma Asset Management to TDBank to cover next month's warrants.

#### Visitors, and . . .

Richard Turner, current member with the Town of Ashfield asked the Board to allow him to purchase his military time even though it is well past the 180 day time limit. It was discovered that Mr. Turner may have time to purchase from 1983 forward when he worked on a part-time basis for the Town of Ashfield plowing snow and summer help. The Board asked Mr. Turner to supply payroll records for the time in question. The FRRS staff will ask the Ashfield Treasurer for payroll records for this time too. The Board took no action on Mr. Turner's request to be allowed to purchase the military time.

## New Members

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

## New Members

Larry Delaney	WCK	11/22/2012	Highway Dept	100%
Lynda Hodsdon Mayo	GIL	02/21/2013	Assessor's Clerk	50%
Debra A. Kmetz	SDW	04/01/2013	Office Clerk	50%
Darleen LeGrand	OGE	03/18/2013	Town Acct	100%
Amanda Majewski-Winn	CON	04/08/2013	Town Admin	100%
Melissa M. Plesnar	MOH	08/28/2012	Paraprofessional	100%
Shannon Wissman-Hoar	FRN	03/18/2013	Aide	90%

## Existing Members

Melissa M. Finn	MOH	8/27/2012	Paraprofessional	100%
Robert Moczulewski	DER	02/11/2013	Out of School Time	45%
Brian J. Ravish	DER	04/01/2013	Police Officer	100%

## Transfers-in

Kristin A. Pisano	DER	03/18/2013	Instruc.Assist	100%
-------------------	-----	------------	----------------	------

(MTRB-pre 4/1/12)

## New Retirees:

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the following retirement:

Marble, Janice – PERAC approval has been received for a Superannuation Option A benefit effective 1/31/2013. Ms. Marble was a group 1 member serving the Town of Orange in the elementary school system accruing 11 years of creditable service.

## Buybacks and Makeups:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following buybacks with the exception of Jeffrey Dubay (hold until payroll information can be collected):

Craven, Debra – current member with the Franklin Regional Retirement System has requested a makeup of service for time worked with the Town of Conway as a call fire-fighter and custodian of the Town Hall from 1993 to 10/13/2008 prior to membership eligibility. Service is based on actual hours worked for a total of 2 years, 8 months, 19 days at a cost of \$6,220.94 if paid by May 31, 2013; otherwise interest will accrue as allowed by law.

Whelan, Grace – current member in the Town of Orange has asked for a make-up of service for non-membership time and time when she was erroneously omitted from membership.  
10/1999-09/21/2003 part-time sped aide – 1 year, 4 months, (2,598.79 hours) – non membership, with interest.

09/22/2003-05/28/2007 sped aide - full time service – 3 years, 15 days on a 12-month basis – should have been a member, no interest until 5/31/2013.

Total service allowable 4 years, 4 months, 15 days. Total cost of make-up, if paid by May 31, 2013 is \$5,611.81; otherwise interest will accrue as allowed by law.

Frentzos, Deborah – current member in FRRS had asked for and was approved for a make-up at the February 2013 board meeting for time worked prior to enrollment. Since then, additional hours have been verified by newly found additional payroll records. Additional allowable time is 19 days (hour-for-

hour) for the same period of service between 2/7/2000 and 9/10/2000. Total cost is \$147.44 if paid by May 31, 2013 otherwise interest will accrue as allowed by law.

Paciorek, Jr., John – current member in the Town of Deerfield asked for a buyback of service refunded for 4 summers working at the Tri-Town Beach in Deerfield. Dates of service and refund date as noted below. Total allowable service calculated as actual hours worked, based on 2 x the Massachusetts minimum wage, is 7 months, 18 days at a total cost of \$1,721.10 if paid by 5/31/2013, calculated at the buyback interest rate.

Service Dates	Refund Date	
7/1/92-8/30/92	01/21/93	\$299.00
7/1/91-8/30/91	11/30/93	\$890.83
7/1/93-8/30/93	11/30/93	included in above
7/3/94-9/2/94	10/31/94	\$531.27
		\$1,721.10

Pat Auchard – current member with the FRCOG would like to do a makeup of excluded membership service in the amount of \$64.83 for 1 month, 16 days service with Mohawk School District from January 8 to February 21, 1980. This person started work in a 40 hour per week position but deductions did not start until the week of March 24, 1980, and because this person should have been a member, interest is waived up to the date of discovery on March 1, 2013, after which interest has been calculated at the “Buyback” rate. Amount of repayment is \$64.83 if paid by May 31, 2013, otherwise the interest rate will accrue as allowed by law.

General Business:

Annual Report

The three Board members present signed the annual report. Upon obtaining signatures of the two other Board members, the annual report will be ready to submit to PERAC.

Corrected service to MTRB – Joan Baldwin

A portion of the transfer to MTRS in 2003 for Joan Baldwin of service from 1991 to 1999 seemed too high for the amount of deductions received. Review of the member’s enrollment form, and actual deductions received, clearly shows the position hired for was of a temporary basis as a substitute teacher. The daily rate of \$50/day for substitutes was used to determine actual number of days worked resulting in total creditable service of 3 years, 6 months, 2 days (originally 5 years, 7 months). Included in the same transfer to MTRS was a make-up of service for 1/1/1973-12/31/1975 (3 months) but it was calculated incorrectly. The number of days worked, times the number of hours per day, was used to determine the total number of hours worked, resulting in a revised amount of creditable service of 4 months, 7 days. The net reduction in service for these corrections totals 1 year, 11 months, 20 days, reducing the total transfer from 10 years, 3 months 7 days to 8 years, 3 months, 17 days.

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to revise the transfer of total creditable service to MTRS for Joan Baldwin to 8 years, 3 months, 17 days for service from 1973 to 2004.

Deferred Comp changeover from FRCOG

Susan Bobe, Assistant Director presented information regarding the 457 deferred compensation plan offered to employees of FRRS. Contributions withheld from earnings are presently sent to Nationwide under the FRCOG’s plan number. It was suggested that the Board set up a distinct plan for FRRS to include a Roth IRA option and a loan option.

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to set up a deferred compensation plan distinct to FRRS to include a Roth IRA option and a loan option.

Hand out Investment Objectives

Dale Kowacki, Executive Director handed out copies of the Investment Objectives for the Board to review in preparation for the May meeting when refinements will be considered and discussed.

#### Interview Actuaries

The Board interviewed the following 4 Actuaries:

8:30 – Linda Bournival, KMS Actuaries

9:00 – Kathy Riely, Segal

9:30 – Dan Sherman, Sherman Actuarial Services

10:00 – Larry Stone, Stone Consulting

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to contract with Linda Bournival, KMS Actuaries, pending reference checks, to provide actuarial services to the retirement system.

#### New Business

Leonard Crossman – Possibly impacted by MGL Ch. 32 §5(2)e

Leonard Crossman, Police Chief, Town of Northfield, submitted an application for an Ordinary disability retirement. The Board approved his application March 27, 2013. Upon review of payroll records received from the Town of Gardner, it was noted that Mr. Crossman ended his employment with Gardner 1/12/2010. His hire date with the Town of Northfield was 1/11/2010, causing him to have 2 concurrent days of service (dual member of different systems).

A member must have ten-years of creditable service to apply for an Ordinary disability retirement. Prior to the discovery, FRRS, combined with Gardner service, gave him 12 years, 1 month of service. If the two-day overlap is correct, then Mr. Crossman will not be eligible for retirement because he will not have 10 years (or more) service – he will have 3 with one, and 8 with the other.

It is Attorney Sacco's opinion the intent of the law is clear and the provisions of Section 5(2)e should be enforced. However, because of the unusual circumstances, he suggested PERAC be consulted.

Initial reaction from PERAC was, "In the case of these "incidental overlaps" in regular compensation during job transition periods, and generally the result of buyouts, etc. we have as a policy not find these to be within the scope and intent of the law."

Director Kowacki emailed support to PERAC in granting leniency in regards to this situation, and he suggested FRRS might propose legislation to permanently rectify the problem.

The situation had been explained to Mr. Crossman, to which he responded that he can provide documentation that in spite of the dates of his contract with Northfield, he did not start working there until after he finished in Gardner.

The Board discussed the situation and requested that the staff obtain additional information from Leonard Crossman and present it at the May 29, 2013 meeting. The Board asked that Mr. Crossman provide his daily logs as well as dispatch logs and minutes of The Board of Selectman meetings with the Town of Northfield in regards to Len's appointment and his first day on the job. In addition, the Board asked Dale Kowacki, Executive Director to draft an amendment to the law, to present to our local legislators that would exclude overlaps of less than 3 months.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MARCH 27, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Paul Mokrzecki, Mary Stokarski present. David Gendron joined the meeting at 8:43 AM. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on February 27, 2013.

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the special meeting and the accompanying executive session minutes held on March 11, 2013.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$614,407.32	
Refunds	8,130.43	
Transfers	54,286.41	
Invoices		41,569.88
For a total of:		\$718,394.04

Cash Transfer between Investments and bank

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to transfer \$120,000 from Seizert Capital Partners and \$250,000 from Daruma Asset Management to TDBank to cover next month's warrants.

New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

NAME			UNIT
	DATE OF HIRE		
Diana L. Damon	DER	02/04/2013	
Kevin H. Kennedy	OGE	03/25/2013	
Karen Tyler	FCH	02/11/2013	
James B. Cassady, Jr.	FRN	11/13/2012	
Dustin A. Bernier	MOH	02/11/2013	
Existing Members			
Aaryn J. Aiken	MHR	02/25/2013	

#### New Retirees:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted \_\_\_\_\_ to approve the following retirements:

Baker, Robert – PERAC approval has been received for a Superannuation Option C benefit effective 1/5/2013. Mr. Baker served as the Superintendent of the Highway department and the Fire Chief for the Town of Conway accruing 27 years, 9 months of service of which MTRB holds 6 years and 3 months of liability. Mr. Baker taught at the Franklin County Technical School when it first opened its doors in 1976.

Scott, Donald – PERAC approval has been received for a Superannuation Option A benefit effective 1/18/2013. Mr. Scott was the Business Manager of the Frontier Regional School District. He accrued 27 years, 8 months of service of which Hampden County Retirement holds 5 years.

Wheeler, David – PERAC approval has been received for a Superannuation Option A benefit effective 1/8/2013. Mr. Wheeler was the Assistant Superintendent of the Water Department with the Shelburne Falls Fire unit. He accrued 24 years, 1 month of service.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to accept liability for the following buybacks through another system:

Perkins, Andrew – Montague Retirement Board, on behalf of former member, requests FRRS to accept liability for creditable service of 6 years, 9 months, 15 days upon payment to the Montague Retirement Board for a refund of contributions given 6/29/2011 for service with the Frontier Regional School District between 9/11/2002 and 6/25/2009.

Pollard, Judith – Athol Retirement Board, on behalf of former member, requests FRRS to accept liability for creditable service of 3 years, 11 months, 10 days upon payment to their system for a refund of contributions taken 2/25/1999 for service with the Mahar Regional School District between 10/18/1993 and 6/25/1997.

Toth, Joyce – (formerly Klisenbauer) MTRB on behalf of this former member, requests FRRS to accept liability for creditable service of 1 year, 17 days upon payment to their system for a refund of contributions taken 5/30/1978 for service with the County Treasurer's office between 4/5/1977 and 4/21/1978.

#### Buybacks and Makeups:

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the following buybacks:

Dubay, Jeffrey – current inactive member has requested a make-up of service for time worked in the Department of Conservation and Recreation. Earnings information was obtained from the DCR Human Resources office. The purchase of a total of 1 year, 1 month of service will cost \$1,542.37 if paid by April 30, 2013. State Retirement does not accept liability in circumstances such as these. Service dates include 40 hour work weeks for four summers between 6/14/1969 and 9/9/1972.

Pat Auchard – current member with the FRCOG would like to do a buyback of a refund taken August 27, 1980 in the amount of \$37.52 for 28 days service with Mohawk School District from February 23 to March 21, 1980. Amount of repayment is \$132.54 if paid by April 2, 2013, otherwise the interest rate will increase to 7.875% after April 2, 2013.

Major, Nancy – current member (retirement application in process) has requested a makeup of service for time worked prior to enrollment. Service between August 1992 and 8/24/1997 is 1 year, 6 months, 5 days, accrued as actual hours worked adjusted for school year service, at a cost of \$3,088.78. The member's retirement eligible position began 8/25/1997 but deductions did not start until 9/27/1997. Deductions only for this period of full time service (1 month, 3 days) are \$137.65. Total make-up cost is \$3,226.43.

Foxmyn, Wendy – this currently inactive member was refunded deductions taken in error for service while employed as "interim town administrator" in both Leverett and Northfield. Ms. Foxmyn successfully petitioned the State Legislature and on 12/31/2012 legislation allowing creditable service for this time was passed by the house and senate, and signed by the Governor on 1/9/2013. Because the deductions were refunded to the member, she must redeposit the total amount of the refund prior to being awarded the credible service. Cost of the service, if paid by 3/31/2013 will be \$6,184.97; otherwise interest will accrue as allowed by law. Allowable service is as follows:

3/17/2009 – 9/27/2009 at 50% = 3 months, 6 days

9/28/2009 – 5/23/2010 at 80% = 6 months, 8 days

5/24/2010 – 9/3/2010 at 50% = 1 month, 20 days

11/3/2010 – 3/25/2011 at 60% = 2 months, 26 days

Total service = 1 year, 2 months

#### Deaths:

Bradley, Edith – option C survivor of Raymond Bradley who passed away on 08/05/2009. Mr. Bradley retired on 11/01/84 having held multiple positions in the Town of Deerfield. DOD was 2/26/13.

Rice, Milton – option A retiree since 5/31/83, Mr. Rice worked for the Ashfield Highway Department accruing 9 years and 4 months of creditable service. DOD was 2/22/13.

Margaret St. Pierre – option B retiree since 4/30/1992, Ms. St. Pierre was a cafeteria worker for Mohawk accruing 24 years and 5 months of creditable service. DOD was 3/10/13.

#### General Business:

Leonard Crossman

The PERAC joint medical panel certificate was received by the Board on March 14, 2013 and sent to Michael Sacco for review. Attorney Sacco's report stated that it would be reasonable for the Board to accept the Panel's Certificate and narrative report and award Mr. Crossman an ordinary disability retirement.

Leonard Crossman was employed as Chief of Police in the Town of Northfield since January 2010 with prior creditable service as Police Officer in Orange and New Salem and prior service in the Gardner Retirement System for a period of approximately 12 years, 1 month and had applied for an ordinary disability retirement due to non-work related health issues.

On a motion by P.Mokrzecki and a second by M.Stokarski the Board voted unanimously to approve Mr. Crossman's ordinary disability application.

#### Format of New Members section of agenda

Dale Kowacki, Executive Director, presented the Board with ideas for improving the new member section of the agenda. After a brief discussion -



On a motion by M. Stokarski and a second by H. Sanderson the Board voted unanimously to approve the addition of position, and percentage of service credit to the format for the new members section of the agenda.

David Gendron arrived at 8:43

Changes to 2012 budget reallocation

On a motion made by M. Stokarski and a second by P. Mokrzecki, the board unanimously voted to rescind the original vote taken February 27, 2013, and instead, approved a transfer in the 2012 budget to adjust for deficits from and to the following line items:

From: Health & Life	\$2,900	To: Board Stipends	\$1,700
Education & Training	\$7,000	Management Fees	\$5,000
Website		\$5,000	Custodial Fees
\$3,600			
Legal Fees	\$4,200		
Rent Expense	\$ 250		
Utilities	\$ 150		

Richard Turner Request to Purchase Military service

Richard Turner current member with Franklin Regional Retirement System requested the Board to reconsider allowing him to purchase his military service credit even though it is well past the 180 day limit.

On a motion made by M. Stokarski and a second by D. Gendron the board unanimously voted to deny Mr. Turner's request to purchase his military service.

Personnel Policy

Dale Kowacki presented the following list of items regarding the personnel policy that the Board had mentioned in the past as possible areas that warrant discussion and possible modification. As noted below, some action was taken, some were dismissed, and interest in further discussion was indicated for the remainder.

Vacation policy regarding prior service applied to accrual calculation  
Prorated or full

On a motion by P.Mokrzecki and a second by M.Stokarski the Board voted unanimously to stipulate in the personnel policy that credit for prior service granted towards the calculation of vacation benefit will be prorated using the same method used to calculate membership service.

Continuous and direct to FRRS

On a motion by H. Sanderson and a second by D. Gendron the Board voted in the majority, P. Mokrzecki opposed, to stipulate in the personnel policy that prior service granted towards the calculation of vacation benefit will only be for unbroken service immediately prior to employment with FRRS.

Insert provision for Board to offer only during hiring negotiations – This was discussed, but no action taken.

Add language about fraud to personnel policy – Yes, the Board expressed interest in discussing this further.

Policy on body art and appropriate business attire – Yes, the Board expressed interest in discussing this further.

Policy that would or would not allow a retirement system employee to buyback used sick time. – The Board declined to take any action on this idea.

Can spouses and dependents come back at a later date and receive insurance– Yes, the Board expressed interest in discussing this further.

Revisit who is responsible for the 75% share of health insurance when an employee is out on FMLA. The FMLA appears to imply that the employer continues to be responsible, however, staff will perform ten minutes of internet research to find any contradictory indications or determinations.

Policy regarding tax implications of the Education Reimbursement (1099 vs. W-2, etc.) – Board agreed that policy should include the proviso that tax issues would be left as the jurisdiction of the Internal Revenue Service.

Examine need for both probation and suspension in the disciplinary process in personnel policy – Yes, the Board expressed interest in discussing this further.

Health insurance for Board members – Yes, the Board expressed interest in discussing this further.

Health insurance after departure – This may have already been addressed. Staff will determine if that is so.

Policy on paying holiday pay during FMLA or other unpaid leave (also consider prorated holiday pay for part-time work). Also, look at the “Leave without pay” section. – Yes, the Board expressed interest in discussing this further.

Review how we do merit increases (personnel policy) – This was not discussed and so will be tabled to a future meeting.

#### Clear Executive Session Minutes

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted to redact pertinent medical information, as per advice from Board Counsel, Michael Sacco, and release the minutes of the Executive Session meeting held on October 10, 2012.

#### Actuarial Services

Dale Kowacki, Executive Director presented the Board with the “Request for Proposals for Actuarial Consulting Services” for April 1, 2013. The process has been arranged to interview candidates at the April 24, 2013 Board meeting. The Board expects to award the bid by May 1, 2013 and finalize the agreement by May 22, 2013. Dale also went over the criteria to be used to evaluate the proposals.

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

FRANKLIN REGIONAL RETIREMENT SYSTEM  
SPECIAL BOARD MEETING

MARCH 11, 2013

A special meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski, David Gendron and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki, Member Services Accountant Deb Frenzoz, Attorney Michael Sacco, legal counsel to the Board, Robert Spaulding and Attorney Earlon Seeley, legal counsel to Mr. Spaulding.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted by roll call vote to move into Executive Session: Hanks – aye, Gendron – aye, Stokarski – aye, Mokrzecki – aye.

In executive session:

On a motion by D. Gendron and a second by M. Stokarski, the Board voted by roll call vote to convene a medical panel: Gendron – aye, Stokarski – aye, Mokrzecki – aye, Hanks – aye.

A motion to come out of executive session was made at 8:50 am by P. Mokrzecki and a second by D. Gendron and accepted by roll call vote. Roll Call Vote: Gendron – aye, Stokarski – aye, Mokrzecki – aye, Hanks – aye.

In open meeting, Mr. Sacco had a general discussion with the board in regards to Mr. Spaulding's application and medical reports. Mr. Sacco also informed the Board that Ann Perkins' appeal was denied by DALA. Ms. Perkins filed an appeal in 2009 asking for creditable service for time she worked for the Orange Housing Authority prior to the Housing Authority's membership with Franklin Regional Retirement System.

FRANKLIN REGIONAL RETIREMENT SYSTEM

BOARD MEETING  
EXECUTIVE SESSION

March 11, 2013

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

FEBRUARY 27, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frentzos. Greg McNeillie, Managing Partner, and Seth M. Lynn, Senior Consultant, with Dahab Associates joined the meeting at 8:45 AM. Anthony Xuereb, Client Relations and Todd Morris, Research Analyst, with Polen Capital joined the meeting at 9:10 AM.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Herbert Sanderson arrived at 8:06

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on January 30, 2013.

Paul Mokrzecki arrived at 8:08

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board, after a brief discussion, voted unanimously to pay the invoice from Stone Consulting, taking the discount.

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$610,630.32	
Refunds	34,658.60	
Transfers	44,762.92	
Invoices for 2012	33,121.00	
Stone Actuarial Invoice	16,086.00	
Invoices for 2013		250,483.03
For a total of:		\$989,741.87

Cash Transfer between Investments and bank

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to transfer \$200,000 from Seizert Capital Partners and \$200,000 from Daruma Asset Management to TDBank to cover next month's warrants.

New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the new members as follows:

NAME			UNIT
	DATE OF HIRE		
Mari-Jon Adams-Pullen	FCH	01/07/2013	
Ashley L. Blais	LEV	01/28/2013	
Andrea L. Callahan	DER	01/11/2013	
Jacqueline M. Cashin	FRG	01/22/2013	
Caron M. Dewey	MOH	01/08/2013	
William C. Johnson	WTY	12/19/2012	
Eric A. Kershaw	FCH	01/15/2013	
Daniel T. Lynch	OGE	02/11/2013	
Tammy L. Murphy	FCH	01/22/2013	
Laureen K. Urekew	SND	01/29/2013	
Joanne K. Wallace	DER	01/02/2013	

Existing Members

Katherine D. Lorenz	SND	01/07/2013
---------------------	-----	------------

New Retirees:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Berube, John – PERAC approval has been received for an Accidental Disability Option A benefit effective 10/03/2011. Mr. Berube was a custodian with the Frontier Regional School District and had 8 years, 1 month of service.

Houghtaling, Alice – PERAC approval has been received for a Superannuation Option B retirement, effective 1/4/2013. Ms. Houghtaling was an elected member of the school committee for the Town of Monroe and the Finance Assistant for the FRCOG. She accrued 34 years, 1 month of service.

Welcome, Jr., Dennis E. – PERAC approval has been received for an Accidental Disability Option C benefit effective 7/16/2012. Mr. Welcome was an Equipment Operator/Laborer with the Town of Deerfield and had 23 years, 9 months of service.

#### Disability Retirements:

William Arsenault – Involuntary application received from the Town of Warwick on behalf of Mr. Arsenault and reviewed by board's counsel, Michael Sacco, who recommends the board table the application until further information can be gathered.

Robert Spaulding – application received and reviewed by board's counsel, Michael Sacco, who recommends an evidentiary hearing with the board. The board requested a letter be sent to Mr. Spaulding with an evidentiary hearing set for March 11, 2013.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to accept liability for the following buyback through another system:

Korzenowski, William – the Hampshire County Retirement System on behalf former member, requests FRRS to accept liability for creditable service of 6 months, 24 days upon payment to the Hampshire County Retirement System for a refund of contributions given 09/28/1978 for service with the Town of Deerfield between 01/30/1978 and 08/23/1978.

#### Buybacks and Makeups:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buybacks:

Harrison, Paula J. – current member with the Town of Colrain has requested a buyback of a refund taken on August 30, 1999 from this Board for work between April 3, 1995 and April 30, 1999. Service was with the Town of Buckland. Total creditable service available for purchase is 4 years, 28 days and the total cost of the buyback is \$10,292.30 if paid by 3/31/2013; otherwise, interest will accrue as allowed by law.

Frentzos, Deborah A. – current member with the Franklin Regional Retirement System has requested a makeup of service for time worked with the Pioneer Valley Regional School District as an office assistant from February 7, 2000 to August 31, 2000 prior to membership eligibility. Service is based on actual hours worked for a total of 3 months, 1 day at a cost of \$696.88 if paid by 3/31/2013; otherwise interest will accrue as allowed by law.

Moruzzi, John – current member in the Town of Leverett has requested a buyback of a refund taken from this system on 1/30/1980. This was fulltime service as a janitor in the Leverett School between 10/18/1976 to 12/21/1979 for a total of 3 years, 2 months, 4 days allowable creditable service. Cost of the buyback is \$6,975.95 if paid by March 31, 2013 otherwise interest will accrue as allowed by law.

Fitz-Gibbon, Mary – current member Ashfield was originally hired as an interim assistant and thus ineligible for membership. However, due to initial confusion about the position, deductions came into the system and were held in a deduction receivable account. The position became regular part-time on 9/26/2012. Member is asking for a make-up of service to be paid for by deductions held by FRRS. Service begins 10/21/2011 through enrollment 9/25/2012, based on actual hours worked at 25 hours per week, for a total of 7 months, 6 days allowable service. (Cost is \$1,616.81 to be paid from the Deductions Receivable Account)

2nd make-up: for service beginning 1/2/2011 through 10/20/2011 for service her initial appointment to interim assistant up to the time deductions were put on deposit with FRRS. Allowable creditable service, based on actual hours worked is 5 months, 17 days for a total cost of 1,290.42 if paid by member by 3/31/2013; otherwise interest will accrue as allowed by law.

#### Buybacks and Makeups – Extra Discussion Needed:

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board voted unanimously to deny creditable service of 13 years to Mr. Gale for his volunteer service over and above the stipend received, and granted the makeup of 1 year, 6 months, 22 days creditable service.

Brian Gale – current member in Orange, would like to purchase service credit for part-time work in the town of Warwick as Building Inspector, part-time Police Officer, Fire Captain, and Fire Chief, from 1983 to 1995 just prior to membership with FRRS via employment with Orange. Adhering to FRRS regulations, the allowable credit for this service is 1 year, 6 months, 22 days. Brian has written to the Board asking, in light of his volunteer service over-and-above the stipend he received, that he be granted 13 years of service.

#### Military Buybacks:

On a motion made by P. Mokrzecki and a second by D. Gendron the Board voted unanimously to approve the following military buyback:

Kemerer, Terry – current member of the Town of Warwick has requested a purchase of military active duty time. A DD214 has been provided showing a total of 4 years. The total cost of his buyback based on his first 12 months of earnings is \$13,001.98 if paid by March 31, 2013; otherwise interest will accrue according to board policy. (1st year salary was \$32,504.96).

#### General Business:

##### Retirees COLA for July 1

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2013.

##### Increase Retirees' COLA Base

On a motion made by H. Sanderson and a second by D. Gendron, the Board unanimously voted to leave the maximum COLA base for the retirees' annual COLA at \$14,000.

##### Future Actuarial Services

On a motion made by D. Gendron and a second by P. Mokrzecki, the board unanimously voted to go out to bid for actuarial services.

##### Vote Reallocation of last year's budget Line items

On a motion made by D. Gendron and a second by M. Stokarski, the board unanimously voted to approve a transfer in the 2012 budget of \$9,800 from Management Fees to adjust for deficits in the following line items:

Board Stipends	\$1,700	
Custodial Fees	\$3,500	
Legal		\$4,200
Rent Expense	\$ 250	
Utilities		\$ 150

##### Quarterly Investment managers

Greg McNeillie, Vice President at DAHAB joined the meeting at 8:45 and reviewed the fourth quarter returns for the investment portfolio.

Anthony Xuereb, Client Relations and Todd Morris, Research Analyst of Polen Capital joined the meeting at 9:10. Mr. Xuereb and Mr. Morris shared the firm's view of the current and future market and commented on the return to date for the Board's investment.

Greg McNeillie, Vice President at DAHAB reviewed the 4th quarter returns for PRIT as Paul Todisco was unable to attend today's board meeting. Paul Todisco will be rescheduled for the November 27, 2013 board meeting.

Greg McNeillie informed the Board of the reorganization at DAHAB. David Lee has been promoted to President and Greg has been promoted to that of Vice Chairman. Seth Lynn, Senior Consultant will be back up to Greg.

Hand out personnel policy

Dale Kowacki distributed copies of the personnel policy to the Board for possible discussion next month.

Funded Ratios – Questions Answered

Dale Kowacki, Executive Director answered the Board's question of last month as to why other Systems with higher % of Salaries than FRRS are more fully funded. Dale presented a chart to the Board and explained that those Systems have a shorter payoff schedule for their unfunded liability.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JANUARY 30, 2013

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on December 19, 2012.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$605,310.25	
Refunds	31,618.65	
Transfers	0.00	
Invoices for 2012	64,868.45	
Invoices for 2013		155,627.76
For a total of:		\$857,425.11

Paul Mokrzecki arrived at 8:04

Herbert Sanderson arrived at 8:05

Cash Transfer between Investments and bank



On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to transfer \$242,000 from Seizert Capital Partners and \$300,000 from Daruma Asset Management to TDBank to cover next month's warrants.

#### New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new members as follows:

NAME		DATE OF HIRE	UNIT
Mary Gorman	WTY	11/14/2012	
Nathan Gray	BER	12/10/2012	
Moon Morgan	FRG	01/03/2013	
Tammy Pease	SND	12/03/2012	

#### EXISTING MEMBERS

Lynn Hathaway	ROW	TBD (1/17/2013)	
---------------	-----	-----------------	--

#### New Retirees:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to approve the following retirements:

O'Lari, Russell – PERAC approval has been received for an Option A retirement effective 10/22/2012. Russell worked for the Town of Orange as a custodian for the police department and the school department for 19 years, 11 months.

Jablonski, Edward - PERAC approval has been received for an Option A retirement effective 2/6/2013. Edward worked for the Town of Deerfield Waste Water Treatment Plant for a total of 28 years, 1 month, ending his employment in July, 2000 and chose to defer his benefit until 2/6/2013.

Allen, Charles – PERAC approval has been received for an Accidental Disability Option C benefit effective 08/14/2011. Mr. Allen was a Highway Foremen/Mechanic/Laborer/Equipment Operator with the Town of Leverett and had 12 years of service.

#### Disability Retirements:

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously, on the advice of Board Counsel, to send the following ordinary disability to PERAC for review by a medical panel:

Leonard Crossman – employed as the Chief of Police in the Town of Northfield since January 2010 with prior creditable service in FRRS since July 1999 accruing approximately 13 years, 6 months has applied for an ordinary disability retirement.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to accept liability for the following buyback through another system:

Suzanne Wells – MTRS has asked what liability FRRS would accept for service worked by this transferred, former member prior to membership. A review of records indicate that the service (February 1998 to August 2003) is divided into two parts – membership eligible, and nonmembership eligible:

February 1998 to June 1998 - Service as a long-term substitute in the position of Instructional Assistant during the period from February to June of 1998 amounts to 305.5 hours, however, FRRS regulations do not allow membership for substitute positions, and therefore FRRS will not accept liability for this service.

May 2000 to August 2003 - Service in a full time position as Instructional Assistant began in September of 1998 and continued for five school years until August 31, 2003 when the member transferred to MTRS at the start of the next school year. FRRS previously transferred the member's annuity savings to MTRS and accepted liability for 3 years, 6 months because deductions (and membership) did not start until March/May of 2000. However, with the benefit of payroll records, it was determined that the correct start date was May 1, 2000 when deductions started, therefore, the liability communicated to MTRS for this period of service should be corrected to 3 years, 4 months.

September 1998 to April 2000 - The remaining service in question is the 1 year, 8 months from the start of the school year in September 1998 to May 1, 2000 when deductions began. This person was erroneously excluded from membership during this period. Therefore, FRRS will accept liability for this time even though this person is not currently a member with FRRS.

#### Buybacks and Makeups:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following buyback:

Bockus, Sue – current member with the Pioneer Valley Regional School District has requested a buyback of a refund taken on November 29, 1985 from MTRS. The MTRS will accept 6 months, on a ten-month basis (7 months, 6 days on a twelve-month basis) of service for work between January 5, 1981 and June 30, 1981. The total cost of the buyback is \$1,448.40 if paid by 2/28/2013; otherwise, interest will accrue as allowed by law.

#### General Business:

##### Travel approval for MACRS meetings

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the attendance and travel of Board members and staff to both the June 2013 MACRS meeting on Cape Cod, and the Fall 2013 MACRS meeting.

The Board members requested that staff find out what the cost would be to attend only the Saturday training session on June 1, 2013.

##### Retirees' COLA

After a brief discussion the members of the Board decided to table this until the February Board meeting. It was requested that staff present a list of what other retirement systems have given for COLAs last year, and this year to date, as well as update the COLA analysis letter from 2010.

##### Increase Retirees' COLA Base

After a brief discussion the members of the Board decided to table this until the February Board meeting.

##### Invoice from Stone Consulting

After a lengthy discussion regarding the invoice from Stone Consulting and the lax performance by actuary Larry Stone the board voted the following:

On a motion by H. Sanderson and a second by M. Stokarski, the Board voted unanimously to send Stone Consulting an invoice with a response date for Dale Kowacki's, time spent keeping Larry on task, and to hold off on paying the invoice from Stone Consulting.

The members of the Board decided to discuss further action at the February meeting.

##### Future Actuarial Services

After a brief discussion regarding ending our relationship with Larry Stone, any decision was deferred pending the response from Larry regarding payment of the above mentioned invoice for Dale's time.

### FRCOG Transfer to State Retirement

The Board discussed the pending legislation. The Board asked that Dale Kowacki, Executive Director check with State Representative Stephen Kulick as to the status of this legislation and to prepare for an Actuarial Evaluation one year earlier to eliminate one year of high assessments. Discussion regarding future allocation of 3(8)(c) costs related to current employees of the FRCOG did not reach a conclusion. A number of ideas were expressed, but none were chosen as preferred. The Board deferred any action until Dale has analyzed the issue and discussed options with the FRCOG and other related parties.

### Re-visit Service Credit for School-Year employees

The Board briefly contemplated revisiting its current policy regarding “school-year” employees (see below), and decided not to, unless it comes up again at a later date.

“In the case of School Department employees whose employment requires them to work from on or about September 1st to on or about June 30th, including but not limited to cafeteria workers, clerical and secretarial staff, teacher’s assistants and teaching professionals, such as therapists, said employees shall receive one month of creditable service for each full month the employee is receiving regular compensation, with ten (10) months being the equivalent of one (1) year of creditable service, based on the following conversion: the number of months worked in a ten month year is multiplied by 1.2 to yield the twelve month equivalent and the creditable service to be given. This conversion will apply in partial years worked as well, whether due to lay-off, resignation, transfer or retirement.”

### Board Education

As a way to organize around Chapter 32’s mandate of Retirement Board Member training, (minimum of 3 credits per year, no more than 9 credits per year and a total of 18 credits per term), Patty Leveille, Administrative Assistant will be at the Board member’s service, assisting with registration and tracking of credits earned. Patty’s tracking sheet for each Board member was provided and comments were appreciative. Members indicated which classes they would like to attend, which Patty will arrange. Board members also passed-in their latest course certificates.

### Rate increase for legal services

The Board was presented with hourly rate increases for legal services from Board Attorney Michael Sacco. It was commented that the Board is pleased with Michael’s level of service and the increase is warranted, given the long span of time since the last increase. There was no action taken by the Board on this topic.

### Funded Ratios – PERAC Report

Dale Kowacki, Executive Director presented three approaches to ranking of the retirement systems’ funded ratios.

### Responses to “Assessments Explained”

Dale Kowacki, Executive Director prepared a report titled “Assessments Explained” and posted it on our web site in response to questions from units as to why their assessments went up this year. The Board was in agreement to a job well done as no issues were raised after the posting.

BOARD MEETING MINUTES

DECEMBER 19, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on November 28, 2012.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$585,501.78	
Refunds	88,694.67	
Transfers	13,840.52	
Invoices 12-12W	19,468.83	
Invoices 00-13W		4,671.65
For a total of:		\$712,177.45

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to transfer \$200,000 from Seizert Capital Partners and \$134,000 from Daruma Asset Management to TDBank to cover next month’s warrants.

New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the new members as follows:

NAME		DATE OF HIRE	UNIT
Celinda A. Ezzell	STB	11/26/2012	
Mary K. Fitz-Gibbon	ASH	09/26/2012	
Sandra M. Loonie	MHR	11/05/2012	
Edward MacDonald	CON	11/26/2012	
Anthony Martinez Rodriguez	FTA	11/13/2012	
Richard J. Ormond	SHB	12/03/2012	
Fred D. Redeker	MOH	11/06/2012	
Meredith Stewart	MOH	09/25/2012	

EXISTING MEMBERS

Cathryn M. Thomas	SND	07/14/2012
Melissa Pincus	MOH	08/28/2011

#### New Retirees:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following retirement:

Brocklesby, Debran – PERAC approval has been received for an Option B retirement effective 10/5/12. Debran worked for the Franklin County Regional Housing and Redevelopment Authority for 23 years, 8 months.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to accept liability for the following buyback through another system:

Natichioni, Barbara – Barnstable County Retirement has asked FRRS to accept liability for creditable service upon re-deposit of a refund taken by this member on 8/31/2006. Service was as an instructional aide in the Frontier Regional School for one school year, 8/31/2005 through 6/20/2006. Allowable service for liability is one year on a refunded amount of \$1,301.51.

#### Deaths

Kavanaugh, Edward – option C (pop-up) retiree since 5/6/1998, Mr. Kavanaugh was a selectboard member in the Town of Erving accruing 27 years of creditable service. DOD was 12/03/2012.

Ball, Norma – option A retiree since 12/31/1985, Ms. Ball was a secretary in the Orange public schools accruing 26 years of creditable service. DOD was 12/05/2012.

Valerie Dow – option B retiree since 9/30/2006, Ms. Dow served for 34 years, ending her career as the cafeteria manager for the Mahar Regional School District. DOD was 12/14/2012.

#### General Business:

##### Dennis Welcome

The PERAC medical panel certificates were received by the Board on December 8, 2012 and sent to Michael Sacco for review. Attorney Sacco's report gave the Board the discretion to grant Mr. Welcome an accidental disability retirement.

Dennis Welcome was employed as an Equipment Operator/Laborer for a period of approximately 23 years, 9 months and had applied for an accidental disability retirement due to injuries incurred while on the job.

On a motion by D. Gendron and a second by H. Sanderson the Board voted unanimously to approve Mr. Welcome's accidental disability application.

#### Staff Evaluations

The members of the Board discussed and reviewed the staff evaluations . . .

On a motion by M. Stokarski and a second by D. Gendron the Board voted unanimously to accept the staff evaluations as presented.

In consideration of the positive staff evaluations:

On a motion by D. Gendron and a second by M. Stokarski the Board voted unanimously to award a 1.1% merit increase to all staff effective January 1, 2013.

It was requested that it be noted that the Board would like to give more.

#### Investment Meetings

Dale Kowacki, Executive Director, presented the Board with a 2013 schedule for quarterly meetings with our Investment Managers. Upon review by the Board the schedule was accepted as presented.

Wednesday, February 27, 201 - Greg (8:30 am) with - Polen (9:00 am) and PRIT/PRIM (9:30 am)  
Wednesday, May 29, 201 - Greg (8:30 am) with - O'Shaughnessy (9:00 am) and Daruma (9:30 am)  
Wednesday, August 28, 20 - Greg (8:30 am) with - Seizert (9:00 am) and IR&M (9:30 am)  
Monday, November 25, 20 - Greg only (9:00 am)

Lump-sum vacation pay

PERAC memo (#39-2012) instructs retirement systems to, under certain circumstances; include lump-sum vacation pay in pensionable earnings. Board Attorney M. Sacco disagrees and after a brief discussion of PERAC's memo and Michael's letter the board unanimously agreed with Attorney Michael Sacco not to include lump-sum vacation pay in pensionable earnings.

On a motion made by H. Sanderson and a second by D. Gendron, the Board unanimously voted to not include lump-sum vacation pay in pensionable earnings.

New Business:

Exception to Temporary positions policy

FRRS membership regulations consider temporary positions not eligible for membership - including any active member taking a temporary position as a one-year substitute or being appointed to an interim position. Dale Kowacki, Executive Director, presented the board with an exception to our membership regulations regarding temporary positions.

On a motion made by H. Sanderson and a second by D. Gendron, the Board unanimously voted to set membership regulation policy for temporary positions as follows:

"When an active member temporarily switches to a different position, without a break in service, within the Franklin Regional Retirement and regardless of unit, they will continue as an active member, with deductions taken, and receive service credit consistent with the Board's creditable service regulations."

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

NOVEMBER 28, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Paul Mokrzecki, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz. Greg McNeillie, Managing Partner, and Seth M. Lynn, Senior Consultant, with Dahab Associates joined the meeting at 9:00 AM.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meetings held on September 26, 2012, October 31, 2012, and the minutes of the special meeting held on November 7, 2012.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$640,749.97	
Refunds	56,024.63	
Transfers	74,769.16	
Invoices	39,906.56	
For a total of:		\$811,450.32

#### Cash Transfer between Investments and bank

The following vote took place later in the meeting while meeting with Greg McNeillie.

On a motion by D. Gendron and a second by H. Sanderson, the Board on the advice of its investment consultant, voted unanimously to transfer \$465,000 from the PRIT Core Fund to TDBank to cover next month's warrants.

#### New Members

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

NAME	UNIT	DATE OF HIRE
Tana A. Bloom	FCH	10/10/2012
Holly M. Braziel	MOH	09/04/2012
Timothy Capuano	DER	08/29/2012
Kristina A. Chiang	CON	09/24/2012
Corey C. Eckert	DER	09/24/2012
Lydia R. Fish	FRT	10/15/2012
Jason Goebel	SND	10/24/2012
Aimee M. Heon	HLT	08/28/2012
Brenda J. Jerome	WTY	10/09/2012
Joshua A. Martin	LEV	10/29/2012
Katelyn M. Reardon	FCH	11/06/2012
Jennifer L. Roberts-King	LEV	11/01/2012
Michelle L. Rose	MOH	10/22/2012
Teri F. Rutherford	FRN	09/21/2012
Diana M. Schindler	OGE	10/15/2012
Mia M. Taylor	MOH	10/09/2012

**EXISTING MEMBERS**

Delores A. Cullen	FRN	08/29/2012
Rebecca M. Twaites	CON	10/01/2012
Rebecca M. Twaites	SND	10/01/2012

**New Retirees:**

On a motion made by Paul Mokrzecki and second by H. Sanderson, the Board unanimously to approve the following retirements:

Josef Brynda – PERAC approval has been received for an Option C retirement effective 8/31/12. Josef worked Frontier Regional School District as a custodian accruing 40 years, 4 days, of service.

Davin, Elizabeth – PERAC approval has been received for an Option C retirement effective 9/12/2012. Ms. Davin worked for the Mohawk Trail Regional School District as a Guidance Secretary accruing 29 years, 5 months, of service.

Soviecke, Karen – PERAC approval has been received for an Option C retirement effective 9/14/2012. Ms. Soviecke worked for the Town of Rowe and the Mohawk Trail Regional School District as an aide accruing 10 years, 8 months, of service.

**Buybacks and Makeups:**

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following:

Patterson, Dennis – current member South Deerfield Fire District has requested a make-up of creditable service for actual hours worked as a Call Firefighter with the district between May, 1982 and September 1995. Total allowable service is 4 months, 26 days and the cost of the purchase is \$1,429.68 if paid by December 31, 2012 otherwise interest will accrue as allowed by law.

O'Lari, Russell T. – inactive member of the Town of Orange has requested a make-up of creditable service for actual hours worked as a custodian for the Police Department between January 1986 and July 1991 for total service of 7 months, 20 days. The total cost of the purchase is \$2,545.94 if paid by December 31, 2012 otherwise interest will accrue as allowed by law.



Scott, Donald – inactive member of the Frontier Regional School District has requested a make-up of creditable service for an elected treasurer position between 2/20/1979 and 2/19/1980 and an elected auditor position between 2/29/1980 and 10/15/1980 for total service of 1 year, 7 months, 26 days. The total cost of the purchase is \$532.34 if paid by December 31, 2012 otherwise interest will accrue as allowed by law.

Brazeau, Debhra – active member in the Town of Leverett has requested a buyback of service refunded from the Hampshire County Retirement System. Hampshire will accept 2 years, 2 months of creditable service upon payment to this system. Refund was for \$1,795.39 on 7/31/1989 for service between March 1, 1985 and May 26, 1989. Purchase cost, if received by December 31, 2012, is \$4,435.96 otherwise interest will accrue as allowed by law.

Hampshire County Retirement System will also accept 3 months liability for a make-up of service for work performed between 9/1/1984 and 2/28/1985. Cost to purchase this service is \$97.96 if received by December 31, 2012 otherwise interest will accrue as allowed by law.

#### Deaths

Hawkes, June – passed away on 11/22/2012. Ms. Hawkes had been retired from the Orange Public Schools since 1983. She was an option B retiree. There are no remaining funds for a beneficiary.

#### General Business:

##### 2012 Actuarial Valuation

As follow-up to the discoveries made at the October 31, 2012 Board meeting, Larry Stone of Stone Consulting made revisions to the 01/01/2012 pension funding schedule to include the net 3(8)(c) payments (\$286,000), and based the schedule on a 4.00% amortization increase over a 22 year period. This new schedule produces a payment of \$5,676.096 which is \$180,663 higher than the amount expected for FY 2014 under the prior valuation schedule (\$5,495,433).

On a motion made by P. Mokrzecki and a second by D. Gendron, the board unanimously voted to approve the new pension funding schedule as presented (see addendum to these minutes).

##### Betsy Burnham

A transfer to MTRS in 1983 for Betsy Burnham of 17 months of service from 1979 to 1982 seemed too high for the amount of deductions received. Last month the Board asked for staff to collect and present actual payroll records and discuss the issue with the member to see if there was more to the matter. Upon further research, reports received from Union 38 gave us amounts and pay rates to determine the actual number of hours worked resulting in total creditable service of 4 months, 27 days.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to revise the transfer of total creditable service to MTRS for Betsy Burnham to 4 months, 27 days for service from 1979 to 1982.

##### Elizabeth Davin

Ms. Davin, under “The Needham Bill”, submitted in writing a request to the Board to grant one day of creditable service. Due to a clerical error her total creditable service for retirement was short by a day causing her to lose one month of service in the retirement calculation because only full months are included.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to grant the one day of service to Ms. Davin.

##### John Berube

The PERAC medical panel certificates were received by the Board on November 14, 2012 and sent to Michael Sacco for review. Attorney Sacco's report gave the Board the discretion to grant Mr. Berube an accidental disability retirement.

John Berube was employed as a custodian at Frontier Regional School for a period of approximately 8 years, 6 months and had applied for an accidental disability retirement due to injuries incurred while on the job.

On a motion by D. Gendron and a second by H. Sanderson the Board voted to unanimously to approve Mr. Berube's accidental disability application.

#### Board Meeting Schedule for 2013

The members of the Board were in agreement to continue the regular monthly meeting schedule of the last Wednesday of each month, at 8:00 am, beginning January 2013, with the exception of Monday, November 25, 2013 and Wednesday, December 18, 2013 (the third Wednesday).

On a motion by M. Stokarski and a second by D. Gendron the Board voted to unanimously to meet at 8:00 am on the last Wednesday of each month in 2013 with the exception of Monday, November 25, 2013 and Wednesday, December 18, 2013 (the third Wednesday).

#### Quarterly Meeting with Investment Advisor, Greg McNeillie, Dahab Associates

Greg McNeillie, Managing Partner, and Seth M. Lynn, Senior Consultant, with Dahab Associates joined the meeting at 9:00 AM to review the 3rd quarter investment results, and present the research done by Dahab in regards to the Fixed Income Manager Search.

First, the Board asked Mr. McNeillie's advice on which manager(s) to transfer operating cash from, and on his advice the Board took the action reported at the beginning of these minutes.

After the Fixed Income vote (below), Greg McNeillie presented the 3rd quarter investment results.

#### Fixed Income Manager Search

After discussing the analysis done by Dahab Associates regarding ranking the respondents to the search, and seeing that IR&M ranked high enough to be included in the "advantageous" category, the Board took the following action:

On a motion made by D. Gendron and a second by M. Stokarski, the Board, in accordance with research performed by Dahab and by recommendation of Dahab unanimously voted to resign Income Research & Management to a 5-year contract beginning January 1, 2013 and ending December 31, 2018.

Addendum

**FRANKLIN REGIONAL RETIREMENT SYSTEM  
ACTUARIAL VALUATION AS OF JANUARY 1, 2012  
FUNDING SCHEDULE**

Fiscal Year	Normal Cost	Unfunded Liability	Funding Amortization of UAL	Net 3(8)(c) Payments	Schedule Contribution	Adjusted for Semiannual Payments
2014	1,749,252	52,538,305	3,535,291	286,000	5,570,543	5,676,096
2015	1,823,595	52,862,001	3,669,397	286,000	5,778,992	5,888,495
2016	1,901,098	53,066,522	3,808,867	286,000	5,995,965	6,109,580
2017	1,981,895	53,136,695	3,953,917	286,000	6,221,811	6,339,705
2018	2,066,125	53,055,922	4,104,768	286,000	6,456,893	6,579,241
2019	2,153,936	52,806,057	4,261,653	286,000	6,701,589	6,828,573
2020	2,245,478	52,367,276	4,284,331	286,000	6,815,808	6,944,958
2021	2,340,911	51,869,478	4,411,863	286,000	7,038,773	7,172,147
2022	2,440,399	51,194,902	4,588,337	286,000	7,314,736	7,453,339
2023	2,544,116	50,276,832	4,771,871	286,000	7,601,987	7,746,033
2024	2,652,241	49,088,477	4,962,745	286,000	7,900,987	8,050,698
2025	2,764,961	47,600,633	5,161,255	286,000	8,212,217	8,367,826
2026	2,882,472	45,781,479	5,367,705	286,000	8,536,178	8,697,925
2027	3,004,977	43,596,358	5,582,414	286,000	8,873,391	9,041,528
2028	3,132,689	41,007,542	5,805,710	286,000	9,224,399	9,399,187
2029	3,265,828	37,973,977	6,037,939	286,000	9,589,767	9,771,478
2030	3,404,626	34,451,001	6,279,456	286,000	9,970,082	10,159,000
2031	3,549,322	30,390,054	6,530,634	286,000	10,365,957	10,562,376
2032	3,700,169	25,738,349	6,791,860	286,000	10,778,028	10,982,256
2033	3,857,426	20,438,525	7,063,534	286,000	11,206,960	11,419,315
2034	4,021,366	14,428,271	7,346,076	286,000	11,653,442	11,874,257
2035	4,192,275	7,639,919	7,639,919	286,000	12,118,193	12,347,814
2036	4,370,446	0	-	286,000	4,656,446	4,744,679

**Amortization of Unfunded Liability as of July 1, 2013**

Year	Type	Original Amort. Amount	Percentage Increasing	Original # of Years	Current Amort. Amount	Years Remaining
2005	ERI*	140,483	0.00%	15	140,483	6
2006	ERI*	42,155	0.00%	15	42,155	7
2014	Fresh Start	3,352,653	4.00%	22	3,352,653	22

\* Adjusted for change in interest rate

A special meeting of the Franklin Regional Retirement Board, duly posted to be held at the Franklin County Technical School – Apprentice Restaurant, 82 Industrial Boulevard, Turners Falls, MA., on the above date was called to order at 11:20 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski, David Gendron and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki, Member Services Accountant Deb Frenzoz.

#### General Business:

The PERAC medical panel met with Mr. Allen on June 19, 2012 and reviewed his file. The joint report had been received and sent to Michael Sacco for review. Attorney Sacco's report suggested querying the medical panel as to the relationship of previous complaints of back pain (2010) to the injury sustained in February 2011. The Board voted at the August 29, 2012 to have Board Attorney Michael Sacco seek clarification from the Medical Panel regarding the causal relationship of his incapacity and the February 5, 2011 injury. The joint clarification report had been received and sent to Michael Sacco for review. Attorney Sacco's report recommended that the Board approve Mr. Allen's application.

On a motion made by Paul Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve Mr. Allen's accidental disability application.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

OCTOBER 31, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the special meeting held on October 10, 2012.

On a motion made by M. Stokarski and second by P. Mokrzecki the Board voted unanimously to approve the minutes of the executive session meeting held on October 10, 2012.

A majority of the Board Members that were present at the September 26, 2012 meeting were not available at the present meeting to vote approval of the minutes, so the minutes for the September 26, 2012 meeting will be presented again at the next Board Meeting.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$590,187.32	
Refunds	28,547.29	
Transfers	3,822.63	
Invoices	77,388.69	
For a total of:		\$699,945.93

#### Cash Transfer between Investments and bank

There was no transfer needed to cover next month's warrants.

#### New Members

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

Beck, Brenda A.	PNR	8/29/2012	
Bishop, Susan	NSW	8/27/2012	
Boraski, Megan L.	SND	8/29/2012	
Connor, Jamie L.	FRN	8/29/2012	
Cutter, Cara N.	PNR	8/28/2012	
Evans, Karen M.	FRN, DER, CON	9/10/2012	
Guy, Timothy	DER	9/03/2012	
Hopkins, James P.	OGE	10/1/2012	
LaBonte, Meghan L.	DER	9/07/2012	
Lang, Linda L.	MOH	8/27/2012	
Marsh, Terri A.	MOH	8/25/2012	
Moczulewski, Robert C.	FRN	2/29/2012	
Rogers, Janet M.	MOH	8/29/2012	
Russell, Michelle L.	FRN	8/29/2012	
Schladt, Eric P.	OGE	8/6/2012	
Strong, Karen L.	MOH	9/10/2012	
Twaites, Rebecca M.	FRN	9/19/2012	
Wigmore, Kurt P.	MOH	9/7/2012	
Whitcomb, Mary Jane	FRN	10/10/2012	
Villemaire, Megan	NSW	8/27/2012	
Young, Christin A.	FRN	8/29/2012	

#### Existing Members – Different Units:

Paciorek, Jr. John	DER	9/24/2012
Podlesney, Lynne	MOH	8/27/2012
Walsh, Peter R.	ERV	10/09/2012

#### New Retirees:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted to approve the following retirements:

Kennedy, Diane – PERAC approval has been received for an Option A retirement effective 8/27/12. Ms. Kennedy worked in the Pioneer Valley Regional School District for total service of 15 years, 7 months.

Lovell, Judith – PERAC approval has been received for an Option B retirement effective July 22, 2012. Ms. Lovell worked in the Orange Public Schools for 11 years.

Paciorek, Sharyn – PERAC approval has been received for an Option A retirement effective August 1, 2012. Ms. Paciorek worked in the Town of Deerfield for 21 years, 10 months as a crossing guard, constable and various other duties.

Phillips, Frances – PERAC approval has been received for an Option B retirement effective July 16, 2012. Ms. Phillips worked in the Ralph C. Mahar Regional School District for 20 years, 5 months and with the Town of Hardwick for 1 year, 3 months for total service of 21 years, 8 months.

Pulaski, Paula – PERAC approval has been received for an Option B retirement effective August 20, 2012. Ms. Pulaski worked in the Town of Sunderland Elementary School for 24 years, 8 months, 29 days and had prior service with the State Board of Retirement for 7 months, 13 days for total service of 25 years, 4 months.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the following, as well as the regular buyback below:

Bukowski (Young), Eileen M. – the MTRS on behalf former member, requests FRRS to accept liability for creditable service of 1 year on a twelve-month basis upon payment to the MTRS for a refund of contributions given 7/30/1999 for service with the Town of Deerfield between 09/03/1996 and 06/30/1997.

Buybacks and Makeups:

Bracebridge, Leslie – current member with the Town of Shutesbury has requested a buyback of a refund taken on 06/25/1972 from the Hampshire County Retirement System. The Hampshire County Retirement System will accept 9 months of service for work between September 7, 1971 and June 21, 1972. The total cost of the buyback is \$487.26 if paid by November 30, 2012; otherwise interest will accrue as allowed by law.

Ms. Bracebridge also requested a make-up of service for time worked in the Town of Shutesbury as Town Clerk from May 10, 1980 to May 8, 1982. Service is elected, for a total of 1 year, 11 months, 28 days at a cost of \$558.24 if paid by November 30, 2012; otherwise interest will accrue as allowed by law.

Deaths

Stacy, Evelyn– Option A Ordinary Disability retiree since 4/30/97 died on 09/5/2012. Ms. Stacy was employed by the Mohawk Trail Regional School District for 16 years. Ms. Stacy's benefit has been withheld for several years due to non-compliance of income reporting requirements.

Giusto, Carol – Option B retiree since 9/1/2011 died on October 21, 2012. Ms. Giusto was a member of the Deerfield Police Department for 23 years, 6 months.

Passardi, Anita – Option D beneficiary since 2/11/1995, died on 8/30/2012. Her husband Alfred was an active member in the Town of Monroe at the time of his death.

## General Business:

### 2013 Budget

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to approve the 2013 budget as presented, for a total of \$949,516.

### What credit to give for days between jobs

Dale Kowacki, Executive Director, was asked by the Board at the September 18, 2012 meeting to clarify the wording on the addition to the Creditable Service section of our Supplemental Policy. Below is the revised wording:

When a member's normal work week is Monday through Friday, and the member's service terminates at the end of the day on Friday, service credit will extend through the weekend.

The Board discussed the wording of the addition to the Creditable Service section of our Supplemental Policy. The Board decided to go with the wording presented to the Board at the September 26, 2012 with the addition to the last sentence.

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted to set policy as follows:

"When a member's service terminates at the end of their normal work (week, schedule, rotation, etc.), service credit will extend to, and include, the day just prior to the start of what would have been their next work (week, schedule, rotation, etc.), excluding any overlap with a receiving system."

### Wording of policy for Interest on Military Buybacks

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to set policy as follows:

"Beginning January 1, 2013, any new, or existing but unpaid approvals for the purchase of military service (as provided by Chapter 71 of the Acts of 1996), will accrue interest annually at the same rate as "regular interest" (as provided by M.G.L. c. 32, § 22(6)(b)) and be payable along with base amount in full before service is credited to the member's record. Interest will begin accruing 30 days after the military service purchase is approved by the retirement board, or notification of the approval, whichever is later. In the case of existing approvals prior to January 1, 2013, interest will begin to accrue 30 days after notification to the member of the change in policy regarding interest."

### Widows to \$12,000

At the September 26, 2012 the Board was presented with the option to adopt sections 63, 64 and 65 of chapter 139 of the Acts of 2012 and increase the benefit paid under M.G.L. c. 32 §101 from \$9,000 to \$12,000. Susan Bobe, Assistant Director, provided the Board with new information regarding the potential cost to the system.

On a motion by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to increase the benefit to surviving spouses of disabled employees to \$12,000.

This increase is pending approval by the Advisory Council, which meets on November 7, 2012, and includes this item on the agenda.

### Exit conference with auditors

Amy Wales, CPA, MBA of Melanson Heath & Company, PC, met with the Board to review the results of the independent audit of calendar year 2011. Amy reported no other issues other than the ongoing focus to help treasurers classify the various types of wages and determine which are "compensation for

retirement purposes” and the approval of invoices before payment. Internal controls put in place to make sure that reimbursement to the Executive Director are approved by a board member and that all invoices being paid have the initials of the Executive Director indicating review and approval.

#### 2012 Actuarial Valuation

Larry Stone of Stone Consulting presented the Board with five different scenarios, using various assumptions, that would result in an acceptable funding schedule. However, it was noticed that information regarding the amount of “Net 3(8)(c)” payments was missing from the calculations, and so the Board asked Larry Stone to make revisions to the funding schedules. The Board will review the revisions at the November 28, 2012 Board meeting.

#### New Business:

##### Charles Allen

After a brief discussion, regarding the PERAC medical panel’s response and Michael Sacco’s review of the panel’s response to questions we had regarding its initial report on Charles Allen, the Board scheduled a special meeting to be held on November 7, 2012 at 11:15 am at the Franklin County Technical School, just prior to the scheduled Advisory Council meeting, to discuss and decide on Charles Allen’s disability application.

##### Betsy Burnham

This member’s file was transferred to Mass Teacher’s in 1983 stating 17 months of creditable service. A closer review of their file indicates that 17 months may be overly generous. We have an internal policy that describes under what conditions we would correct service liability, and this situation fits the criteria of correcting for errors made using the regulations at the time of the service. An alternative calculation has been prepared for the Board to review and approve.

After a brief discussion, the Board asked to table this until the November 2012 Board Meeting for staff to collect and present actual payroll records, and discuss the issue with the member to see if there was more to the matter.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

OCTOBER 10, 2012

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

SEPTEMBER 26, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Member Services Accountant Deb Frenzoz.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on August 29, 2012.

On a motion made by H. Sanderson and second by M. Stokarski the Board voted unanimously to approve the minutes of the special meeting held on September 18, 2012.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$609,808.24	
Refunds	2,495.95	
Transfers	87,724.27	
Invoices	25,446.13	
For a total of:		\$725,474.59

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to transfer \$580,000 from the PRIT Core Fund to TDBank to cover next month's warrants.

New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

Bosman, Lynn Podosek	DER	8/31/2012
Burt, Melanie	SND	8/27/2012
Crowley, Caeli	SND	8/29/2012
Curtis, Carolyn	PNR	8/27/2012
Diamond, Jonathan	MOH	8/27/2012
DiGeorge, Donna	PNR	8/29/2012
Doster, Amanda	FRG	8/27/2012
Emberley, Robert	PNR	8/29/2012
Fontaine, Valerie	PNR	8/29/2012
Fraser, Jodie	SND	8/29/2012
Frost, Allen	WEN	9/04/2012
Grundstrom, Erika	SND	8/13/2012
Kolakoski, Kevin	DER	8/27/2012
Kolek, Kimberly	SND	8/28/2012

LaRochelle, Amy	FRN	8/23/2012
Leveille, Patricia	FCR	8/27/2012
Mailloux, Katelyn	STB	8/27/2012
McDermott, Rebekah	SFF	9/10/2012
Nygaard, Erika	PNR	8/29/2012
Rodgers, John L.	PNR	8/26/2012
Seetal, Kyle	DER	8/28/2012
Skiff, Britney	SND	8/29/2012
Soto, Jeffrey	STB	8/20/2012
Steffens, Timothy	STB	9/10/2012
Tutun, Sarah	FRN	8/29/2012
Whiteman, Alison	PNR	8/29/2012
Wiswell, Virginia	MOH	8/16/2012

Existing Members – Different Units:

Thornton, Amy	MOH	8/24/2012
Makosiej, Melissa	CON	8/30/2012
Shedd, Debra-Lynn	PNR	8/29/2012
Lambert, Jonathan	LEV	8/28/2012

New Retirees:

On a motion made by M. Stokarski and second by D. Gendron, the Board voted u o approve the following retirements:

Abramson, Wendolyn – PERAC approval has been received for an Option B retirement effective 6/30/12. Ms. Abramson worked in the Pioneer Valley Regional School District for total service of 14 years, 1 month.

Cormier, Constance – PERAC approval has been received for an Option B retirement effective 7/23/2012. Ms. Cormier worked as an aide in the Orange school system for a total of 23 years creditable service. MTRS has liability for 3 years, 4 months, 16 days of the total service.

Cusimano, Donna - PERAC approval has been received for an Option A retirement effective 6/30/2012. Ms. Cusimano worked in the Mohawk Regional School District for a total of 26 years, 2 months of creditable service.

Eklund, Sandra – PERAC approval has been received for an Option B retirement effective 6/30/12. Ms. Eklund worked in the Mahar Regional School District for total service of 33 years, 7 months.

Johnson, Christine – PERAC approval has been received for an Option B retirement effective 07/01/2012. Ms. Johnson worked as an aide in the Deerfield school system for a total of 21 years, 11 month creditable service.

O'Lari, Margaret – PERAC approval has been received for an Option A retirement effective 6/30/2012. Ms. O'Lari worked in the Orange Elementary Schools for a total of 21 years, 1 month creditable service.

Potter, Patricia - PERAC approval has been received for an Option B retirement effective 6/01/2012. Ms. Potter worked in the Mohawk Regional School District for a total of 18 years, 8 months of creditable service.

Richardson, Suanne –PERAC approval has been received for an Option B retirement effective 6/30/2012. Ms. Richardson worked as a secretary in the Orange elementary schools for a total of 27 years 3 months creditable service.

Thoresen, Jane – PERAC approval has been received for an Option A retirement effective 6/30/2012. Ms. Thoresen worked as the Treasurer in the Town of Monroe for a total of 21 years creditable service.

Wozniakewicz, Michael – PERAC approval has been received for an Option C retirement effective 7/10/2012. Mr. Wozniakewicz served in the police department for the Town of Deerfield, retiring from the Chief's position with a total of 33 years, 4 months of creditable service. The State Board of Retirement has liability for 1 year, 10 months, 16 days of his total service.

#### Disability Retirements:

Welcome, Dennis - application received and reviewed by board's counsel, Michael Sacco, who recommends an evidentiary hearing with the board. A vote is needed by the board to accept the application and decide how to proceed - materials enclosed.

On a motion made by H. Sanderson and a second by D. Gendron, the Board unanimously voted to accept Dennis Welcome's disability application with an evidentiary hearing set for October 10, 2012.

The Board requested a letter be sent to Mr. Welcome informing him of his right to have his lawyer present at the hearing.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following, as well as the regular buyback below:

Boisjolie, Nancy – the Hampshire County Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 1 year upon payment to the Hampshire County Retirement System for a refund of contributions given 10/31/2005 for service with the Town of Sunderland between 09/01/2004 and 06/22/2005.

#### Buybacks and Makeups:

Lovell, Judy – current member with the Town of Orange has requested a make-up of service between 8/29/2001 and 9/23/2001 Total creditable service available for purchase is 26 days and the total cost is \$94.24 if paid by October 31, 2012; otherwise, interest will accrue as allowed by law. Ms. Lovell was hired into an eligible position on 8/29/2001 but deductions were taken for OBRA out of her first 3 paychecks. This purchase will allow her a full 11 years of service for retirement, effective 6/30/2012.

#### Deaths

Lively, Irene – Option A retiree since 08/31/1981 died on 09/8/2012. Ms. Lively was employed by the Buckland-Colrain School District for 11 years.

#### General Business:

##### Vacation credit for new employee

Our personnel policy includes the provision that employees can include prior municipal service in the calculation of their rate of annual vacation accrual. Patty worked full-time for over 11 years with the Gill-Montague School District, has provided the attached documentation, and would like the Board to approve the service and allow her to accrue vacation credit at our maximum of 20 days per year.

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted, with 3 ayes and 1 nay to approve the vacation credit for Patty Leveille. - D. Gendron opposed the motion.

In addition the Board requested this topic be brought back at a future date for further discussion of what prior municipal service to include when calculating "creditable service time for vacation purposes."

#### Board Policy regarding signature date of retirees payroll

The Board discussed current internal policy regarding when retirement allowances are paid and mailed, and concluded that internal policy should be retained and become board policy.

On a motion made by D. Gendron and second by M. Stokarski, the Board unanimously voted to accept our internal policy as board policy.

Our internal policy is:

Retirement allowances are paid on the last business day of each month, or the 30th, whichever comes first. Check date should be the last business day of each month, or the 30th, whichever comes first.

Checks will be mailed after 3:00 PM on the second business day prior to the check date.

Note: H. Sanderson agreed to sign the October retiree checks as S. Hanks will be away.

#### Second discussion of budget for next year

The board reviewed and discussed the updated estimate for the Health & Life Insurance line for 2013 and had no further requests in this regard or others on the budget. The budget will be presented again at the October Board meeting for a vote of approval.

#### Membership for mixed function school employees

The Board discussed several scenarios in regards to persons that have positions where they are part teacher and part paraprofessional and whether they should be a member. Staff has been allowing them to be a member. The Board raised no issues and agrees that this practice complies with its policy regarding combining positions to meet membership.

#### What credit to give for days between jobs

Dale Kowacki, Executive Director, presented the following addition to the Creditable Service section of our Supplemental Policy:

When a member's service terminates at the end of their normal work (week, schedule, rotation, etc.), service credit will extend to, and include, the day just prior to the start of what would have been their next work (week, schedule, rotation, etc.).

The Board asked for further clarification of the wording of said policy and to bring it back to the Board for consideration at a future Board meeting.

#### Shall we require Early Intervention Plans for injured employees

Under section 5B (b), the early intervention plan 'shall be implemented' when a public employee has been absent from work for thirty workdays or more as a result of a work-related injury, and his return to work is not imminent. In asking Michael his advice on whether an application should proceed without an EIP, he shared that employers frequently do not fulfill their obligations in this regard, and that PERAC has yet to refuse an application submitted where the employer did not institute an early intervention plan. Michael believes it important that EIPs are utilized, and he suggests that we give notice to the employers that we will be requiring them in the future.

The Board asked Dale Kowacki, Executive Director, to draft a letter to the towns and present it at a future Board meeting for approval.

#### Sequence during disability application

The Board discussed the steps in the process of a disability application and how to shorten the process. The Board recommended that a member seeking a disability retirement be informed that the process takes up to a year. In addition, the Board agreed to meet sooner than regular monthly meetings in order to move a disability application along in a timelier manner.

#### Interest on Military Buybacks

The board discussed the proposal to change our policy to charge regular interest on Military buybacks. The Board is in agreement to establish the policy and asked Dale Kowacki, Executive Director to draft wording of the policy and present it at a future Board meeting.

#### Widows to \$12,000

The Board was presented with the option to adopt sections 63, 64 and 65 of chapter 139 of the Acts of 2012 and increase the benefit paid under M.G.L. c. 32 §101 from \$9,000 to \$12,000. Susan Bobe, Assistant Director, provided the Board with information regarding the potential cost to the system. The Board had two questions for clarification. The questions being: Is the benefit capped at \$12,000 or do they receive COLA; and, if the widow remarries, does the benefit cease or continue? Staff will pursue the answers and bring this topic to a future Board meeting.

#### FRCOG to State Retirement

The Executive Director presented the FRCOG's plan to seek legislation to transfer to the State Retirement Board. The FRCOG is this area's "Regional Planning Agency", and what they discovered (or uncovered) is that they are the only one that is not a member unit of State Retirement. This matters because as a member unit with FRRS their retirement assessment is passed along to the area towns, whereas if they were with State, the "assessment" would be paid for with state income taxes – thus saving the area towns (\$345k in 2012).

The Board understands the issue and agrees that an actuarial calculation, by Stone Consulting, be done so that the impact can be known and accounted for in the negotiations with all concerned parties as legislation is drafted. The Board's interest is that the transfer does not impact the retirement system negatively.

#### New Business:

##### MACRS Meeting – October 2012

After a brief discussion, all the Board members opted not to attend the fall MACRS meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD SPECIAL MEETING MINUTES

SEPTEMBER 18, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:19 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki.

Prior to and during the meeting, the files related to items on the agenda were available for the Board's review.

#### General Business:

##### Transfer Member's Funds to Berkshire Retirement System

Carol A. Fryc, a dual member of Franklin Regional Retirement and Berkshire County Retirement, plead guilty to larceny over \$250 related to her employment with the Northern Berkshire School Union. Her employment had been terminated in 2011, and the Berkshire County Retirement Board had commenced proceedings under Section 15 of Chapter 32 in an attempt to resolve the matter and make restitution on her behalf. Carol Fryc had sent a letter to Berkshire Retirement waiving her right to a Section 15 hearing, and requesting that the restitution be paid from her accumulated deductions. Berkshire has requested Franklin transfer Carol Fryc's funds, on deposit with Franklin, to Berkshire to be included in the

settlement with Carol Fryc. The Franklin Board's attorney, Michael Sacco, has reviewed the materials, interviewed both systems, and recommended that Franklin approve the transfer, and terminate any rights available to Carol Fryc as a result of her conviction.

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to terminate any rights Carol A. Fryc may have had as a result of her criminal conviction and Section 15 proceeding, and transfer her account, without interest, to the Berkshire County Retirement Board.

#### New Business:

Who will sign retirees' checks in October

Sandy said she will be away on the day that retiree payroll checks need to be signed in October, so she would like to ask that the Board allow her to sign only one day in advance. Herb offered to sign the checks in October. The Board will discuss it again at the September 26, 2012 Board meeting.

FRCOG to transfer to State retirement

Dale reported that he has started discussing with the FRCOG the possibility FRCOG will pursue legislation to transfer all their employees to the State Retirement Board. Apparently all the other "regional planning agencies" in the state are members of the State Retirement system and a significant savings to the area towns would come about if the change were made. Dale will keep the Board informed as the project progresses.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

AUGUST 29, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski and David Gendron present. Board member Paul Mokrzecki arrived at 8:10 AM. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Member Services Accountant Deb Frentzos and the Board's investment consultant, Greg McNeillie, Dahab Associates, Chuck Schmidt, Seizert Capital Partners and Matt Drasser, Income Research and Management.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on July 25, 2012.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$565,547.14
Refunds	49,897.10
Transfers	0.00
Invoices	68,523.83

For a total of:

\$683,968.07

### New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the new members as follows:

Bailey, Christine M.	STB	08/20/2012	
Barrett, Thomas M.	FRN	07/23/2012	
Harrison, Paula	COL		
07/12/2012			
Kelly, Kathleen	WTY		
08/29/2012			
Kolakoski, Michael S.	DER	07/30/2012	
Mousseau, Cheryl L.	OGE	07/06/2012	
Powling, Timothy N.	OGE	07/19/2012	
Shattuck, Michael C.	HTH	08/06/2012	
Smart, Nicole	ERV		
08/27/2012			
Trinque, Kelly	ERV		
08/27/2012			
Turner, Michele	ERV		TBD
Underwood, Jeremy S.	NTD	07/24/2012	
Williams, Larry	LEV		
07/23/2012			
Wonkka, Julie A.	ERV	07/01/2012	
Young, Megan A.	OGE	07/09/2012	
Zimmerman, Sr., William C	HTH	07/02/2012	

### Existing Members – Different Units:

Cromack, Wayne	LEV	08/06/2012	
Dillenback, Jacki	OGE	06/01/2012	
Dudek, Frank	FRCOG	07/23/2012	

Paul Mokrzecki joined the meeting at 8:10 a.m.

### New Retirees:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to approve the following retirements:

Zimmerman, Sally – PERAC approval has been received for an Option B retirement effective 6/30/2012. Ms. Zimmerman worked in the Town of Leyden and the Pioneer Valley Regional School District for 25 years, 3 months, 20 days and was member of the State Retirement System for 4 years, 27 days for total service of 29 years, 4 months.

Schoedel, Sarah – PERAC approval has been received for an Option A retirement effective June 30, 2012. Ms. Schoedel worked in the Mohawk Trail Regional School District for total service of 30 years.

Kuczek, John – PERAC approval has been received for an Option C retirement effective June 30, 2012. Mr. Kuczek worked in the Town of Leverett for total service of 19 years.

### Disability Retirements:

Allen Jr., Charles H. – The PERAC medical panel had met with Mr. Allen and reviewed his file. The joint report had been received and sent to Michael Sacco for review. Attorney Sacco's report suggested further investigation into the status of worker's compensation benefits as well as results of surveillance

conducted by the insurer, and also suggested querying the medical panel as to the relationship of previous complaints of back pain (2010) to the injury sustained in February 2011. FRRS staff member, Deb Frenzoz contacted the worker's compensation insurer and determined that benefits had been reinstated, and surveillance yielded no concern.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board unanimously voted to have Board Attorney Michael Sacco seek clarification from the Medical Panel regarding the causal relationship of his incapacity and the February 5, 2011 injury and whether an Ordinary Disability can be granted rather than an Accidental Disability.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by Paul Mokrzecki, the Board voted unanimously to approve the following, as well as the two regular buybacks and makeups below:

Abrahamson, Wendy J. – MTRS on behalf of former member requests FRRS to accept liability for creditable service of 3 years, 3 months, 28 days on a twelve-month basis, upon payment to MTRS for a refund of contributions given August 30, 1990 for \$3,983.76 for service with the Franklin County Regional Housing Authority from 03/16/1987 to 07/13/1990.

Buybacks and Makeups:

Turner, Michele – current member with the Town of Erving has requested a buyback of a refund. Ms. Turner started with Greenfield Retirement System in May 2001 then transferred to FRRS where she took a refund on February 27, 2009. Greenfield Retirement System will accept 1 year, 7 months, 6 days of service for work between 05/07/2001 and 05/23/2003. FRRS will accept 2 years, 10 months, 17 days of service for work between 07/01/2003 and 05/17/2006. Total creditable service available for purchase is 4 years, 5 months, 23 days and the total cost is \$11,051.17 if paid by September 30, 2012; otherwise, interest will accrue as allowed by law.

Phillips, Frances – current member of the Mahar Regional School District has requested a makeup of service with the Town of Hardwick prior to membership eligibility. Worcester Regional will accept 10 months of creditable service for time worked as a part-time secretary in the Town of Hardwick from October 1965 to December 1967. If paid by September 30, 2012, the cost is \$714.72; otherwise, interest will accrue as allowed by law.

Deaths

Roberts, Sheila – Option A retiree since 10/10/2001 died on 7/31/2012. Ms. Roberts was employed by the Mohawk Trail Regional School District for 23 years, 9 months.

Pike, Sherman – Option A retiree since 5/3/1982 died on 8/4/2012. Mr. Pike had 28 years of service in the Town of Charlemont as selectboard member and held other offices as well in the town.

Varney, Mary – Option A retiree since 4/30/1989 died on 8/6/2012. Ms. Varney worked in the Franklin County Registry of Deeds for 30 years

General Business:

Cancel CRAB appeal - FRRS vs. MTRB on Service Liability

On behalf of the Board, Michael Sacco had filed an appeal with DALA in regards to service liability for when Rebecca Clark should have been enrolled with the MTRB for 12 years when she worked in the Mohawk school system. In 2011, DALA had decided that FRRS was liable for the service credit, however, matter was stayed pending the appeal of a similar case which was decided in July 2012, the outcome of which did not favor FRRS's position. Because of the unfavorable decision in the related case, Michael Sacco recommended that the FRRS Board withdraw its pending appeal with CRAB.



On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to cancel the CRAB appeal – FRRS vs. MTRB on Service Liability for Rebecca Clark.

#### Staff COLA for 2013

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board unanimously voted to grant a 2.90% increase to the base salaries of staff beginning January 1, 2013.

#### Preliminary questions on budget for next year

A preliminary budget for 2013 was presented to the Board. The Board asked that the Health & Life Insurance line, which projected enrollment in an insurance plan for the new hire, be reduced to remove the cost as the new hire will not be enrolling in an insurance plan. Also, the Board agreed not to pursue an increase in the Board stipends this year. The Board had no further requests on the budget. The budget will be presented again at the September Board meeting.

#### Schedule annual advisory council meeting

The Board discussed planning the Advisory Council meeting and suggested having a lunch meeting rather than an evening dinner meeting. Staff was asked to send a survey out to the Advisory Council to see which they prefer. The Board agreed to Friday, November 9, 2012 for a 12:00 noon lunch meeting or Thursday, November 15, 2012 for a 5:30 dinner meeting.

#### Quarterly Investment managers

Greg McNeillie, Vice President at DAHAB joined the meeting at 8:45 and reviewed the second quarter returns for the investment portfolio.

Chuck Schmidt, CFO and Portfolio Manager of Seizert Capital Managers joined the meeting at 9:20. Mr. Schmidt shared the firm's view of the current and future market and commented on the return to date for the Board's investment.

Matt Drasser from IR&M joined the meeting at 10:15 to review IR&M's performance and return, and current approach.

#### New Business:

##### Meeting with Larry Stone, Actuary

After a brief discussion regarding scheduling conflicts, the Board members agreed that they would like to have the actuary, Larry Stone, come to the October 2012 meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JULY 25, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07 AM by Board

Chair, Sandra Hanks with Board Members Herbert Sanderson, David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on May 30, 2012.

On a motion made by P. Mokrzecki and second by S. Hanks, the Board voted unanimously to approve the minutes of the regular meeting held on June 27, 2012.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$568,169.14	
Refunds	50,971.03	
Transfers	28,420.78	
Invoices	85,876.41	
For a total of:		\$733,437.36

New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the new members as follows:

Gilgun, Beth J.		WCK	
06/21/2012			
Rau, Amy F.		FRT	
06/18/2012			
Sanderson, Meagan A.	WTY		08/20/2012
Willor, Charles F., III	DER		
06/25/2012			

Existing Members – Different Units:

LaCroix, Robin J.	MHR
07/09/2012	

New Retirees:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following retirements:

Allen, Teresa – PERAC approval has been received for an Option B retirement effective 4/6/2012. Ms. Allen worked in the town offices for the Town of Leverett for 24 years, 4 months.

Devine, Karen – PERAC approval has been received for a Superannuation Retirement Option C, effective 4/30/2012. Ms. Devine was employed by the Town of Colrain for 18 years, 10 months.

Hillman, Margaret - PERAC approval has been received for an Option A retirement effective 4/2/2012. Ms. Hillman worked at the Colrain transfer station for 13 years, 6 months.

Kwiatkowski, Richard – PERAC approval has been received for an Option C retirement effective 5/4/2012. Mr. Kwiatkowski was working in the Town of Orange for 10 years and was previously a member of the Worcester Regional Retirement System for another 10 years, 4 months, for total service of 20 years 4 months.

Strzegowski, Josphe – PERAC approval has been received for a Superannuation Retirement Option A, effective May 16, 2012. Mr. Strzegowski was an elected official with the town of Conway for 24 years.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the following:

Miller(Stickney), Judith – MTRS on behalf of former member requests FRRS to accept liability for creditable service of 10 months on a ten-month basis, which is equivalent to 1 year on a twelve-month basis, upon payment to MTRS for a refund of contributions given June 26, 1984 for \$378.51 for service with the Mahar Regional School District from 09/08/1981 to 06/30/1982.

Buybacks and Makeups:

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the following:

Bassett, Jason – current member with the Town of Bernardston has requested a buyback of a refund taken on June 30, 1995 from the Montague Retirement System. The Montague Regional Retirement System will accept 4 years, 2 months of service for work between February 1991 and April 1995. The total cost of the buyback is \$10,235.00 if paid by August 31, 2012; otherwise, interest will accrue as allowed by law.

Campbell, Hugh W. – current member with the Town of Bernardston has requested a buyback of a refund. Mr. Campbell started with the Worcester Regional Retirement System in 1989, then transferred to Athol, and finally to Gardner where he took a refund on July 1, 1995. Worcester Regional will accept 2 years, 1 month of service for work between October 1989 and November 1991. Athol will accept 2 years, 4 months of service for work between November 1991 and March 1994. Gardner will accept 1 year, 3 months of service for work between February 1994 and June 1995. The total service available for purchase is 5 years, 8 months and the total cost is \$26,969.02 if paid by August 31, 2012; otherwise, interest will accrue as allowed by law.

Berube Disability Application

An application from John C. Berube was received and reviewed by the board's counsel, Michael Sacco, who suggests we explore the lack of answers to certain questions by the employer and to gather any additional medical records prior to requesting a medical panel. A vote is needed by the board to accept the application and decide how to proceed.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board unanimously voted to request a medical panel upon receipt of requested information from the employer.

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer a total of \$3,300,000 from TDBank to investments as shown below:

PRIT Core	1,000,000	
	O'Shaughnessy	400,000
	Polen	450,000
	Seizert	500,000
	Daruma	450,000
	IR&M	500,000

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JUNE 27, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

A majority of the Board Members that were present at the May 30, 2012 meeting were not available at the present meeting to vote approval of the minutes, so the minutes for the May 30, 2012 meeting will be presented again at the next Board Meeting.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$550,482.95	
Refunds	87,694.90	
Transfers	11,542.41	
Invoices	32,599.14	
For a total of:		\$682,319.40

Cash Transfer between Investments and bank

There was no transfer needed to cover next month's warrants.

New Members

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the new members as follows:

Chapman, Drew H.	MOH
04/17/2012	
Gray-Ortega, Anthony R.	FRT
05/15/2012	

Mousseau, Stacey L. 07/01/2012	MHR
Smith, Carrie A. 02/27/2012	OGE
Watrous, Jeffrey P. 04/09/2012	MOH
West, Autumn D. 05/21/2012	FCH

#### Disability Retirements:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the following disability retirement:

Kilgallen, Catherine – PERAC approval has been received for an Accidental Disability Option B benefit effective 01/29/2011. Ms. Kilgallen was a custodian with the Frontier Regional School and had 1 year, 4 months of service.

#### Buybacks and Makeups:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following:

Belder, Ronald – current member with the Town of Whately has requested a make-up of service for work in the town prior to membership. Service for part-time work from September 1970 through February 1973 is based on actual time worked determined by dividing earnings by two times the Massachusetts minimum wage. Total service available for purchase is 5 months, 23 days at a cost of \$734.75 if paid by July 31, 2012; otherwise interest will accrue as allowed by law.

Billiel, Edward Jr. – current member with the Town of Orange has requested a make-up of service for work in the town's Water Department prior to membership. Service for part time work from May 1982 through August 1982 is based on actual hours worked for a total of 2 months, 24 days at a cost of \$350.26. Full creditable service will be given for the period of July 1983 through February 1984 for a total of 6 months, 13 days at a cost of \$450.30. There is no interest charged for this period of time as Mr. Billiel was excluded from membership during a six month probationary period and should have been a member. Total service available for purchase is 9 months, 7 days at a cost of \$800.56 if paid by July 31, 2012; otherwise interest will accrue as allowed by law.

O'Lari, Margaret – current member with the Orange Elementary Schools has requested a make-up of service for work in the school prior to membership. Service for part-time work from April 1990 through July 1991 is based on actual hours worked for a total of 3 months at a cost of \$736.35 if paid by July 31, 2012; otherwise interest will accrue as allowed by law.

Patterson, Dennis – current member with the South Deerfield Fire District has requested a make-up of service for work in multiple positions in the Fire District between January 1996 and March 2010. Creditable service for Mr. Patterson's positions as Deputy Chief and Safety Officer is determined by dividing earnings by two times the Massachusetts minimum wage. For his work as a Fireman, creditable service is calculated using actual hours worked provided on payroll records. Total service available for purchase is 1 year, 5 months, 21 days at a cost of \$4,035.21 if paid by July 31, 2012; otherwise interest will accrue as allowed by law.

Phillips, Frances – current member with the Mahar Regional School District has requested a buyback of a refund taken on March 27, 1969 from the Worcester Regional Retirement System. The Worcester Regional Retirement System will accept 8 months of service for work between January 1968 and February 1969. The total cost of the buyback is \$514.75 if paid by July 31, 2012; otherwise, interest will accrue as allowed by law.

Lively, Deborah – inactive member with the Town of Rowe has requested a make-up of service for work in the town's Library prior to membership. Service for part time custodial work for June 1987 through December 1988, January 1989 through May 1991, and January 2004 through February 2007 is based on actual hours worked provided on payroll records for a total of 7 months, 15 days at a cost of \$1,362.95. However, because payroll records were not available, part-time creditable service will be given for the period of January through May 1988 based on W-2 information determined by dividing remaining earnings, not supported by payroll records, by two times the Massachusetts minimum wage for a total of 23 days at a cost of \$182.35. Total service available for purchase is 8 months, 8 days at a cost of \$1,545.30 if paid by July 31, 2012; otherwise interest will accrue as allowed by law.

Pulaski, Paula – current member with the Town of Sunderland has requested a make-up of service for work in multiple positions with UMASS between September 28, 1965 and April 6, 1968. The State Board will not accept service for this non-benefited work. Creditable service for Ms. Pulaski's positions is based on actual W-2 earnings divided by hourly wage provided on payroll records. Total service available for purchase is 10 months, 4 days at a cost of \$843.74 if paid by July 31, 2012; otherwise interest will accrue as allowed by law.

#### Military Buybacks:

Schramel, Timothy – current member of the Town of Rowe has requested a purchase of military active duty time. A DD214 has been provided showing a total of 2 years, 24 days. The total cost of his buyback based on his first 12 months of earnings as a member of the State Board of Retirement is \$2,971.95. Interest does not accrue on this balance. (1st year salary was \$14,386.78).

#### Deaths:

The following deaths of FRRS retirees were noted:

Bigelow, Kenneth, an Option B retiree since 8/1/1982, passed away on 5/13/2012. Mr. Bigelow was a custodian with the Mohawk, and Hawlemont school districts for 8 years, 5 months. There are no remaining funds for a beneficiary.

Carter, Caroline – an Option C survivor of David, passed away on 6/14/2012. David was a custodian with the Mohawk School District for 6 years, 9 months and retired 7/1/1976 at age 70. David died on 9/16/1994.

#### General Business:

##### Membership via Multiple positions:

When the membership regulations were changed in 2009 to allow individuals to string together multiple positions to meet membership, the words "or units" were specifically included in the following section:

"Any individual, who is permanently employed twenty (20) or more hours per week with any member unit or units of the Franklin Regional Retirement System, shall become a member of the Retirement System."

However, recently when the \$5,000 restriction was added, it was not worded in a way to preserve the original intent to allow for multiple positions and resulted in conflicting paragraphs in the regulations. Therefore,

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to insert "or positions" after the word "position", and take out the "s" at the end of "meet" in the 3rd paragraph of the membership section of the Board Rules and Regulations.

“The system will not take contributions from members earning less than \$5,000 annually unless the member holds a position or positions that meets all other membership regulations and earns a minimum of \$5,000 in at least one other eligible position.”

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

MAY 30, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, Paul Mokrzecki and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on April 25, 2012.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$546,150.28	
Refunds	7,326.38	
Death Refund	1,019.85	
Transfers	33,116.94	
Invoices	42,196.87	
For a total of:		\$629,810.32

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$130,000 from the PRIT Core Fund to TDBank to cover next month’s warrants.

Visitors

George Randall, Option D retiree and his wife Marge were visitors.

New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the new members as follows:

Dorval, Jason K.	DER	05/21/2012
Green, Tasymn T.	DER	04/23/2012
Lastowski, Richard A.	FRN	04/02/2012
Rawls, Ashlea A.	LEV	04/05/2012

Existing Members – Different Units:

Baker, Laura R.	MOH	01/23/2012
Hartnett, Robin E.	COL	05/07/2012
Sullivan, Jean A.	SND	02/29/2012
Taylor, Stephen D.	SDW	04/23/2012

New Retirees:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following retirements:

Cranshaw, Moira – PERAC approval has been received for a Superannuation Retirement Option C, effective April 1, 2012. Ms. Cranshaw was employed by the Town of Sunderland and the Sunderland school as a librarian. She has a total of 15 years, 8 months of service including 5 years, 20 days of service accepted by the State Board of Retirement.

Buybacks and Makeups:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the following:

Harding, Thomas – Police Chief with the Town of Shutesbury has requested a make-up of service for work as a part time Police Officer in the Town of Hadley from April 19, 1999 through March 15, 2002. Hampshire Retirement will not accept liability. Service is based on actual hours worked for a total of 4 months, 24 days at a cost of \$1,304.65 if paid by June 30, 2012; otherwise interest will accrue as allowed by law.

Kaczinski, Bethann – current member with the Erving Police Dept. has requested a make-up of service for work as a part time Police Officer in Erving from February 1989 through March 12, 1990. Service is based on actual hours worked for a total of 5 months, 18 days at a cost of \$1,135.93 if paid by June 30, 2012; otherwise interest will accrue as allowed by law.

Miller, Ellen – current member in the Town of Rowe has requested a make-up of service for her years elected to the Selectboard between 5/18/1985 and 5/18/1991 and for additional hours worked between 11/24/1984 and 5/17/1985 as emergency service coordinator and secretary to the school board. Total service allowed is 6 years, 6 days at a cost of \$1,819.51 if paid by 6/30/2012 otherwise interest will accrue as allowed by law.

Pulaski, Paula – current member in the Town of Sunderland has requested a buyback of a refund taken on March 27, 1969 from the State Retirement Board. The State Retirement Board will accept 7 months, 13 days of service for work between April 7, 1968 and November 19, 1968. The total cost of the buyback is \$593.18 if paid by 6/30/2012; otherwise, interest will accrue as allowed by law.

Scarborough, Kevin – current member with Deerfield Highway – fulltime, and South Deerfield Fire District – CFF/mechanic, has requested a buyback of two refunds taken from the State Retirement Board, for which the State Board accepts liability, as follows:

1. 12/1/1985-2/27/1987: 1 year, 2 months, 27 days. Total cost if paid by 6/30/2012 is \$3,554.88. Refund was 4/17/87 for \$1,143.47.
2. 7/6/1993-9/12/1998: 5 years, 2 months, 7 days. Total cost if paid by 6/30/2012 is \$17,616.56. Refund was on 1/3/2003 for \$12,204.06.



Hunter, Sheila – Massachusetts Teachers' Retirement System on behalf of former member requests FRRS to accept liability for creditable service of 3 years, 7 months, 4 days (on a 12-month basis), upon payment to MTRS for a refund of contributions given August 31, 1997 for \$2,988.38 for service with the Town of Leverett from January 3, 1992 to June 30, 1995.

Linda Tyler – In April 2012, when preparing documentation for a buyback via the Greenfield Retirement System of a refund from FRRS, it was revealed that this person was eligible for membership with FRRS for an entire school-year (1982-1983) prior to being made a member in September 1983. Payroll records and employment contract both confirm this member was paid \$6,783.84 to work in a 37 hour-per-week, teacher aide position with the Erving Elementary School. FRRS will accept one year of creditable service, on a 12 month basis, upon payment to the Greenfield Retirement system of the deductions commensurate with the salary paid, and without interest added because membership was withheld in error.

#### Deaths:

The following deaths of FRRS retirees were noted:

Kelleher, John, an Option B retiree since 12/31/1985, passed away on 4/23/2012. Mr. Kelleher served the Town of Deerfield for 21 years. There are no remaining funds for a beneficiary.

#### General Business:

Annual Report ready to submit to PERAC:

All Board members have signed the annual report and it is now ready to submit to PERAC.

Request to waive recovery of erroneous benefit paid to Option D survivor:

As a result of research regarding survivor beneficiaries eligible to receive the increased minimum Option D benefit, it was discovered that George Randall (husband of Ellen Randall) had been receiving the minimum, in error, since 2000.

As required by law, Mr. Randall has been informed of the error and the process of correction and recovery of the erroneous benefit has begun. Mr. Randall has requested, via letter from his attorney, that the Board waive recovery of the erroneous benefit. Michael Sacco has reviewed the attorney's letter and has advised the Board to collect the erroneous excess.

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted unanimously to require Mr. Randall to repay the full amount of overpaid funds and to stop his benefit immediately. In order to recoup the funds, a payment plan may be established with the Board considering Mr. Randall's financial records, if submitted, to achieve an acceptable monthly payment amount.

Determine policy on interest rate on purchase of nonmember service

The latest Pension Reform included a provision that gave returning members one year from their return date to buyback any refunds at half the interest rate, after which the rate would be full actuarial interest (7.875%). PERAC has included purchases of nonmember service (part-time, temporary) in their interpretation of the law. Michael Sacco has stated that this is incorrect and the Board should decide for itself how to apply the new law.

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted unanimously not to charge actuarial interest on the purchase of non-member service.

#### Quarterly Investment Managers

9:05 – Greg McNeillie, Managing Partner, Principal from Dahab reviewed the Board's 1st Quarter results.

9:45 – Mariko Gordon, CFA, Founder, CEO, CIO; and David Gerber, COO, CFO, both from Daruma gave a performance update, discussed staffing changes, and confirmed that the small-cap focus of the fund remains the same.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

APRIL 25, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on March 28, 2012.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$554,211.40	
Refunds	8,710.93	
Transfers	19,440.44	
Invoices	70,267.32	
For a total of:		\$652,630.09

Cash Transfer between Investments and bank

On a motion by M. Stokarski and a second by H. Sanderson, the Board voted unanimously to transfer \$457,000.00 from the PRIT Core Fund to TDBank to cover next month's warrants.

Paul Mokrzecki joined the meeting at 8:12 AM.

New Members

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the new members as follows:

Boucher, Matthew J.	LEV	07/01/2011
Crossman, Danielle M.	MHR	04/09/2012

Grout, Brett R.		FRT	03/26/2012
Mankowsky, Tyler J.		WTY	04/02/2012
Seretta, Dawn M.		PNR	04/02/2012
Wasilewski, Jonathan C.	FCH		03/12/2012

Existing Members – Different Units:

Holst, Robert L.		OGE	03/22/2012
------------------	--	-----	------------

New Retirees:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Parsons, Charlotte – PERAC approval has been received for a Superannuation Retirement Option C, effective January 7, 2012. Ms. Parsons was employed by the Orange Elementary School Department as a cafeteria cook. She has a total of 20 years, 5 months of service.

Hillman, Peter – PERAC approval has been received for a Superannuation Retirement Option A, effective January 31, 2012. Mr. Hillman was employed by the Town of Shelburne as Highway Superintendent. He has a total of 20 years, 6 months of service.

Blackmer, Bruce - PERAC approval has been received for a 12(2)d survivor benefit, payable to Nancy Blackmer, effective December 13, 2011 - Bruce's date of death. Mr. Blackmer served the Town of Orange in the Water Department, the Cemetery, and the Fire Department. He had a total of 15 years, 1 month of service.

Barrus, Shirley – PERAC approval has been received for a Superannuation Retirement Option C, effective January 27, 2012. Mrs. Barrus, being an ordinary disability retiree since 7/1/1995, successfully completed a Restoration to Work process through PERAC and re-entered employment at Mahar Regional School District on January 3, 2012.

Disability Retirements:

Charles Allen, Jr. – application received and reviewed by board's counsel, Michael Sacco, who suggests an evidentiary hearing with the board, mentions doing it either prior to requesting a medical panel or after receiving the medical panel's reports. A vote is needed by the board to accept the application and decide how to proceed.

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to accept Charles Allen's disability retirement application and to request a medical panel prior to deciding on an evidentiary hearing.

Buybacks and Makeups:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following:

Young, William J. – Hampshire County Retirement System on behalf of former member requests FRRS to accept liability for creditable service of 3 years, 2 months, 8 days, upon payment to Hampshire County Retirement System for refund of contributions given July 30, 1976 for \$1,291.24 for service with the Town of Bernardston from April 16, 1973 to June 23, 1976.

Bobe, Susan – current member has requested a buyback of a refund taken on 10/31/96 from the Greenfield Retirement Board. The Greenfield Retirement Board will accept 3 years, 9 months, 27 days of service for work between 8/31/92 and 6/28/96. The total cost of the buyback is \$13,082.44 if paid by May 31, 2012; otherwise, interest will accrue as allowed by law.

Tyler, Linda – Greenfield Retirement System on behalf of former member requests FRRS to accept liability for creditable service of 2 years, 4 months, 12 days on a 12-month basis, upon payment to Greenfield Retirement System for refund of contributions given August 26, 1986 for \$1,394.47 for service with the Town of Erving from 09/01/1983 to 12/20/1985. However, it was noticed that there was no membership application, and no Board vote of accepting membership, so Board legal counsel's advice has been requested as to whether the Board can or should accept liability.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board unanimously voted to accept liability for 2, years, 4 months, 12 days creditable service.

Tyler, Linda – It was realized while researching the above service that Linda had worked an entire school year prior to the start of the period refunded. Therefore, in addition to the above service, the Board should consider voting acceptance of liability for 1 year of service for the 1982 – 1983 school year, when Linda worked 37 hours per week as a school aide in the Erving Elementary School and should have been a member.

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board unanimously voted to defer acceptance of service for the 1982 – 1983 school year until payroll records are received from the Town of Erving.

#### Deaths:

The following deaths of FRRS retirees were noted:

Palmer, Ellsworth, passed away on 3/20/2012 at the age of 100 years. He was an Option B retiree since 1966 making him not only the Board's oldest retiree but the one with the most years of retirement as well! There are no remaining funds for a beneficiary.

Willard, Mildred, passed away on 4/16/2012. She was the surviving spouse of Carl, a fireman in Orange, who died of a heart attack during a call in 1972. She was receiving an Accidental Death Benefit.

Adie, Allan an Option B retiree, passed away on 4/19/2012. He retired on 8/18/1980 having served the Town of Gill, school department for 24 years, 7 months. He was 96 years old.

Duncan, Eleanor – an Option B retiree passed away on 4/17/2012. She retired from the Town of Leverett School Department on 8/31/1980 after 18 years of service.

#### General Business:

##### Revise Personnel Policy regarding Vacation Accrual:

Clarification was needed as to whether the 225 hour limit on vacation time is applied at all times throughout the year or if no more than 225 hours can be carried over from one year to the next.

The Board decided that at no time can vacation time go over 225 hours and that any employee who currently has above 225 hours accumulated must get below that by 7/1/2012.

Dale recommended that the Board modify the wording in the personnel policy.

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to insert, "at any point in time" into the line below, after the words, "maximum of 225 hours" in the vacation section of the personnel policy.

All permanent full-time and part-time employees are eligible for vacation leave with pay. Unless approved otherwise by the Executive Director, new employees may not use earned vacation time until

their introductory period is over. Vacation leave may be accumulated up to a maximum of 225 hours at any point in time. Any time earned beyond 225 hours will not be credited to the employee.

New Business:

#### Commencement of increase in Board Stipends

At its meeting on April 18, 2012, the Advisory Council approved an increase of the Board annual stipends for the four lesser board members to \$3,500 (from \$3,000). The question of when to begin the new amount was put to the board.

On a motion made by M. Stokarski and a second by D. Gendron, the Board unanimously voted to begin receiving an increased stipend in May 2012.

#### Increase in Stipend for Board Chair

The Board was asked if it wanted to increase the annual stipend of its Board Chair. The Board Chair, Sandra Hanks, left the room during the discussion, and Herbert Sanderson, Jr. presided.

On a motion made by D. Gendron and a second by M. Stokarski, the Board unanimously voted an increase of \$500.00 for the Board Chair bringing the total stipend to \$6,500.00.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MARCH 28, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on February 29, 2012.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$564,669.15
Refunds	15,117.74
Transfers	55,024.86
Invoices	132,560.86
For a total of:	\$767,372.61

Paul Mokrzecki joined the meeting at 8:10 AM.

#### Cash Transfer between Investments and bank

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to transfer \$570,000.00 from the PRIT Core Fund to TDBank to cover next month's warrants.

New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the new members as follows:

Bourgeois-Miller, Monique F.	MOH	01/30/2012
Evans, Terri A.	NSW	02/15/2012
Meals, Eric M.	NTD	03/05/2012
Plouffe, Krystal C.	FRN	02/13/2012

#### New Retirees:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Note: Mary Stokarski abstained from the vote to approve new retirees.

Maroni, Louis – PERAC approval has been received for a Superannuation Retirement Option C, effective January 5, 2012. Mr. Maroni was employed as a police officer by the Towns of Athol and Orange for 32 years, 7 months.

Stokarski, Gary – PERAC approval has been received for a Superannuation Retirement Option C, effective January 19, 2012. Mr. Stokarski was employed by the South Deerfield Fire Department. With additional creditable service in the State Retirement Board, this member has a total of 32 years, 11 months of service.

Apanell, Daniel – PERAC approval has been received for a Superannuation Retirement Option C, effective December 31, 2011. Mr. Apanell was employed by the South Deerfield Water Department for 24 years, 7 months. His wife Eunice is also a retiree with this system.

Doherty, Theresa – PERAC approval has been received for a Superannuation Retirement Option A, effective December 31, 2011. Ms. Doherty was employed by the Franklin County Housing and Redevelopment Authority for 34 years, 3 months.

Gadomski, Stanley – PERAC approval has been received for a Superannuation Retirement Option C, effective January 10, 2012. Mr. Gadomski was employed by the Franklin County Housing and Redevelopment Authority for 11 years, 11 months.

#### Disability Retirements:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to accept the following disability retirement:

Catherine Kilgallen – employed as a custodian at Frontier Regional School for a period of 3 years, 7 months had applied for an accidental disability retirement due to an injury incurred while on the job. At its November 30, 2011 meeting, the Board voted unanimously, on the advice of Board Counsel, to send the application for disability to PERAC for review by medical panel. The PERAC medical panel has met with Ms. Kilgallen and reviewed her file. The panel returned a unanimous opinion indicating a permanent incapacity to perform the essential duties of her job. The three separate reports were sent to Michael Sacco for review. Michael Sacco found nothing to indicate otherwise and thus stated that the Board has the discretion to grant a disability retirement. The Board requests that a medical exam be done in one year.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to accept liability for the following buyback through another system:

Hodgkins, Marie – MTRS, on behalf of former member, requests FRRS to accept liability for creditable service of 6 months, 18 days on a 12-month basis, upon payment to MTRS for refund of contributions given June 26, 1984 for \$199.50 for service with the Mohawk Trail Regional School District from 01/03/1983 to 06/17/1983.

Buybacks and Makeups:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the following purchase of service:

Blanchard, Lori – current member in the Town of Orange has requested a buyback of a refund taken 3/30/88 from this Board for work between May 1987 and March 1988. Service was in the Union #28 School District. Total creditable service allowed is 9 months 23 days for a cost of \$1,966.97 if paid by April 30, 2012; otherwise interest will accrue as allowed by law.

Ms. Blanchard also requested a make-up of service for time worked in the Town of Royalston as Treasurer from April 1998 to June 2000 and as Town Accountant from March 2003 to August 2007. Service is based on actual hours worked for a total of 2 years, 19 days at a cost of \$6,297.51 if paid by April 30, 2012. Worcester Regional does not accept liability for nonmembers.

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the following make-ups:

Kroll, Patricia – current member in the Town of Deerfield has asked for approval for a make-up of service for time worked in various positions in Deerfield, including the school department and clerical jobs between 7/9/2000 and her enrollment on 8/9/2010. Service is based on actual hours worked for a total of 3 years, 4 months, 7 days at a cost of \$5,924.31 if paid by April 30, 2012.

Richardson, Suanne – current member in the Town of Orange has asked for approval for a make-up of service for time worked prior to enrollment on 9/1/1985. Service is for part-time work as a speech aide from 9/24/1983 through 6/30/1985. Total service on an hour for hour basis converted to a school year is 1 year, 25 days at a cost of 1,990.81 if paid by April 30, 2012 otherwise interest will accrue as allowed by law.

Deaths:

The following deaths of FRRS retirees were noted:

Fiske, Sherry, passed away on 3/2/2012. She was an Option C retiree since 6/30/2008 having served as the Director of Food Service in the Orange School District for 27 years. Her Option C beneficiary pre-deceased her in January 2012.

General Business:

Action needed to implement recent Pension Legislation:

Minimum Option D benefits to \$6k from \$3k –

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to accept Sections 29 and 30 of Chapter 176 of the Acts of 2011 to increase the minimum Option D benefit to \$6,000.00 and to forward the request to the Advisory Council for its acceptance.

Board Members Stipend to \$4,500 from \$3,000 –

On a motion made by P. Mokrzecki and a second by D. Gendron the Board voted, with 4 ayes and 1 nay, to present to the Advisory Council a request to increase the Board stipend to \$4,500. H. Sanderson voted against the motion.

Minimum \$15k Benefit for Greater than 25 years Service –

There was no action taken by the Board on this topic.

#### Board Member Financial Statements

The Board discussed the Board Member Financial Statements to be submitted to PERAC.

#### Revised Schedule for Investment Meetings

Dale presented the Board with Greg McNeillie's suggested revised meeting schedule to include the two new Large Cap managers. The Board agreed to the suggested meeting schedule shown below to begin in 2013.

February – Greg with new manager (9:00) and PRIT/PRIM (9:30)

May – Greg with new manager (9:00 am) and Daruma (9:30 am)

August – Greg with Seizert (9:00 am) and IR&M (9:30 am)

October – Greg only (8:30 am)



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

FEBRUARY 29, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez, and Tom Donegan of Dahab Associates, and Paul Todisco from PRIT.

For to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$540,287.86	
Refunds*	108,200.53	
Transfers	103,405.13	
2011 Bills	150,986.79	
2012 Bills	59,368.09	
For a total of:		\$962,248.40

\*additional refund approved at end of meeting

Paul Mokrzecki joined the meeting at 8:09 AM.

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by M. Stokarski, the Board voted to transfer \$533,000.00 from Seizert to TDBank to cover next month's warrants.

P. Mokrzecki voted against the motion.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on January 25, 2012.

New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

Betit, Jeremy L.	SHB	01/30/2012
Bouchard, Elizabeth S.	OGE	01/02/2012
Brunault, Frank A.	FRN	01/09/2012
Hallenbeck, Ann M.	MOH	01/17/2012
Hamberg, Jeffrey C.	OGE	01/17/2012
Holmes, Juniper R.	MOH	12/13/2011
O'Shea, Kaitilin S.	CON	01/12/2012
Patterson, Shawn T.	DER	12/19/2012
Preston-Wells, Lauren E.	MOH	11/28/2011
Yuryan, Kachina	MOH	11/28/2011

Existing Members – Different Units:

Benjamin, Mary O.	SND	01/20/2012
Durant, Sherri-Lee	DER	01/23/2012
Fox, Kevin P.	COL	01/30/2012
McLellan, Tabatha A.	LEV	01/03/2012

#### New Retirees:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following retirements:

Clark, David – PERAC approval has been received for a Superannuation Retirement Option B, effective December 16, 2011. Mr. Clark worked for the Towns of Erving and Northfield as a part-time police officer accruing 22 years, 7 months of service.

Eaton, Harold – PERAC approval has been received for a Superannuation Retirement Option C, effective December 31, 2011. Mr. Eaton worked for the Town of Deerfield for 38 years, 6 months.

Fairman, Karen – PERAC approval has been received for a Superannuation Retirement Option A, effective December 31, 2011. Ms. Fairman worked as a custodian for the Town of Leverett elementary school for 24 years, 2 months.

Holden, Carolyn – PERAC approval has been received for a Superannuation Retirement Option C, effective December 31, 2011. Ms. Holden worked as an assessor's clerk for the Town of Northfield for 16 years, 6 months.

Mallet, Roger – PERAC approval has been received for a Superannuation Retirement Option A, effective December 31, 2011. Mr. Mallet was employed by the Town of Orange for 28 years, 3 months.

Ryan, Christopher – PERAC approval has been received for a Superannuation Option A, effective January 15, 2012. Mr. Ryan was employed by the Towns of Leyden, Warwick, Whately and Templeton for 29 years, 6 months.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to accept liability for the following buyback through another system:

Sakowicz, Antonio – the Northampton Retirement Board, on behalf of former member, requests FRRS to accept liability for creditable service of 1 year, upon payment to the Northampton Retirement Board for refund of contributions given 2/13/2007 for service with the Towns of Conway and Wendell between 01/03/2006 and 01/02/2007. The refund also included a transfer-in from the Greenfield Retirement System. The Greenfield Retirement System has agreed to accept liability for 10 years, 1 month, 9 days for service from 06/06/1995 to 07/15/2005.

#### Military Buybacks:

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following military buyback:

Kevin H. Scarborough – current member of the Town of Deerfield and the South Deerfield Fire District has requested a purchase of military active duty time. A DD214 has been provided showing a total of 1 year, 3 months, 13 days. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$5,074.80. Interest does not accrue on this balance. (1st year salary was \$39,473.68.)

#### Deaths:

The following deaths of FRRS retirees were noted:

Bixby, Fred - an Option A disability retiree from Leverett since 9/7/2004, Mr. Bixby served as the Chief of Police. The Leverett Treasurer informed the office of his death on January 25, 2012. No obituary was found in local newspapers and the family has not contacted the office. Mr. Bixby had 15.3333 years of service.

Rice, True - died on 2/10/2012. Mr. Rice was an option B retiree since 6/30/1988 from the Town of Orange School Department. He served for 27.25 years. There are no funds remaining for his beneficiary.

Stone, Bernice – died on 2/10/2012. Ms. Stone was an option B retiree since 9/15/1985 from the Mahar School District. Ms. Stone served for 18 years.

General Business:

Question Call Fire Service under 4(2)(b) for Gary Stokarski (SDF)

Gary Stokarski, Fire Chief, South Deerfield Fire Department, submitted an application for Superannuation Retirement effective 1/2/2012. Upon review of his creditable service, it was noted that in February, 2003, the Board approved 5 years of creditable service for his work as a call firefighter in the South Deerfield Fire District citing c. 32, §4(2)(b) which reads in part:

(b) .....the board shall credit as full-time service not to exceed a maximum of five years that period of time during which a reserve or permanent-intermittent police officer or a reserve, permanent-intermittent or call fire fighter was on his respective list and was eligible for assignment to duty subsequent to his appointment; and provided, further, that such service as a permanent-intermittent or call fire fighter shall be credited only if such permanent-intermittent or call fire fighter was later appointed as a permanent member of the fire department. ....

Mr. Stokarski was a call firefighter in SDF beginning in January 1976 up until his appointment as a full-time firefighter for the unit on 4/23/2001. Coinciding with his appointment was the acceptance of the unit into this retirement board effective 7/1/2001. It was not until February 27, 2003, that the call service was granted to Mr. Stokarski at no cost to him.

It is Attorney Sacco's opinion that this service is not in compliance with §4(2)(b) because SDF is not a civil service fire department, and he further opines that if it is ultimately allowable, it should not be free to the member. This opinion is currently being tested in one of his cases, MacAloney VS Worcester Regional Retirement Board (see attached). Because the outcome of this case will not be known for a few years, Mr. Sacco has suggested the following:

1. Rescind the 2003 vote of 5 years. If the case is resolved in the member's favor, Mr. Stokarski's benefit will be increased and a retro-active payment will be made to him. If it is resolved in the Board's favor, no further action will be required of the Board
2. Determine appropriate contributions for actual hours worked 1976 to November 8, 1981 and approve the purchase of this pro-rated call fire service and collect payment from Mr. Stokarski prior to finalizing his retirement benefit. If case law later determines this service should be free, the Board can refund this payment.

Note: Mary Stokarski recused herself from the discussion and votes regarding this agenda item.

On the advice of legal counsel, on a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted to rescind the 5 years of creditable service granted to Gary Stokarski on February 27, 2003, and to

wait for the resolution of pending legal cases before setting Board policy that “free” service to police and call firefighters under MGL 32 §4(2)(b) does, or does not, pertain to civil service communities only.

On the advice of legal counsel, on a motion by H. Sanderson and a second by D. Gendron, the Board voted to approve the following makeups, with the understanding that Board policy as to whether or not service granted under MGL 32 §4(1)(b) is “free” or not is pending the resolution of current legal cases.

Gary Stokarski - current member in the South Deerfield Fire District has requested a makeup purchase for time worked prior to unit membership for two periods – the first as the elected Clerk/Treasurer of the district for 2 years, 11 months, 26 days from 4/5/1978 to 4/1/1981 for the amount of \$116.47. The second is for service as the fulltime Firefighter (and Chief) for 2 months, 8 days, from 4/23/2001 to 6/30/2001, for the amount of \$990.09. In both cases payment must be made by March 31, 2012, otherwise interest will accrue as allowed by law.

#### Vote Reallocation of last year’s Budget Line Items

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to approve a transfer, in the 2011 budget, of \$6,243.00 from Management Fees to Education and Training to adjust for a deficit.

#### Action needed to implement recent Pension Legislation:

Minimum Option D benefits to \$6k from \$3k –

After discussion the Board requested that the list of potential benefits be corrected as to the inclusion of inactives and it be ready for the March 28 meeting.

Board Members Stipend to \$4,500 from \$3,000 –

Due to Investment Managers scheduled for presentations, the discussion on this topic was not completed and thus postponed until the March 28 meeting.

#### Investment Managers

9:15 AM – Tom Donegan, Chief Operating Officer from Dahab reviewed the 4th quarter results.

D. Gendron left the meeting at 9:45 AM.

9:45 AM – Paul Todisco, Senior Client Service Officer, gave a performance update and reviewed changes to the composition of the PRIM Board and Advisory Committees.

#### Action needed to implement recent Pension Legislation - continued

Minimum \$15k Benefit for Greater than 25 years Service –

The Board decided to postpone this topic until the March 28 meeting pending clarification from PERAC on whether there is a distinction between fulltime or part-time, elected or appointed, other service credits (buybacks, makeups, military, LOA, civil service).

#### Approve Additional Expenses to implement Positive Pay with TDBank

In June 2011 the Board voted to use TDBank’s “Positive Pay” service to protect our accounts from check fraud. To continue with the implementation of this system, a software program must be purchased that will allow us to produce the file in the required format.

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to approve \$400.00 for the purchase of software to implement Positive Pay.

#### New Business:

#### Announcements, etc.:

Board Member Data request from PERAC due ASAP

The "Board Member Data Request Form" was distributed to the Board in the mailed agenda packets and collected by staff at the meeting.

Ethics Exam due by April 1st every two years

A copy of the "Summary of the Conflicts of Interest Law" was distributed to the Board and Dale announced that the online Ethics training program must be completed and certificate of completion turned in to the retirement office.

Board Member Financial Statements due by May 1, 2012

A PERAC booklet regarding Board Member Financial Statements was distributed to the Board. The statements will be discussed at the March 28 Board meeting.

Hand out Personnel Policy for possible discussion next month

The Board felt it was unnecessary to review the personnel policy this year as it was discussed and modified the past three years.

Additional Refund:

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board unanimously voted to approve an additional refund warrant in the amount of \$15,318.57.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
January 25, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:06 AM by Board Chair, Sandra Hanks with Board Members Paul Mokrzecki and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on December 21, 2011, the January 11, 2012 special meeting, and the January 18, 2012 special meeting.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$526,036.97	
Refunds	8,596.88	
Transfers	0.00	
2011 Bills	53,961.39	
2012 Bills	166,580.69	
For a total of:		\$755,175.93

Cash Transfer between Investments and bank

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to transfer \$514,000.00 from Rhumblin to TDBank to cover next month's warrants.

New Members

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

Carrier, Erin L.	WTY	12/05/2011
Eckert, Catherine E.	DER	12/21/2011
Lapean, Nancy E.	DER	11/28/2011
Novitt, Adam R.	SND	01/10/2012
Sienkiewicz, Daniel W.	FRN	11/28/2011
Theoharides, Halie E.	NTD	01/10/2012
Walker, Bethany R.	NTD	01/09/2012

Existing Members – Different Units:

Barrus, Shirley M.	MHR	01/03/2012
--------------------	-----	------------

New Retirees:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

King, Gayle L. – PERAC approval has been received for a Superannuation Retirement Option C, effective October 29, 2011. Ms. King worked as a cook for the Town of Orange elementary school for 21 years, 2 months.

Spear, Brian – PERAC approval has been received for a Superannuation Retirement Option C, effective 1/2/2012. Mr. Spear worked in the Orange Police Department for 33 years, 4 months, as the Chief of Police since 1990.

#### Buybacks and Makeups:

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following purchase of service:

Crossman, Leonard – current member in Northfield has requested a purchase of service for time subsequent to his civil service appointment date in the Town of Orange. Pursuant to c 32., §4(2)(b) which reads in part:

“...and provided, further, that the board shall credit as full-time service not to exceed a maximum of five years that period of time during which a reserve or permanent-intermittent police officer or a reserve, permanent-intermittent or call fire fighter was on his respective list and was eligible for assignment to duty subsequent to his appointment;...”

Mr. Crossman was appointed as a reserve officer in the Town of Orange from the civil service list on 11/30/2000 and resigned from his reserve position on 2/16/2005. A total of 4 years, 2 months, 16 days service is allowable for this member. A cost may be associated with the purchase up to the amount of deductions and interest allowable based on regular earnings during this period but if the member had no earnings, the service is still available.

The Orange Treasurer has provided the earnings records for this time period showing regular compensation of \$11,412.91. Deductions plus interest through February 29, 2012 total \$1,442.75.

#### Deaths:

The following deaths of FRRS retirees were noted:

Purington, Edward – Option B retiree from Colrain since 5/4/1991, passed away on 10/25/2011. No funds remain for a beneficiary.

Record, Gladys – Option B retiree from Mohawk since 6/30/1986, passed away on 1/17/2012. No funds remain for a beneficiary.

Walker, Anne – Option B retiree from Deerfield since 12/31/1989, passed away on 1/19/2012. No funds remain for a beneficiary.

Fiske, Keith – Option A retiree from New Salem/Wendell schools passed away on 1/17/2012. Although his wife is not entitled to a continued benefit, staff would like the Board to make a determination regarding the deposit of the pro-rated allowance for January 1-17, 2012. Mr. Fiske passed away without a will and, because his monthly benefit was deposited to an account in only his name, his wife will not have access to the January deposit until probate is settled. She is also an FRRS retiree. She chose an Option C benefit - so a copy of their marriage certificate is in her file. Attorney Sacco has opined that the Board has a choice, and may decide that the spouse is the rightful beneficiary and allow the January funds to be deposited to her account. The alternative is to deposit the funds as usual to the account on record and let the courts sort it out.

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to deposit Keith Fiske's final benefit into his account on record.

#### General Business:

Vote travel approval for MACRS spring meeting

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to approve the attendance and travel of Board members and staff to both the June 2012 MACRS meeting on Cape Cod, and the Autumn 2012 MACRS meeting .

Vote Retirees COLA for July 1

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to approve a 3% Cost-of-living-allowance for retirees starting July 1, 2012.

Increase COLA Base from \$13k

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to increase the maximum COLA base for the retirees' annual COLA to \$14,000 starting July 1, 2012.

Review and approve contract amendments:

Board Legal Counsel

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted to accept an amendment to the existing contract with Michael Sacco for legal services to establish the period of January 1, 2012 to December 31, 2016 as the length of the contract.

Actuary

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to accept the contract with Stone Consulting for actuarial services for the years 2012 through 2016.

PTG Software

On a motion made by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted to accept an amendment to the existing contract with Pension Technology Group (PTG) for support and hosting of their software program - that aids in administration of the pension system records of members and retirees - to establish the term of December 31, 2011 to December 31, 2016 as the length of the contract.

Discuss Action needed to implement recent Pension Legislation

The Board discussed the sections of the Pension Reform Law - Chapter 176 of 2011, that need action by the Board and/or the Advisory Council, in anticipation of the February and March Board meetings where fuller discussion and votes would take place.

Scheduling Board Education

The Board requested clarification be sought regarding Board member training: will there be more sessions in the western part of the state, will credit be granted for trainings completed by Board members in other aspects of their municipal work, will the offerings be broader than the list presented to date, what will be the requirements for Board members with 5 or 6 year terms.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JANUARY 18, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board Members David Gendron, Herbert Sanderson, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Member



Services/Accountant Deb Frentzos, and the Board's investment consultant, Greg McNeillie, Dahab Associates.

Note: As the result of a scheduling conflict, the two groups of managers to be interviewed were date reversed from what was planned at the November 30, 2011 Board meeting – in that the Value group was moved to January 11, and the Growth group moved to January 18, 2012.

#### Interviews with Managers of Large Cap Value Funds

8:30 –Atlanta Capital Management, Atlanta GA  
Paul Marshall – Portfolio Manager: Growth Equity, Principal  
Jim Skesavage – Director of Marketing, Principal

9:15 – Brown Advisory, Baltimore MD  
Charlie Constable – Partner

10:00 – Polen Capital Management, Boca Raton FL  
Dan Davidowitz – Portfolio Manager & Research Analyst  
Todd Morris – Research Analyst

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to contract with Polen Capital Management to manage a Large Cap Growth Fund for the benefit of the retirement system.

#### Transfer funds to new managers

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to transfer on March 1, 2012, \$10 million from PRIT Core Fund - with \$5 million to O'Shaughnessy, and \$5 million to Polen Capital Management, and in addition, vote to have Rhumblin transfer the February balance of approximately \$7 million to the PRIT Core Fund.

#### Review Amended Contracts of Existing Investment Managers, in Compliance with new Procurement Law

##### Dahab contract amendments:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve addendum B, and addendum C, as presented, to the existing contract with Dahab Associates, Inc.

##### Discuss five-year schedule for re-procurement of all managers:

Because the new procurement law, MGL 32 §23b, requires that a new search be done every five years for each investment manager, the Board reviewed and agreed with the schedule proposed by Greg McNeillie for staggering the searches to happen year per year in the following sequence:

2012 - Fixed Income (IR&M)

2013 – Small Cap (Daruma)

2014 - Mid Cap (Seizert)

2015 – Large Cap Value(O'Shaughnessy)

2016 – Large Cap Growth (Polen)

It was also mentioned that the above schedule was not hard and fast – that searches could happen sooner or later depending on performance and conditions, but all would be done within the five-year requirement.

##### Income Research & Management commitment limit:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to end the Board's commitment to participate in the Core Bond Fund managed by Income Research & Management LLC, on December 31, 2016

Daruma contract amendments:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the contract amendments setting a limit to the length of the term of the contract.

Seizert contract amendments:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the contract amendments setting a limit to the length of the term of the contract.

ADDENDUM B

The contract between the Franklin Regional Contributory Retirement System and Dahab Associates, Inc. is hereby amended as follows:

The term of this agreement is from February 15, 2012 to February 14, 2017.

\_\_\_\_\_  
Richard E. Dahab  
President

\_\_\_\_\_  
Trustee

ADDENDUM C

FEESCHEDULE

Franklin County Retirement System's all-inclusive fee is as follows:

- 2012: \$20,000
- 2013: \$23,000
- 2014: \$26,000
- 2015: \$29,000
- 2016: \$32,000

This all inclusive fee includes the services as stated in the Scope of Services including a minimum of eight meetings annually. The Retirement System will be invoiced quarterly after services have been provided.

\_\_\_\_\_  
Richard E. Dahab  
President

\_\_\_\_\_  
Trustee

Amendment to Discretionary  
Investment Advisory Agreement

This Amendment is entered into effective as of February 15, 2012 by and between the Franklin County Retirement Board ("Franklin County") and Daruma Asset Management, Inc. (the "Advisor") to that certain Discretionary Investment Advisory Agreement between Franklin County and the Advisor, dated October 29, 1999 (the "Agreement").

The following section 19 is hereby added to the Agreement as of February 15, 2012:

19. Term of Agreement. This Agreement will renew as of February 16, 2012 for a term of 5 years through February 15, 2017.

All other terms of the Agreement will remain in full force and effect, including Section 14.

FRANKLIN COUNTY RETIRMENT  
BOARD

DARUMA ASSET MANAGEMENT, INC.

By:

Name:  
Title:

By:

Name: David P. Gerber  
Title: Chief Operating Officer

By:

Name:  
Title:

By:

Name:  
Title:

By:

Name:  
Title:

By:

Name:  
Title:

FIRST amendment

to  
INVESTMENT MANAGEMENT AGREEMENT

THIS FIRST AMENDMENT TO INVESTMENT MANAGEMENT AGREEMENT (this "Amendment") dated as of January \_\_, 2012, by and between SEIZERT CAPITAL PARTNERS, LLC (the "Advisor") and FRANKLIN REGIONAL RETIREMENT SYSTEM ("Client").

BACKGROUND:

A. Adviser and Client executed an Investment Management Agreement dated May 16, 2011 (the "Agreement").

B. The parties wish to amend the Agreement as provided in this Amendment.

NOW THEREFORE, the parties agree as follows:

Section 9 of the Agreement is replaced in its entirety with the following:

8. Term and Termination. The term of this Agreement will be for five (5) years and, unless earlier terminated, will expire on February 15, 2017. During the term, either party may terminate this Agreement by giving thirty (30) days prior written notice of termination to the other party. Any purchase or sale of a security which is effective prior to receipt of notice of termination will be honored. Fees will be prorated based on the date of termination.

As hereby amended, the parties ratify the terms and conditions of the Agreement. Unless expressly set forth herein, all of the terms and conditions of the Agreement remain unchanged and in full force and effect, provided if there is any conflict between the terms of this Amendment and the terms of the Agreement, the terms of this Amendment shall govern and control. In all other aspects, the Agreement remains in full force and effect in accordance with its terms.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Executed signature pages transmitted electronically shall be deemed binding as originals.

The parties have executed this Amendment as of the day and year first above written.

FRANKLIN REGIONAL RETIREMENT SYSTEM      SEIZERT CAPITAL PARTNERS, LLC

By:

By:

Gregory A. Kozlowski

Its:

Its: Chief Operating Officer

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

JANUARY 11, 2012

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board Members David Gendron, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Member Services/Accountant Deb Frentzos, and the Board's investment consultant, Greg McNeillie, Dahab Associates.

General Business:

Procurement Law for Retirement Systems - Investment Managers

Greg McNeillie briefed the Board on the plan to get the contracts with the current investment managers updated to comply with the sections of the pension reform law (Chapter 176 of the Acts of 2011) that limits contracts to five years and requires reporting on "Placement Agents". Greg is gathering the contracts amendments from the managers and will present them to the Board at the January 18, 2012 Board meeting.

Note: As the result of a scheduling conflict, the two groups of managers to be interviewed were date reversed from what was planned at the November 30, 2011 Board meeting – in that the Value group was moved to January 11, and the Growth group moved to January 18, 2012.

Interviews with Managers of Large Cap Value Funds

8:30 - Cornerstone Investment Partners, Atlanta GA

Chris Reynolds – Director of Marketing & Client Service

Cameron Clement - Research & Portfolio Management

9:15 - Herndon Capital Management, Atlanta GA

Ken Grimes – Director of Research  
Marc Sydnor – Senior Vice President, Marketing & Client Services

10:00 - O'Shaughnessy Asset Management, Stamford CT  
Chris Loveless – President/Chief Operating Officer  
Chris Meredith – Senior Portfolio Manager

10:45 - Stewart Capital Advisors, Indiana PA  
Malcolm Polley – President, Chief Investment Officer  
Karen Hackman– Relationship Manager

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to contract with O'Shaughnessy Asset Management to manage a Large Cap Value Fund for the benefit of the retirement system.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

DECEMBER 21, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:09 AM by Board Chair, Sandra Hanks with Board Members David Gendron, Herbert Sanderson, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on November 30, 2011.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$532,828.05	
Refunds	24,283.71	
Transfers	33,913.85	
Bills	25,758.40	
For a total of:		\$616,784.01

### Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to transfer \$244,000.00 from Rhumblin to TDBank to cover next month's warrants.

### New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Budrewicz, Timothy J.	BUC	12/05/2011
Haughey, Sherri M.	PNR	12/05/2011

Lemelin, Paul L.	FRG	11/14/2011
Smith, Kundai	MOH	11/21/2011
Thorpe, Darlene A.	DER	08/31/2011
Weber, Duane H.	MOH	09/19/2011
Existing Members – Different Units:		
Duguay, Michelle S.	DER	12/01/2011
Massa, Jody A.	CON	10/31/2011
Pistorino, Kathryn R.	OGE	09/21/2011
Roy, Carlie	DER	09/20/2011

#### New Retirees:

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the following retirements:

Rotkiewicz, William – PERAC approval has been received for a Superannuation Retirement Option A, effective September 12, 2011. Mr. Rotkiewicz worked first as a police officer and later as a custodian, for the Town of Deerfield. Liability for his retirement benefit is shared with the State Board (State Police) and Greenfield Retirement (Highway Dept.). Mr. Rotkiewicz has a total of 21 years, 9 months of service.

Kuck, Kathy J. – PERAC approval has been received for a Superannuation Option C retirement benefit effective December 11, 2011. Ms. Kuck worked as a school nurse in the towns of Deerfield and Sunderland, and the Hawlemont Regional School District, for 18 years. Ms. Kuck also worked in the Pelham School District for 1 year. (Hampshire County Retirement System will accept liability for this service.) Total creditable service is 19 years.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the following liability acceptances, and buybacks and makeups:

Tompkins, Kyle – MTRB is asking FRRS to accept liability for Kyle Tompkins, who took a refund of his deductions in 1994. Service was in the Deerfield Schools between July 1991 and August 1994. Total service allowable is 2 years, 2 months, 3 days upon payment to MTRB. Refunded amount was \$1,496.89.

Steve (Dihlmann), Kathryn A. – MTRB is asking FRRS to accept liability for Kathryn Dihlmann, who took a refund of her deductions February 26, 1985. Service was in the Deerfield Schools between March 28, 1983 and August 1984. Total service allowable is 1 year, 5 months, 4 days upon payment to MTRB. Refunded amount was \$627.86

#### Buybacks and Makeups:

Benjamin, Mary- current member in Frontier has requested a buyback of two refunds.

The first, taken 10/19/1990 from this Board for work between 9/5/1989 and 6/19/1990 in the amount of \$197.97. Total creditable service allowed is 2 months, 28 days for a cost of \$451.27 if paid by January 31, 2012; otherwise interest will accrue as allowed by law.

The second, taken 12/30/1996 from this Board for work between September 1992 and November 1994 in the amount of \$395.03. Total creditable service allowed is 5 months, 13 days for a cost of \$707.26 if paid by January 31, 2012; otherwise interest will accrue as allowed by law. Total buyback amount - \$1,158.53. Total Service allowable – 8 months, 11 days

Laurent, Lisbeth - current member in Deerfield has requested a buyback of a refund taken 7/26/1990 from this Board for work between September 1988 and June 1990. Service was in the Buckland-Colrain-Shelburne Schools and Mohawk. Total creditable service allowed is 2 years on a 12 month basis for a cost of \$4,029.42 if paid by January 31, 2012; otherwise interest will accrue as allowed by law.

## Deaths:

The following deaths of FRRS retirees were noted:

Bruce Blackmer—inactive member in Orange passed away on 12/13/2011. He was a vested member so his spouse will be informed of her options.

Rosalyn Plotkin—retiree since 6/30/1990 from the New Salem Wendell School District, passed away on 10/27/2011. She was an Option B retiree. There are no funds for distribution to a beneficiary.

## General Business:

New Membership Policy regarding school personnel in MTRS eligible positions pending certification

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to not approve the following policy:

“Any individual who is employed in a position that requires certification that is acceptable to the Massachusetts Teachers Retirement System (MTRS), meets the membership criteria for the MTRS but is waiting to become a member pending certification, and it is acceptable to the MTRS to receive a certification waiver for this individual - is excluded from membership in the Franklin Regional Retirement System.”

New Membership Policy regarding less than full time, contracted, certified teachers

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following policy:

“Any individual who meets the membership criteria for the Massachusetts Teachers Retirement System but is subject to a waiting period due to the part-time provision of their contract, is excluded from membership in the Franklin Regional Retirement System during the same six month waiting period.”

Schedule for investment manager quarterly meetings

The Board agreed with the following schedule for meetings with its investment managers during 2012:

February 29, 2012 - Dahab, Rhumblin, PRIT

May 30, 2012 – Dahab, New LC manager(s), Daruma

August 29, 2012 – Dahab, Seizert, IR&M

October 31, 2012 - Dahab only

Daruma change in corporate structure:

On a motion made by H. Sanderson and second by D. Gendron, the Board, on the advice of its legal counsel, and investment consultant, voted unanimously to approve and acknowledge Daruma’s change in corporate structure from “Daruma Asset Management, Inc.” to “Daruma Capital Management, LLC.”

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

NOVEMBER 30, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:02AM by Board Chair, Sandra Hanks with Board Members David Gendron, Herbert Sanderson, and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Investment Advisor Greg McNeillie.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on October 26, 2011.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$519,076.45	
Refunds	68,793.46	
Transfers	32,156.48	
Bills	32,817.61	
For a total of:		\$652,844.00

Paul Mokrzecki arrived at 8:05

#### Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$100,000.00 from Rhumblin to TDBank to cover next month's warrants.

#### New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Cavacco, Julia B.	DER	11/23/2011
Fisher, Carl E.	MHR	10/19/2011
Gilmore, Sharon L.	MHR	11/03/2011
Leva, Nancy T.	WTY	10/31/2011
Nowak, Kevin	DER	10/24/2011
Sumner, Aleshia M.	SND	10/31/2011
Wells, Curtis G.	DER	10/19/2011

#### Existing Members – Different Units:

Dancer, Mary E.	DER	08/31/2011
Rauch, Eileen M.	MOH	10/17/2011

#### Disability Retirements:

On a motion by P. Mokrzecki and a second by D. Gendron the Board voted unanimously, on the advice of Board Counsel, to send the following disability to PERAC for review by medical panel, and to consider holding a hearing at a later date if one becomes necessary.

Catherine Kilgallen – employed as a custodian at Frontier Regional School for a period of 3 years, 7 months has applied for an accidental disability retirement due to an injury incurred while on the job. The application was reviewed by the board's counsel, Michael Sacco who in reviewing the file, said "there were no issues discovered that would warrant an evidentiary hearing, although it is always in the Board's discretion to conduct such a hearing if you wish to do so." Michael recommended a PERAC medical panel review.

#### Buybacks and Makeups:

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept the following buyback:



Kroll, Patricia - current member in Deerfield has requested a buyback of a refund taken 6/26/1998 from the State Board of Retirement for work between 9/8/1985 and 6/03/1995 in the amount of \$16,410.20. Total creditable service allowed is 8 years, 7 months, 24 days for a cost of \$27,734.18 if paid by December 31, 2011; otherwise interest will accrue as allowed by law.

#### Deaths:

The following deaths of FRRS retirees were noted:

Klement, Claire – passed away on September 28, 2011. She retired on 5/3/1983 from the Franklin County Treasurer’s Office with 11 years of service. She chose option B.

Gale, Myrtha – passed away on November 13, 2011. She is the survivor of David Gale, a 1985 retiree from Orange.

#### General Business:

Retract membership for Thomas Scalzo

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to rescind the membership of Thomas Scalzo, a certified teacher at Shutesbury Elementary working on a 50% contract, equating to 18.125 hours per week, which is less than FRRS’s 20 hour per week minimum.

New Supplemental Regulation regarding less than full time, contracted and certified teachers

The Board considered the following policy and asked that it be reviewed by the Board’s legal counsel before the Board takes any action.

“Any individual who meets the membership criteria for the Massachusetts Teachers Retirement System but is subject to a waiting period due to the part-time provision of their contract, is excluded from membership in the Franklin Regional Retirement System during the same six month waiting period.”

Quarterly Meeting with Investment Advisor, Greg McNeillie, Dahab Associates

The Board reviewed and discussed the quarterly results from September 30, 2011 as presented by Greg McNeillie. Also, Mr. McNeillie explained PRIT’s Private Equity investments and noted that the Board is already involved in this segment because it is 60% invested in PRIT’s general allocation, which includes Private Equity.

Proposals from Large Cap managers:

At its August 31, 2011 meeting, the Board voted to seek proposals from investment managers that provide active management of equities in the Large Cap segment. The Board asked Mr. McNeillie to conduct searches for “Value” managers, and “Growth” managers, and to bring to this meeting his recommendations to the Board.

Large Cap Growth: The Board selected the following three managers, from the pool of 46 that submitted proposals, to be interviewed in 45 minute intervals by the Board on January 11, 2012 starting at 8:30 am.

Atlanta Capital Management, Atlanta GA  
Brown Investment Advisory, Baltimore MD  
Polen Capital Management, Boca Raton FL

Large Cap Value: The Board selected the following four managers, from the pool of 50 that submitted proposals, to be interviewed in 45 minute intervals by the Board on January 18, 2012 starting at 8:30 am.

Cornerstone Investment Partners, Atlanta GA  
Herndon Capital management, Atlanta GA  
Stewart Capital advisors, Indiana PA  
O’Shaughnessy Asset Management, Stamford CT

Staff Evaluations

In consideration of the positive staff evaluations, but tempered by the Board's awareness of the effect of the weak economy on the local towns' finances . . .

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to award a 1.47% merit increase to all staff effective January 1, 2012.

#### Board Meeting Schedule for 2012

The members of the Board were in agreement to continue the regular monthly meeting schedule of the last Wednesday of each month, at 8:00 a.m., beginning January 2012, with the exception of December 19, 2012.

#### Wording of policy for Workers Compensation settlement percentage

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board unanimously voted to set policy as follows:

"When the Board grants its legal counsel the authority to negotiate with a member's legal counsel with respect to lump sum settlement in worker's compensation claims involving members who have retired for either ordinary or accidental disability, the Board requests its legal counsel resolve such claims for not less than a 20% allocation to the Board, and to confer with the Board before agreeing to accept less than 20%."

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

OCTOBER 26, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski, David Gendron, Herbert Sanderson, and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on September 28, 2011.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$526,467.41
Refunds	27,050.72
Transfers	118,903.66
Bills	65,951.05
For a total of:	\$738,372.84

## Cash Transfer between Investments and bank

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to transfer \$378,000.00 from IR&M to TDBank to cover next month's warrants.

## New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Goddard, Christopher M.	MOH	09/19/2011
Margot A. Hambleton	LEV	10/03/2011
Hardesty, Robert E.	LED	09/19/2011
Millette, Michael R.	CON	09/06/2011
Paradis, Beatrice	MHR	08/30/2011
Roberts, Alyssa	MHR	10/11/2011
Rose, Carole A.	PNR	10/03/2011
Youngen, Catherine D.	STB	08/29/2011

## Existing Members – Different Units:

Clarke, Karla J.	CON	08/31/2011
Johnson, Elizabeth A.	PNR	09/19/2011
Roach, Karen M.	MOH	09/01/2011

## New Retirees

On a motion by D. Gendron and a second by M. Stokarski the Board voted unanimously to approve the following retirement benefits:

Maiewski, Alice – PERAC approval has been received for a Superannuation Option B retirement benefit effective August 4, 2011. Ms. Maiewski worked as a school nurse in the Town of Conway for 31 years, 6 months.

## Buybacks and Makeups:

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept the following buybacks and make-ups:

Boudreau, Steven- current member in Orange has requested a buyback of a refund taken 03/18/1981 for work with the Town between 01/30/1979 and 03/05/1981 in the amount of \$1,070.62. Total creditable service allowed is 2 years, 1 month, 5 days for a cost of \$3,511.18 if paid by November 30, 2011; otherwise interest will accrue as allowed by law.

Boudreau, Steven – current member in Orange has asked to do a makeup of service for work performed in Orange prior to his enrollment. From 4/1978 through 01/29/1979 and 01/1982 through 2/1983 service is actual hours worked for the highway and water departments. Mr. Boudreau began contributing to FRRS 02/16/1983. Total service is 1 year, 2 months, 4 days. Total cost of buyback is \$2,118.99 if paid by November 30, 2011; otherwise interest will accrue as allowed by law.

Chappell, Donald – Current member in Deerfield has asked to re-deposit a refund taken from the State Board of Retirement on 8/27/76. The State Board will accept 2 years, 11 days creditable service liability upon payment to this Board. Total cost of buyback is \$2,793.25 if paid in full by 11/30/2011 otherwise interest will accrue as allowed by law.

Lynn Haven – current member in Pioneer has requested a buyback of a refund taken on 07/16/1982 from the Greenfield Retirement Board. Greenfield will accept 48 months of service for work between 05/22/1977 and 06/04/1982. The total cost of the buyback is \$5,830.91 if paid by November 30, 2011; otherwise, interest will accrue as allowed by law.

LaPointe, Michael – Current member in Orange has asked to do a make-up of service for work performed in Orange prior to his enrollment. From 10/1/99 through 4/27/2003 service is actual hours worked as a police dispatcher. Mr. LaPointe was appointed from the Civil Service list as an Orange P.D. reserve officer on 4/28/2003 and is entitled to full time creditable service until his enrollment in the system on 8/31/2006. Total service is 6 year, 4 months, 26 days for \$7,810.18 if paid before 11/30/2011 otherwise interest will accrue as allowed by law.

#### Deaths:

The following deaths of FRRS retirees were noted:

Dufresne, Lillian – Passed away on 10/13/2011. An Option B retiree since 8/3/1983, Ms. Dufresne retired from the Town of Ashfield.

#### General Business:

##### Member death – beneficiary determination needed

On a motion by D. Gendron and a second by H. Sanderson, the Board unanimously voted to issue payment to Janice R. Talmage, the mother of John Knight Talmage(deceased), the balance in his annuity savings account.

##### 2012 Budget -

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to approve the 2012 budget as presented, for a total of \$971,744.

##### Policy for Worker's Compensation Settlement Percentages

The Board discussed the proposal to create policy that directs the Board's attorney to review and negotiate lump-sum settlements with disability retirees receiving settlements from worker's compensation claims. The Board is in agreement to establish the policy and asked Executive Director Kowacki to draft wording of the policy and present it at the November 30, 2011 Board meeting.

##### Bids for Actuarial Services for January 1, 2012

The Board discussed the bids that were received from actuaries interested in providing services for the January 1, 2012 actuarial study and beyond. The Board decided not to conduct interviews, and voted to engage Stone Consulting, Inc..

On a motion by H. Sanderson and a second by M. Stokarski, the Board voted unanimously to continue with Stone Consulting for actuarial services.

The following is a list of respondents and their proposed bid for the actuarial services:

Gabriel Roeder Smith & Company	\$17,000.00
Hooker & Holcombe, Inc	\$14,500.00
KMS Actuaries, LLC	\$13,650.00
Stone Consulting, Inc.	\$11,950.00
Verisight, Inc.	\$32,000.00

SEPTEMBER 28, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski, David Gendron, Herbert Sanderson, and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on August 31, 2011.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$522,170.24	
Refunds	73,898.13	
Transfers	56,774.85	
Bills	27,663.94	
For a total of:		\$680,507.16

#### Cash Transfer between Investments and bank

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to transfer \$225,000.00 from Rhumblin to TDBank to cover next month's warrants.

#### New Members

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Bartok, Alysia R.	DER/WTY	09/19/2011
Barton, Sharon L.	SND	08/29/2011
Breuer, David E.	PNR	08/31/2011
Burque, Molly E.	DER	08/31/2011
Carmody, Donna M.	SND	08/31/2011
Carvalho, Douglas S.	STB	08/16/2011
Chenausky, Lauren K.	WTY	08/31/2011
Cromwell, Marla	LEV	08/30/2011
Fellows, Jericho	STB	08/29/2011
George, Jeffrey M.	LEV	08/08/2011
Golann, Evan R.	SND	08/08/2011
Heath, Brian L.	MOH	08/01/2011
Jillson, Susan E.	MHR	08/30/2011
Kamys, Tim M.	FRN	08/31/2011
Kirkendall, Diane L.	WTY	08/31/2011
Knight, Jennefer M.	PNR	08/30/2011
Kostecki, Philip J.	NTD	08/23/2011
Litchfield, Sheila M.	ROW	07/01/2011
Lutenegger, Danielle L.	DER	08/31/2011
Mannino, Jennifer M.	STB	08/29/2011

Matrishon, Deborah L.	DER	08/31/2011
Ortlip, Carol A.	ERV, LEV, STB, NSW	08/29/2011
McKnight, Jr., Kevin D.	WEN	07/19/2011
Ritchott, Lia J.	PNR	08/31/2011
Roy, Carlie A.	SND	08/31/2011
Scolzo, Thomas A.	STB	08/31/2011
Seetal, Kevin N.	FRN	08/31/2011
Sencabaugh, Julie A.	FRN	08/31/2011
Smith, Thomas W.	ERV	08/29/2011
Wheeler, Julie M.	ERV	08/29/2011
Existing Members – Different Units:		
DeWitt, Lisa A.	LEV	08/29/2011
Pittelli, Lacy G.	WTY	08/31/2011

#### New Retirees

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted unanimously to approve the following retirement benefits:

Giusto, Carol - PERAC approval has been received for a Superannuation Option B retirement benefit effective September 1, 2011. Ms. Giusto worked as a police clerk/matron in the Town of Deerfield for 23 years, 6 months.

Mitchell, Kathleen – PERAC approval has been received for a Superannuation Option C benefit effective July 30, 2011. Ms. Mitchell worked as a school nurse in the Town of Orange for 29 years.

Nelson, Katherine – PERAC approval has been received for a Superannuation Option B effective August 31, 2011. Ms. Nelson worked as an instructional assistant for the Deerfield Elementary School for 17 years, 1 month.

Riendeau, Maureen - PERAC approval has been received for a Superannuation Option C retirement benefit effective August 17, 2011. Ms. Riendeau worked in the Mahar School District for 18 years, 4 months.

#### Deaths:

The following deaths of FRRS retirees were noted:

Stockwell, Harold – Passed away on 9/17/2011. An Option A retiree since 8/14/1987, Mr. Stockwell retired from the Town of Ashfield.

#### General Business:

##### Exit conference with auditors

Amy Wales, CPA, MBA of Melanson Heath & Company, PC, met with the Board to review the results of the independent audit of calendar year 2010. Amy reported no issues other than the ongoing focus to help treasurers classify the various types of wages and determine which are “compensation for retirement purposes”.

##### Discussion of 2012 budget

The Board reviewed and discussed the updated estimates for tuition reimbursements to staff during 2012 and had no further requests in this regard or others on the budget. The budget will be presented again at the October Board meeting for a vote of approval.

##### Revisit policy on School-Year employees

The Board discussed its current policy regarding "school-year" employees (quoted below), and concluded it should be retained.

"In the case of School Department employees whose employment requires them to work from on or about September 1st to on or about June 30th, including but not limited to cafeteria workers, clerical and secretarial staff, teacher's assistants and teaching professionals, such as therapists, said employees shall receive one month of creditable service for each full month the employee is receiving regular compensation, with ten (10) months being the equivalent of one (1) year of creditable service, based on the following

conversion: the number of months worked in a ten month year is multiplied by 1.2 to yield the twelve month equivalent and the creditable service to be given. This conversion will apply in partial years worked as well, whether due to lay-off, resignation, transfer or retirement."

Consider policy regarding service credit between jobs

The Board discussed the various aspects, scenarios, and issues with granting service credit for days between jobs and/or systems and did not come to any definite conclusions to address the issue. However, the members of the Board described to Dale Kowacki, Executive Director, some ideas to incorporate into the draft of a policy to bring back to the Board for consideration at a later date.

Consider membership policy regarding minimum of \$5,000 annual earnings

On the recommendation of the Board's attorney, Michael Sacco, the Board voted the following changes to its membership policy:

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted to strike from the Membership section of Board policy the following paragraph:

In compliance with C.32§ 3(2)(d) - Any person holding a position for which the annual compensation is fixed in an amount of two hundred dollars or less shall not be eligible for membership except by vote of the board.

And to establish the following policy:

Starting July 1, 2009, any individual who is employed and receiving less than \$5,000 is excluded from membership.

Consider policy requiring notarized Refund Applications

The Board discussed the potential for theft and fraud by others when refund checks are requested and/or mailed and voted the following policy:

On a motion by P. Mokrzecki and a second by D. Gendron the Board voted to require notarization of the member's signature on all refund applications, with presentation and copy made of legal photo identification when and if the member comes to the retirement office to pick up the refund check, and if someone else is sent to pick up the refund check, they must present a letter signed by the member - the signature on the letter must match the notarized signature on the refund application - giving the retirement system permission and instruction to give the check to the person presenting the letter, with photo identification of the recipient presented and copied.

Search for Large Cap managers

The Board's investment advisor, Greg McNeillie, has advertised two investment manager searches – one for active large cap value, and one for active large cap growth. The Board members discussed possible dates to interview the 3 or 4 finalists in each category and agreed on Wednesday, January 11, 2012 and Wednesday, January 18, 2012 (both starting at 8:30 am, with 45 minutes allotted for each (30 minutes of presentation, and 15 minutes for questions and transition)).

Bids for the January 1, 2012 Actuarial Valuation

An "Invitation for Bids" has been distributed to solicit bids for the upcoming actuarial valuation for January 1, 2012. The process has been arranged to include interviews of the finalists by the Board in November 2011. All the bids will be presented to the Board at the October 28, 2011 meeting.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

AUGUST 31, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:07 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski, Paul Mokrzecki and Herbert Sanderson present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on July 27, 2011.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$533,572.96	
Refunds	\$78,083.53	
Bills	\$57,183.84	
For a total of:		\$668,840.33

New Members

SPECIAL CONSIDERATION

Shaw, Katherine – became a member 09/03/2008 when she was hired as an instructional assistant with the Conway Grammar School, working 7 hours per day, 5 days per week. On June 24, 2011 her position was abolished, but last week she was re-hired into a part-time (19 ½ hours per week) instructional aide position with the same unit and grammar School.

The Board reviewed the current membership policy to determine if this now 'inactive' member should be reinstated, and after some discussion, the Board consensus was to remain consistent with policy. The policy is written in such a way to allow for member units to intentionally, or inadvertently, affect the impact of personnel changes on the unit's finances depending on how the changes are implemented. This member's position was abolished at the end of the school year, thus defining a break in service, and subsequently was rehired for the next school year into a position that does not meet the membership eligibility rule. As per the Membership Policy, the member will not be reinstated to an 'active' membership status.

New Retirees

On a motion by H. Sanderson and a second by P. Mokrzecki the Board voted unanimously to approve the following retirement benefits:



Billiel, Raymond - PERAC approval has been received for a Superannuation Option A retirement benefit effective June 24, 2011 for Mr. Billiel. He worked as a custodian in the Leverett Elementary School for 10 years, 8 months.

Burnett, Mary Ann – PERAC approval has been received for a Superannuation Option C retirement benefit effective June 30, 2011. Ms. Burnett worked in the cafeteria of the Orange Elementary School beginning in 1986 for a total of 24 years, 5 months.

Jorczak, Elizabeth – PERAC approval has been received for a Superannuation Option A retirement benefit effective June 30, 2011. Ms. Jorczak worked in the Town of Whately as an instructional assistant. She has 9 years, 4 months of service with FRRS and 1 year, 10 months of service with the Hampshire County Retirement Board for a total of 11 years, 2 months of service.

Kershaw, Jeanne - PERAC approval has been received for a Superannuation Option A retirement benefit effective June 30, 2011. Ms. Kershaw worked as a preschool aide in the Town of Orange for 19 years.

Priestley, Donald - PERAC approval has been received for a Superannuation Option C retirement benefit effective June 30, 2011. Mr. Priestley worked for the Highway Department and as Elected Official in the Town of Orange for 32 years.

Smith, Sr., Robert - PERAC approval has been received for a Superannuation Option C retirement benefit effective June 30, 2011. Mr. Smith worked for the Town of Orange for 13 years, 9 months.

Buybacks and Makeups:

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to accept the following buybacks and make-ups:

Baker, Robert – current member in the Town of Conway, Mr. Baker received a refund from the MTRB on 11/29/1985. Upon repayment to FRRS, MTRB will accept 9 years, 1 month, 6 days creditable service liability for the period between 8/30/1976 and 10/11/1985. Cost of purchase if made by 9/30/11 is \$39,521.34.

Mr. Baker has also requested a make-up of service for 1980 through April, 1991, excluding 1982 and 1983 when he was serving as Fire Chief for the Town of Conway. The Treasurer has provided a copy of the W-2 for all years except 1982 and 1983 for which no information is available. Creditable service has been determined by actual hours worked using the gross wages divided by 2 times the Massachusetts minimum hourly wage for each year of data provided. Total service is 10 months, 11 days at a cost of \$2,322.81

Holloway, Hope – current member with PVRSD, Ms. Holloway received a refund from FRRS on March 29, 1990. Upon proper repayment, FRRS will accept 2 years, 3 months, 18 days (on a 12-month basis) creditable service liability for the period between 10/23/1987 and 01/23/1990. Cost of the purchase, if paid by September 30, 2011 will be \$3,311.59. Interest will accrue as allowed by law.

Ward, Jennifer – current member of Mohawk Regional School District has requested a make-up of service for substitute work prior to enrollment in the system on 2/10/1983. Dates of service are between October 27, 1982 and December 24, 1982. Copies of pay stubs have been provided by the member. Creditable service allowable is based on actual hours worked and then increased to reflect the school year service to calendar year conversion for a total of 1 month, 29 days at a cost of \$225.10 if paid by September 30, 2011 otherwise interest will accrue as allowed by law.

Maroni, Louis - current member in the Town of Orange is requesting a makeup for the period from 9/17/1985 (when he was appointed permanently fulltime as a police officer) until retirement deductions were first deducted on 5/29/1986. Total creditable service allowed is 8 months, 15 days for a cost of

\$959.87 if paid by September 30, 2011; otherwise, interest will accrue as allowed by law. Note: interest has not been added through September 30, 2011, because he was erroneously omitted from membership.

#### Additional Makeup:

On a motion by H. Sanderson and a second by P. Mokrzecki, due to prior precedent, the Board unanimously voted to grant full creditable service and approve the following make-up:

Maroni, Louis – (same as above) is also requesting a makeup for the period from 3/1/1982 until the start of his full time position in the police department. The Board could grant full service credit beginning with Louis Maroni's election on 3/1/1982 to the Town of Orange Cemetery Commission up to his appointment fulltime with the Police Department (9/16/1985). Total creditable service allowed is 3 years, 6 months, 16 days for a cost of \$1,988.31 if paid by September 30, 2011; otherwise, interest will accrue as allowed by law. (The calculation of cost includes Commissioner stipend, and part-time police pay, but not off-duty detail, during the period.) Special consideration by the Board is needed in this circumstance because his elected stipend during this time was less than \$200.

#### Deaths:

The following deaths of FRRS retirees were noted:

Hepburn, Charles – Option B retiree since 8/31/1992, Mr. Hepburn retired from the Highway Department in the Town of Sunderland. There are no funds remaining for distribution to a beneficiary.

Simonetti, Olga – Option A retiree since 5/1/1995, Ms. Simonetti was the clerk of the post office in Monroe for 20 years. She died on 7/22/2011.

Ward, Eleanor M. – Option A retiree since 6/11/1993, Ms. Ward served as the assessor, the BOS secretary and the clerk for the Town of Ashfield. She died on 8/22/2011.

#### General Business:

##### Beneficiary determination for recently deceased member

Inactive member Brian Whittier passed away on August 5, 2011. It was determined that Mr. Whittier's application and beneficiary form had been completed by the Human Resources department of the Franklin Regional Housing and Redevelopment Authority and not by the member himself. Without a valid beneficiary designation, the Board has the right to determine the distribution of the member's annuity savings fund. The Board reviewed the application, the beneficiary form, a letter from the member's mother, the death certificate and an obituary printed from the funeral home.

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to divide available funds from Brian Whittier's annuity savings fund between his three children named in the obituary.

##### Quarterly Investment Manager Meetings

Greg McNeillie, Vice President at DAHAB joined the meeting at 8:46 and reviewed the second quarter returns for the investment portfolio.

Rhumblin Ownership Change - Also discussed was the letter received from Rhumblin informing the Board that J.D. Nelson, a founding member and majority owner of the firm has retired and existing partners of RhumbLine Advisers will purchase 52% of his 57% share. The Board consented to the ownership change and allowed the Board Chair to sign the letter.

Chuck Schmidt, CFO and Portfolio Manager of Seizert Capital Managers joined the meeting at 9:15. Mr. Schmidt shared the firm's view of the current and future market and commented on the return to date for the Board's investment.

Steve Weiss and Rob Lund from IR&M joined the meeting at 9:40 to review IR&M's performance return, and current approach.

Asset Allocation Change and Large Cap to Active Management - Greg McNeillie returned to the head of the table and discussed his proposed change to the asset allocation, combined with transfer of excess cash to investments.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted to instruct Greg McNeillie to conduct searches for a Large Cap, Active, Value manager, and a Large Cap, Active, Growth manager, with five million dollars allocated to each at the outset, with the Rhumblin account to be closed and transferred to fund the two new managers, combined with enough funds from the PRIT Core Fund, which will be reduced in allocation to 55% of total investment assets of the system, and the remaining funds of the PRIT reduction transferred to other managers to adjust the overall allocation as required to adhere to this revised target allocation:

PRIT Core	55%
Large Cap Value manager	6%
Large Cap Growth manager	6%
Seizert	5%
Daruma	10%
IR&M	13%
PRIT Real Estate	5%

Cash Transfer between Investments and bank

The Executive Director failed to process the paperwork by August 1, 2011 to initiate the transfers voted last month, as a result there is \$3 million in cash instead of last month's \$2.3. Paperwork is set up to still do the voted transfers from last month by September 1, 2011, however, considering the dramatic changes in the various markets during early August, the Board might consider abandoning the vote from last month and vote different amounts/managers this month.

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to transfer one million, four hundred thousand dollars (\$1,400,000) from excess cash in the TD Bank money market account to Rhumblin, and one million, six hundred thousand dollars (\$1,600,000) from excess cash in the TD Bank money market account to IR&M.

Schedule exit conference with auditors

After a brief discussion, the Board members agreed that they would like to have the auditors from Melanson Heath come to the September 2011 meeting and discuss their audit of 2010.

RSVP for MACRS Conference, Springfield, October

No one is available to attend the conference this year.

Temporary help to cover staff on leave

The Executive Director, Dale Kowacki described his plans to hire temporary help during the two months that one staff is out on maternity leave, and after some discussion, and caution about nepotism – with a request that the question be asked of the Ethics Commission, the Board gave permission to proceed.

Schedule annual advisory council meeting

Statistics regarding last year's annual Advisory Council meeting were provided to the Board with the suggestion that we do the same this year. The Board agreed that a meeting in the first two weeks of

November at the Greenfield Grille, with Treasurers and their staff invited and “paid for”, while “social guests” (spouses, friends, other unit officials) will be required to pay their own way.

#### Staff COLA for 2012

A calculation of a base increase for a Cost of Living Adjustment (COLA), equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, was provided to the Board, and based on the result, the Board voted the following:

On a motion by H. Sanderson and a second by M. Stokarski, the Board unanimously voted to grant a 2.03% increase to the base salaries of staff beginning January 1, 2012.

#### Preliminary questions for 2012 budget

A preliminary budget for 2012 was presented to the Board. The Board had questions about the Education and Training line, which projected a sizeable increase due to the new Board policy to reimburse tuition to staff for classes in a degree program. Staff was asked to present more exact estimates at the September meeting.

The Board also discussed the Actuarial Valuation line and the fact that they have used the same actuary since 1998 and although have great appreciation for the service they have received, think it would be good to hear and meet other actuaries before they decide to continue.

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted unanimously to go out to bid for the 2012 actuarial valuation and to request prices for including alternative calculations based on increases to the retirees’ COLA base.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JULY 27, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:04 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski, Paul Mokrzecki and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Administrative Assistant Christine Rodriguez.

A moment of silence was held for Herb Sanderson and his family.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on June 29, 2011.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$513,089.33
Refunds	\$33,569.36
Transfers	\$38,528.48

Bills \$78,448.51

For a total of:

\$663,635.68

#### Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to transfer from TD Bank \$1,900,000 to IR&M, \$200,000 to PRIT Real Estate, and \$200,000 to PRIT Core Fund as a result of \$2,300,000 in excess cash from assessment payments.

#### Existing Members – Different Units:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the existing member as follows:

Caranfa, Lisa M.

OGE

07/15/2011

#### New Retirees

On a motion by D. Gendron and a second by M. Stokarski the Board voted unanimously to approve the following retirement benefits:

Paciorek, Sr., John - PERAC approval has been received for a Superannuation Option C retirement benefit effective June 1, 2011. Mr. Paciorek served as an elected Selectman in the Town of Deerfield, a Council Member and Member of the Executive Committee of the FRCOG, and a member of the Prudential Committee of the South Deerfield Fire District. He retired with 18 years of creditable service.

Ashworth, Susanne – PERAC approval has been received for a Superannuation Option B retirement benefit effective May 28, 2011. Ms. Ashworth served as a baker in the Mahar Regional School District. She retired with 22 years, 7 months of creditable service.

#### Buybacks and Makeups:

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept the following buybacks and make-ups:

Paulin, James Deane – current member in the Town of Erving, Mr. Paulin received a refund from FRRS on October 31, 2007. Upon proper repayment to FRRS, FRRS will accept 8 months, 28 days creditable service liability for the period between 09/07/1992 and 10/06/2005. Cost of the purchase, if paid by August 31, 2011 will be \$1,383.89. Interest will accrue as allowed by law.

Maroni, Louis - current member in the Town of Orange is requesting a buyback of two refunds:

First refund taken 11/30/1973 for work with the Town between 10/15/1972 and 09/28/1973 in the amount of \$202.51. Total creditable service allowed is 11 months, 14 days for a cost of \$873.21 if paid by August 31, 2011; otherwise, interest will accrue as allowed by law.

Second refund taken 07/28/1978 for work with the Town between 02/16/1976 and 06/16/1978 in the amount of \$1,256.45. Total creditable service allowed is 2 years, 4 months for a cost of \$4,524.56 if paid by August 31, 2011; otherwise, interest will accrue as allowed by law.

Christopher Redmond – current member in the Town of Gill has requested a make-up of service performed in Ashfield, Sunderland, and with the County Dispatch office beginning in October, 1988 through his enrollment in this system on 7/1/1990. In addition, Mr. Redmond worked the summer of 1988 for the Town of Chatham, MA. He was not eligible for their retirement system but may, upon Board approval, purchase the Chatham service from this Board. Total purchase price for service listed below is \$2,556.82 if paid by August 31, 2011. Interest was calculated on the 1988 service only but will begin to accrue on the full balance as of September 1, 2011.

1988 –actual hours worked

Chatham 2 months, 17 days service

Sunderland – 10/17 through 12/31

21 days service

1/1/1989-6/30/1990 – full service per Board regulations  
Ashfield, Sunderland, County 1 year, 6 months, 0 days service

Total service 1 year, 9 months, 8 days service

#### Military Buybacks:

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept the following military buyback:

Paulin, James Deane – current member in the Town of Erving; Military buyback requested and approved 11/18/2010 by the Montague Retirement System, no monies received by Montague Retirement System for buyback. Re-entered FRRS 12/27/2010. A DD214 has been provided showing a total of 4 years. The total cost of his buyback based on his first 12 months of earnings as a member of the Montague Retirement System is \$12,022.40. Interest does not accrue on this balance. (1st year salary was \$30,056.00) Upon payment FRRS accepts 4 years creditable service liability.

#### Deaths:

Chaplin, Victor – Option A retiree since 9/30/1993, from Town of Orange, passed away on 6/21/2011. He retired from the Highway Department after 35.5 years of service.

Sullivan, Judith – Option B retiree since 1/1/2003, from the Town of Colrain, passed away on 7/9/2011. She retired from the town office where she held the elected positions of town clerk, treasurer and tax collector. She also served as the Selectboard's clerk. Ms. Sullivan may hold the record for being the longest serving town clerk in the State of Massachusetts (December 1, 1969 – July 9, 2011). She has two beneficiaries that will share her remaining annuity balance equally.

Thoresen, Alice – Option D retiree since 2/1/2000. Her spouse, Erling, served as an assessor in the Town of Monroe beginning in 1980 up until his death. He became a member in 1991.

#### General Business:

##### Appoint Election Officer

On a motion by Dave Gendron and a second by M. Stokarski, the Board unanimously voted to appoint Dale Kowacki, Executive Director, as the Election Officer for the 2011 election of the "third member" Board position.

##### Take up Vote on Makeup Request held over from June

This agenda item was held-over from June's meeting by request so that the Board could discuss its policy on service credit for school-year employees. With the absence of Herbert Sanderson precluding the discussion of the school-year policy, the remaining board members decided it was prudent to not continue to hold this item until the discussion could take place (September?) and so a vote was taken for the following liability request:

Lawrence, Phyllis – MTRS on behalf of former member requests FRRS to accept liability for creditable service of 2 years on a 12-month basis upon payment to MTRS for service with New Salem/Wendell from 09/01/1987 to 06/30/1989. Amount of payment is undetermined because she was eligible for membership on 7/1/987, but due to an administrative oversight was not enrolled.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept liability for Phyllis Lawrence.

##### Maternity/Paternity Leave

There was a question regarding the maternity leave section of the personnel policy as to when eligible employees qualify to take the two weeks paid "maternity" leave?

“Following the completion of one year of continuous service, employees become eligible for two weeks paid leave for maternity, paternity or adoption. The employee shall retain the right under the Family and Medical Leave Act as outlined above, to take an additional ten weeks leave.”

On a motion by P. Mokrzecki and a second by D. Gendron, the Board unanimously voted that in this instance “maternity, paternity, or adoption” begins immediately after birth or adoption.

In addition, the Board discussed and retained the following statement:

“The employee shall retain the right under the Family and Medical Leave Act as outlined above, to take an additional ten weeks leave.”

Additions to Personnel Policy re: FMLA

The following was added to the personnel policy:

Family and Medical Leave Act ( FMLA) (federal)

Employees are entitled to the rights and responsibilities of the FMLA and will be provided notification at the time of employment and whenever changes are made to the FMLA. The Executive Director will follow the procedures outlined in the FMLA with these additional stipulations:

On a motion by D. Gendron and a second by M. Stokarski, the Board unanimously voted that: Employees are not required to use benefit time (sick time, compensatory time, personal time, and vacation time) to cover FMLA leave.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted that: The employee is not entitled to accrue additional benefits during periods of unpaid FMLA leave.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted that: The employee is required to pay their share of health and life insurance premiums while on unpaid FMLA leave. Amounts attributable to each month must be received by the retirement office by the 21st of the prior month.

Prompted by concern from P. Mokrzecki, a motion was made by D. Gendron and second by S. Hanks to clarify that “. . . their share . . .” was the percentage the employee pays normally (currently 25%), however, a vote was not attained because M. Stokarski was out of the room during discussion, and D. Gendron had to leave for an appointment.

D. Gendron left the meeting at 9:40 a.m.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted that: If FMLA leave is for birth and care, or placement for adoption or foster care, an employee can use FMLA time in hourly increments, half days, a few days a week, or occasionally, as needed and with approval of the Executive Director and/or Board.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted that: The employee is required to provide certification from a licensed health care provider that supports the employee’s request for leave due to a serious health condition affecting the employee or a covered family member.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted that: The employee’s direct supervisor is not authorized to authenticate or clarify a medical certification of a serious health condition. The Board will fulfill that role, and may require second or third medical opinions (at the FRRS’s expense) to authenticate or clarify a medical certification of a serious health condition. The Board may use a health care provider, or a human resource professional, to authenticate or clarify a medical certification of a serious health condition

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted that: The Board will require periodic recertification of a serious health condition.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board unanimously voted that: The employee is required to provide certification from a licensed health care provider that they are able to resume work when returning from leave for their own serious health condition. This applies to intermittent FMLA leave as well as continuous FMLA leave.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted that: If the employee fails to return from leave, the employee is required to reimburse the health and life insurance premiums that the employer paid (employer's share) for maintaining coverage for the employee under such group health plan during any period of unpaid leave under the FMLA.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted to include the following paragraph in the personnel policy:

#### Small Necessities Leave Act (SNLA)

Massachusetts State law allows that a covered employee is also eligible for 24 hours of unpaid leave during any 12-month period, in addition to leave available under the federal FMLA act, to participate in school activities directly related to the educational advancement of a child of the employee, accompany the child to routine medical or dental appointments and/or accompany an elderly relative of the employee to routine medical or dental appointments or other appointments for other professional services related to the elder's care. Elderly relative is defined in the act as any person age 60 or older and related by blood or marriage to the employee. The stipulations related to the FMLA shall also apply to the SNLA.

#### Education Reimbursement

As a result of interest in the Education Reimbursement policy, the question arose of how flexible the reimbursement timing is. The Board decided on the following:

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board unanimously voted that reimbursement will be paid within 60 days after grades are available after each class, course, and/or semester.

Note: Earlier in the meeting, during the time the board members sign minutes and warrants, David Gendron ask if perhaps the policy on education reimbursement should have the words "or Board" inserted after the words "Executive Director" in the second sentence regarding pre-approval of course work. After some discussion, the Board concluded it was not necessary.

#### Review 840 CMR 6.00 "Standard Rules for Disclosure of Information"

S. Hanks acknowledged that the Board received the "Standard Rules for Disclosure of Information". There was no discussion on these regulations.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JUNE 29, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski, Paul Mokrzecki and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Administrative Assistant Christine Rodriguez.



Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on May 25, 2011.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$513,460.63	
Refunds	\$60,949.34	
Transfers	\$29,059.37	
Bills	\$33,266.00	
For a total of:		\$636,735.34

#### New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Black, Kris, K.	NTD	06/06/2011
Harvey, Edward V.	FRG	05/30/2011
Laflamme, James A.	ERV	05/24/2011
Leistyna, Kara M.	HTH	05/09/2011
Mitchell, Keith E.	FRN	05/16/2011
Minckler, Scott D.	NTD	05/10/2011
Purinton, Jeffrey A.	MOH	05/12/2011
Sieber, Gina M.	CON	06/01/2011
Sessions, Todd D.	MOH	06/06/2011

#### New Retirees

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted unanimously to approve the following retirement benefits:

Bresciano, Judith - PERAC approval has been received for a Superannuation Option B retirement benefit effective April 30, 2011. Ms. Bresciano was employed by the FRCOG in the Inspection Department and had a total of 32 years, 1 month of service.

Thomas, Francis - PERAC approval has been received for a Superannuation Option C retirement benefit effective April 30, 2011. Mr. Thomas was employed by the Town of Sunderland in the Highway department. Mr. Thomas has a total of 16 years, 10 months of service. Middlesex County holds 1 month of his service total.

Yager, Barbara – PERAC approval has been received for an Option D survivor benefit effective 4/10/2011. Mrs. Yager's spouse, William, was employed by the Mohawk Trail Regional School District in the custodial department. He died as an active member of this system with 13 years, 6 months of creditable service.

Stachelek, Patricia - PERAC approval has been received for a Superannuation Option B retirement benefit effective April 30, 2011. Ms. Stachelek was employed by the Frontier Regional School District in the Superintendent's Office and had a total of 30 years, 4 months of service.

**Buybacks and Makeups:**

A motion was made by P. Mokrzecki and seconded by M. Stokarski, that the Board accept all of the following buybacks and makeups:

A motion was made by H. Sanderson and seconded by D. Gendron, to amend the main motion to exclude Phyllis Lawrence until after the Board can discuss its policy on giving 12 months service credit to school-year employees. This motion passed unanimously.

The amended main motion, to accept all of the following buybacks and makeups, with the exclusion of Phyllis Lawrence, was approved unanimously.

**Accept Liability through other Systems:**

Gougeon, Melinda J. – State Board of Retirement on behalf of former member requests FRRS to accept liability for creditable service of 3 months, 2 days on a 12-month basis, upon payment to the State Board for refund of contributions given November 25, 1981 for \$74.14 for service with the Mohawk Trail Regional School District from 04/01/1981 to 06/17/1981.

Guimond, Paul D. – State Board of Retirement on behalf of former member requests FRRS to accept liability for creditable service of 8 months, 12 days upon payment to the State Board for refund of contributions given September 30, 1986 for \$224.64 for service with Mahar Regional School District from 11/30/1984 to 06/30/1988.

**Buybacks and Makeups:**

Ryan, Christopher – current member in the Town of Warwick, Mr. Ryan received a refund from the State Retirement System on 04/03/1969. Upon proper repayment to FRRS, The State will accept 4 months, 8 days creditable service liability for the period between 06/05/1968 and 10/12/1968. Cost of the purchase, if paid by July 31, 2011 will be \$375.25. Interest will accrue as allowed by law.

Gorman, Sharon – inactive member formerly working in Conway, Ms. Gorman received a refund from the State Retirement System on 05/25/1990. Upon proper repayment to FRRS, The State will accept 15 years, 4 months, 14 days creditable service liability for the periods between 08/06/1972 to 09/30/1973 and 06/02/1974 to 08/20/1988. Cost of the purchase, if paid by July 31, 2011 will be \$47,689.43. Interest will accrue as allowed by law.

Priestley, Donald W. – current member in the Town of Orange has requested a make-up of service for elected time worked between July 1, 1975 and his enrollment beginning January 1, 1994. Creditable service is for 14 years, 6 months\* for \$644.17 if paid by July 31, 2011 otherwise interest will accrue as allowed by law. \*(note: in 1979, 1980, 1991 and 1992 there was no pay received for his elected position due to hard times in the Town of Orange, consequently there is no service)

Wozniakewicz, Michael – current member in the Town of Deerfield has requested a make-up of service for time worked in the Frontier Regional School District during the summer of 1976. The Business Manager provided wages and hours worked. Service has been determined by actual hours worked equal to 2 months, 10 days. Cost if paid by July 31, 2011 is \$214.40.

**Buybacks and Makeups – Extra Discussion Needed:**

On a motion by H. Sanderson and a second by D. Gendron the Board voted to deny creditable service for the following request from Michael Wozniakewicz until such time more documentation is produced. P. Mokrzecki voted against the motion.:

Michael Wozniakewicz - has noted that he also worked the summer of 1975 at Frontier however all 1975 records have been lost. The member has provided a signed affidavit from his 1975-1976 supervisor and the Business Manager has also noted that the member was employed at Frontier in 1975. The affidavit affirms that the member was employed for the months of June, July, and August, 1975 and that the work was 40 hours per week. Using the 1975 Massachusetts minimum wage and 13 weeks of work beginning June 1, ending August 31, an earnings amount of \$910.00 was reached with 520 hours worked. If allowed by the Board, service would be 3 months, 6 days at a cost of \$242.25. Board policy requires payroll records but also allows for the Board to review other materials.

“Documentation in the form of actual payroll records that include: position, wages paid, hours and/or payrate, and start and end dates, are to be provided by the unit treasurer. Where no payroll records exist, the board will review provided materials.”

#### Other Creditable Service:

On a motion by H. Sanderson and a second by D. Gendron the Board voted to only allow creditable service to August 10, 2001 with the Town of Templeton for the following request from Chris Ryan:

Chris Ryan – current member; took vacation time between jobs with Templeton and Whately, but the final pay checks from Templeton were pre-dated, which causes it to appear to be a “lump-sum payout” of benefits. In a letter to the Board, Chris explains that he believes it was the Town Accountant’s preference to date the checks the same – however, Chris received the checks over a period of weeks. Chris asks if the Board will consider his situation and allow the payments be counted as eligible compensation and - creditable service - in the calculation of his retirement benefit.

#### Deaths:

Trumbull, Madeline – Option B retiree since 7/30/1986, from Pioneer Valley Regional School District, passed away on 5/29/2011. There are no remaining funds for distribution to a beneficiary.

Rosenthal, James F. – Option C retiree since 4/30/1973, from the Town of Deerfield, passed away on 6/16/2011. Mr. Rosenthal served as the Police Chief in Deerfield, the Town Constable and also worked in the County Sheriff’s office. He is survived by his wife who will receive a reduced benefit.

#### General Business:

##### Annual Review of Personnel Policy

The Board decided to postpone the review of the personnel policy until the July meeting.

##### TDBank “Positive Pay” service

The Board was asked their thoughts on signing a service agreement with TDBank for a service called “Positive Pay”. Positive Pay would protect our accounts from check fraud. Each time a check of ours is cashed, TDBank would match it to a list that has been transmitted to them from us. We would provide the bank with a list each time we issue checks. If there is a problem with a check that is being cashed the bank would notify us on-line through “WebExpress”. Staff would be responsible for checking the WebExpress daily between 10am and 2pm. Originally, the quote given for the total annual cost for this service would be \$1,104.00 plus a one-time set up fee of \$100.00, however, Sandy was told by Pat Carlino that she would waive all the fees.

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board unanimously voted to sign the Positive Pay service agreement with TDBank.

##### “Interim” Employee admitted as member

A situation occurred where a person came back into membership with FRRS when they hired-on as an “interim” Town Administrator with Leverett. However, board regulations stipulate positions be “permanent”.

“Any individual, who is permanently employed twenty (20) or more hours per week with any member unit or units of the Franklin Regional Retirement System, shall become a member of the Retirement System.”

Board regulations don't specifically address “interim” positions, therefore the word “permanently” is taken to mean that “temporary”, or “interim” positions are excluded. The correction for the above error is to refund their money and remove them from membership. However, they have concerns about this, and would like to speak with the board. So, before their money is refunded, might the Board want to discuss and decide whether there are “interim” scenarios that the Board would deem acceptable for membership.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to reiterate that “permanently employed” does not include interim and/or temporary positions - and to refund the deductions that were taken in error.

The Board considered the request that it delay discussion of the situation, but concluded it was a simple matter of policy, where the facts were clear, and the board members had no need for further explanation. The Board acknowledges the member's right to attend its meetings, however, there are no plans to include this particular topic at a future meeting.

Annual review of Investment consultant's performance

Currently the Board is satisfied with the performance of our investment consultant but would like to revisit this in the spring.

“Standard Rules for Disclosure of Information”

Dale distributed copies of the “Standard Rules for Disclosure of Information” to the Board in preparation for the July meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MAY 25, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:05 AM by Board Vice Chair, Herbert Sanderson with Board Members Mary Stokarski, Paul Mokrzecki, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Administrative Assistant Christine Rodriguez and from Daruma Asset Management, Mariko Gordon, Francesca McGowan-Pfeiffer and David Gerber. Greg McNeillie from Dahab Associates attended the meeting as well.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

8:10 - Mariko Gordon, CEO of Daruma, Francesca McGowan-Pfeiffer, Director of Client Service and David Gerber, Chief Operating & Financial Officer, presented a review of Daruma's performance and gave an organizational update.

8:50 - Greg McNeillie, Vice President, Dahab Consultants reviewed the Board's 1st quarter investment results.

Review Investment Objectives – Three minor changes were made to the Board's Investment Policy that were minor enough that the Board did not deem it necessary to vote and submit to PERAC. All three

changes were in section VII, in the chart of allocations. ON the Rhumblin line, the reference to S&P 1500 was corrected to 500; Rothschild was replaced by Seizert as the mid cap manager; and under Real Estate, /PRIT was added to Prudential.

Rhumblin to mid cap and small cap – The Board is interested in switching from an indexed large cap fund, to active management. Included in the discussion was a request that the Board also look at reducing its percentage invested in the PRIT Core fund. Mr. McNeillie will bring to the meeting in August, allocations that switch to an active large cap fund, and include funds from PRIT Core to bring the active large cap fund to \$10 million. It was also mentioned that perhaps the mid cap fund is under allocated.

July cash and adjust to allocations - The Board consulted with Mr. McNeillie regarding allocation of the 3 to 4 million dollars of appropriations/assessment payments the system will receive in July. Mr. McNeillie advised that the funds be deposited with IR&M, PRIT Core, and PRIT Real Estate in amounts to bring them up to their allocations, and when he meets with the Board in August, the allocations of all managers can be discussed and adjusted.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on April 20, 2011.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$498,756.46	
Refunds	\$119,824.71	
Transfers	\$37,469.64	
Bills	\$46,192.88	
For a total of:		\$702,243.69

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$250,000.00 from Daruma to TDBank to cover June warrants.

New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Holst, Robert L.	ERV	04/14/2011
Legro Jr., Norman F.	OGE	04/04/2011
Lutenegger, Rhonda M.	FRN	04/01/2011
Thomas, Cathryn	FRG	04/25/2011
Zewinski, Joseph P.	FRN	03/28/2011

Existing Members – Different Units:

Gilmore, Kurt A.	DER	04/01/2011
------------------	-----	------------

New Retirees

On a motion by P. Mokrzecki and a second by M. Stokarski the Board voted unanimously to approve the following retirement benefits:

Ashworth, Robert - PERAC approval has been received for a Superannuation Option B retirement benefit effective March 21, 2011. Mr. Ashworth was employed by the Town of Orange School Department. He had 12 years, 6 months of service.

Viens, Daniel - PERAC approval has been received for a Superannuation Option C retirement benefit effective April 17, 2011. Mr. Viens was employed by the Frontier Regional School District. He had 10 years, 10 months of service.

**Buybacks and Makeups:**

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept all of the following buybacks and makeups:

**Accept Liability through other Systems:**

Johnson, Jr., Ernest J. – State Board of Retirement on behalf of former member requests FRRS to accept liability for creditable service of 1 year, 7 months upon payment to the State Board for refund of contributions given December 22, 1992 for \$2,223.70 for service with the Franklin County Planning Department from 05/31/1991 to 12/31/1992.

**Buybacks and Makeups:**

Wozniakewicz, Michael – current member in the Town of Deerfield has requested a makeup of service for time worked with the Town of Sunderland between July, 1976 and July 1979. Creditable service is actual hours worked for 5 months, 7 days for \$726.80 if paid by June 30, 2011 otherwise interest will accrue as allowed by law.

Cranshaw, Moira – Inactive member formerly working in Sunderland, has requested a make-up of service for time prior to enrollment. Total service is 1 year, 7 months, 6 days at a cost of \$2,823.27 if paid by 6/30/2011 otherwise interest accrues as allowed by law. Service is allowable as follows:

-1995, 1996 and 11/21/1999-7/29/2000 – 6 months, 24 days – actual hours worked	\$1,347.90
- 8/27/2000-9/8/2001 – 1 year, 12 days – full service, no interest until 7/1/2011 due to erroneous omission	\$1,475.37
Total	\$2,823.27

In addition, Ms. Cranshaw took a refund from the State Board of Retirement on 3/6/1987 for \$4,631.90. The State Board will accept 5 years, 20 days of service upon re-deposit of the refund plus interest to this Board. As of 6/30/2011 total buy back purchase is \$11,857.94.

Judson, Anne – Current member in the Town of Ashfield, Ms. Judson originally became a member of the system in 1991. Sometime in 1992, Ms. Judson's contributions stopped and did not start again until 1998. There is no information regarding this break in service except for an undated note that suggests the member asked the treasurer to stop the contributions and it was done. Cost of a service purchase, if paid in full by June 30, 2011, would be \$6,760.98. Total service allowable is 6 years, 7 months. Interest has been added to this purchase on Attorney Sacco's advice.

Jorczak, Elizabeth – current member in the Frontier Regional School District, Ms. Jorczak received a refund from MTRB on 9/11/1981. Upon repayment to FRRS, MTRB will accept 7 years, 10 months, 24 days service year for the period between 9/14/1971 and 6/30/1979. Cost of the purchase, if paid by June 30, 2011 will be \$18,406.37. Interest will accrue as allowed by law.

**Military Buybacks:**

Frank J. Bizjak – this current member of the Town of Orange, School Department, has requested a purchase of service credit for military active duty time. A DD214 has been provided showing a total of 3 years. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$7,496.11 Interest does not accrue on this balance. (1st year salary was \$24,987.04)

**Deaths:**

Chesk, Jessie – Option B retiree since 12/10/1981, from the Town of Deerfield, died 4/10/2011. There are no remaining funds for distribution to a beneficiary.

Eaton, Robert – Option B retire since 12/31/1992, from Mahar Regional School District, died 4/11/2011. There are no remaining funds for distribution to a beneficiary.

Tower, Richard – Option C retiree since 9/25/1998 from the Town of Rowe died on 4/15/2011. His wife, Christine, has been set up to receive a survivor benefit.

General Business:

Annual Report to PERAC

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to accept the Annual Report for 2010 as presented.

Personnel Policy

Dale distributed copies of the personnel policy to the Board in preparation for the June meeting.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES

APRIL 20, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by S. Hanks, the two members voted to approve the minutes of the regular meeting held on March 30, 2011.

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the minutes of the special meeting held on April 6, 2011.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$496,334.52	
Refunds	\$18,896.78	
Transfers	\$1,866.44	
Bills	\$61,925.00	
For a total of:		\$579,022.74

Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to transfer \$74,000.00 from Daruma to TDBank to cover May warrants.

New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the new members as follows:

New Members:	UNIT	DATE
--------------	------	------

Bailey, Taylor	MOH	03/01/2011
Schramel, Timothy	ROW	03/25/2011

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to accept liability for the following buybacks and make-ups through other systems:

Francis Dufresne – MTRB on behalf of former member requests FRRS to accept liability for creditable service of 1 year, upon payment to MTRB for refund of contributions given July 30, 1974 for \$136.75 for service with the Hawlemont Regional School District from 09/05/1973 to 06/28/1974.

Buybacks and Makeups:

On a motion by D. Gendron and a second by M. Stokarski, the Board unanimously voted to accept the following makeups:

Riendeau, Maureen – current member in the Mahar Regional School District has asked for a makeup of service for non-membership time between November 1971 and April 24, 2001. Cost of purchase is as of 5/31/2011. Creditable service is awarded as follows:

Nov 1971-April 24, 2001 (actual hours)	4 yrs, 9 mths, 16 days	\$7,395.19
--	------------------------	------------

Liability not accepted by Athol Contributory Retirement System:

1985 and 1987 (actual hours)	1 mth, 1 day	\$249.90
------------------------------	--------------	----------

Liability accepted by Athol Contributory Retirement System:

1986 and 1988 (Athol policy)	4 mths, 7 days	\$906.47
------------------------------	----------------	----------

Total service =	5 yrs, 2 mths, 24 days	\$8,551.56
-----------------	------------------------	------------

Belder, Christine – current member in the Town of Whately has requested a makeup of service for time worked between 1/6/2003 and her enrollment date of 10/23/2008. Creditable service is actual hours worked for 2 years, 7 months, 11 days for \$3,798.30 if paid by May 31, 2011 otherwise interest will accrue as allowed by law.

Strzegowski, Joseph – current member has requested a makeup of service for elected time worked between April 12, 1984 and his enrollment date of January 1, 1991. Creditable service is 6 years, 8 months, 20 days for \$1,562.60 if paid by May 31, 2011 otherwise interest will accrue as allowed by law.

Military Buybacks:

On a motion by D. Gendron and a second by M. Stokarski, the Board unanimously voted to accept the following military buyback:

Stephen A. Bushay – current member of the Town of Orange has requested a purchase of military active duty time. A DD214 has been provided showing a total of 3 years, 11 months, 21 days. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$15,731.89. Interest does not accrue on this balance. (1st year salary was \$39,584.72.)

Deaths:

Yager, William – An active member in the Mohawk Trail Regional School District, passed away on Sunday, 4/10/2011.

General Business:

Content of Posted Agendas

Dale informed the Board of the Attorney General's recent opinion that all public entities should put more detail in their meeting notices. After reviewing a copy of the Attorney General's opinion, and considering the thoughts of legal counsel, Michael Sacco, the Board felt that the content of the meeting notice



currently sent to Town Clerks is sufficient. However, the Board would like the retirement office's telephone number and website added to the notice.

#### Parking Permits

Effective April 1, 2011, the Town of Greenfield will no longer have free parking lots. The Chapman-Davis street lot where staff currently park will now cost \$.25 per hour. Annual parking permits are being offered by the Town at \$200.00 each with permits for the remainder of 2011 being prorated at \$160.00 each. Staff asked the Board for their thoughts on providing parking.

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to pay for staff's parking by adding a separate line item to the budget for parking permits and transferring \$500.00 from audit expense and \$150.00 from computers to cover the cost of 4 prorated permits.

#### Review of Investment Policy

Dale provided copies of the current investment policy for the Board to review in preparation of the May meeting when refinements will be considered and discussed. Initial comments were: correct the "1500" to "500" in the description of the Rhumblin account being "Indexed S&P 500", change the mid cap manager from Rothschild to Seizert, consider reducing or eliminating the large cap index fund in favor of increasing funds in the two active equity managers.

#### Investment Consultant Review

Dale brought the topic of the annual investment consultant review to the Board. In November 2009, an investment consultant survey was done to assist the Board in their annual review and it was requested that a survey should be done every year. Considering the amount of time and effort required for such a project, the Board has decided not to do the survey this year but perhaps review the performance of the investment consultant every three years. The Board would like to consider the question each year at this time.

#### Future Meetings

May 25, 2011 – Because of its divestiture from Prudential, the Board agreed, that unless there was a compelling reason to, there was no need to meet with the Prudential representative at the May 25, 2011 Board meeting. The freed-up time in the agenda would be used for additional considerations, and the 9:30 appointment with the representative from Daruma would remain as scheduled.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES SPECIAL MEETING

APRIL 6, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski, David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Investment Consultant Greg McNeillie of Dahab Associates.

#### General Business:

Interviews with prospective Mid Cap investment managers

In January 2011, the Board's consultant, Greg McNeillie, initiated a "Request for Proposals" for investment managers that offer a "Mid Cap" domestic equity product, with the intent of possibly replacing Rothschild Asset Management with a manager that might bring better returns. There were 49 respondents to the RFP. The following three, chosen for the historical performance of their mid-cap product, presented their position to the Board followed by questions and answers. (A fourth manager, Optimum, was also chosen to interview with the Board but removed themselves from consideration days before the April 6, 2011 meeting.)

The Boston Company Asset Management, LLC - Michael Arends and Matt Bucci

Boston Trust - Stephen Amyouny and Mark Cushing

Seizert Capital Partners - Gerry Seizert and Chuck Schmidt

H. Sanderson left the meeting at 10:40 a.m.

After discussion and debate:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to terminate its agreement with Rothschild Asset Management, its Mid-Cap equity portfolio manager, and hire Seizert Capital Partners to provide investment services actively managing the Board's Mid-Cap equity portfolio with transfer of assets requested to be completed by May 31, 2011.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

MARCH 30, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:03 AM by Board Chair, Sandra Hanks with Board Members David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on February 23, 2011.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll	\$518,171.44
Refunds	\$33,724.10
Transfers	\$120,038.73
Bills	\$40,010.40
For a total of:	\$711,944.67

### Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$532,000 from Rhumblin to TDBank to cover April warrants.

### New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Britt, Lindsey A.	FRG	03/07/2011
Droney, Patrick	ASH	03/02/2011
Hutcheson, Thomas W.	NTD	03/14/2011
Kociela, Michael	NSW	02/28/2011
Smith, Charlotte E.	STB	11/01/2010

Existing Members – Different Units:

Bushay, Stephen A.	OGE	03/01/2011
Cooke, Kerry	WCK	12/30/2010
Green, Angela G.	MHR	03/09/2011
Patterson, Dennis J.	SDF	01/01/2011
Scarborough, Kevin P.	SDF	01/01/2011
Sokoloski, Adam H.	SDF	01/01/2011
Whitcomb, Natalie	SND	03/08/2011

New Retirees

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted unanimously to approve the following retirement benefits:

Autio, Vicki – PERAC approval has been received for an Option D survivor benefit effective 10/16/2010. Craig Autio served in the Orange Police Department as a reserve officer. He was an active member of FRRS from 8/1/1991 through 7/1/2009.

Bjork, Alan - PERAC approval has been received for a Superannuation Option A retirement effective December 31, 2010. Mr. Bjork worked for the library in the Town of Rowe for 20 years, 4 months and 26 days.

Campbell, Deborah – PERAC approval has been received for a Superannuation Option B retirement effective December 6, 2010. Ms. Campbell worked in the school system in Shutesbury and Whately. Mass Teacher's has accepted 5.3333 years of her service and Hampshire County has 1.0833 years of her total service of 21.5 years.

Taylor, Calvin - PERAC approval has been received for a Superannuation Option A retirement effective January 11, 2011. Mr. Taylor's liability for service is shared with the Athol Retirement Board. He most recently worked for the Town of Erving. This Board holds a total of 7 years, 7 months of his total 28 years, 1 month of service.

Paulin, Charles – PERAC approval has been received for a Superannuation Option C retirement effective April 11, 2011. Mr. Paulin was employed by the Towns of Leverett and Shutesbury and the New Salem/Wendell School District. He had 19 years, 4 months of service.

Disability Retirements:

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted unanimously to approve the following disability retirement benefit:

Buccaroni, Jimmy – PERAC approval has been received for an Accidental Disability Option B benefit effective 12/6/2010. Mr. Buccaroni was an officer in the Orange Police Department and has 10 years, 2 months of service.

Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to accept liability for the following buybacks and make-ups through other systems:

Patricia Graves – Greenfield Retirement System on behalf of former member, requests FRRS to accept liability for creditable service of 3 years, upon payment to Greenfield Retirement System for refund of contributions given May 28, 2002 for \$7,504.99 for service with the Towns of Erving, Leverett, Shutesbury and New Salem/Wendell School District from 09/08/1997 to 09/08/2000.

#### Buybacks and Makeups:

On a motion by D. Gendron and a second by P. Mokrzecki, the Board unanimously voted to accept the following makeups:

Debra Lane – current member in the Towns of Conway, Deerfield, Sunderland and Whately has asked for a make-up of service for non-membership time and time when she was erroneously omitted from membership.

09/1996-08/1998 after school program – 3 months, 28 days (641.07 hours)

09/08/1998-10/16/1998 after school coordinator - full time service = 1 month, 17 days on a 12-month basis

Total service allowable is 5 months, 15 days. Total cost of make-up, if paid by April 30, 2011 is \$1,559.30; otherwise interest will accrue as allowed by law.

Katherine M.L. Jones – current member has requested a buyback of a refund taken on 01/02/1982 from the State Retirement Board. The State will accept 2 years, 18 days of service for work between 09/09/1979 and 09/26/1981. The total cost of the buyback is \$4,115.60 if paid by April 30, 2011; otherwise, interest will accrue as allowed by law.

#### Deaths:

Gould, Albert – An Option A retiree, effective 7/1/1996 from the Town of Charlemont, passed away on 3/7/2011.

Lesneski, Chester – An Option B retiree, effective 12/31/1979 from the Town of Deerfield, passed away on 2/27/2011. There are no remaining funds in his annuity reserve account.

Welcome, Clifford – A option A pop-up retiree, effective 2/28/1979 from the Town of Orange, passed away on 3/22/2011.

#### General Business:

Daruma's temporary overage in cash position

As an FYI, Dale reported to the Board that Daruma's cash levels were briefly higher for 4 days in March than the 5% stipulated in the agreement (peaking at 9.1%).

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

FEBRUARY 23, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 AM by Board Chair, Sandra Hanks with Board Members Herbert Sanderson, Mary Stokarski, David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Administrative Assistant Christine Rodriguez and from Dahab Consultants, Greg McNeillie and Jared Kane.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on January 26, 2011.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$492,750.68
Refunds	\$47,300.17
Transfers	\$10,758.57
2010 Bills warrant in the amount of	\$23,450.51
add: PDV Inc. for 2010 Electricity (see vote below)	\$2,745.13
2011 Bills warrant in the amount of	\$35,500.10
For a total of:	\$612,505.16

### Cash Transfer between Investments and bank

A cash transfer was not recommended this month because in February, the expected 3(8)c revenue was double the projected amount for the month and the assessment payments received were also higher than expected. Also, the balance in the money market account is sufficient to pay the projected warrants in March and maintain the "cushion" of approximately \$300,000.

### Landlord: Electricity Appeal

At the January 26, 2011 meeting, the Board had voted not to pay PDV Inc. for estimated FRRS electricity usage since July, 2009 because the issue is still not corrected and FRRS usage is still not registering on its meter. In a letter addressed to the Board, Paul Viens requested that the Board reconsider their decision and reimburse PDV Inc. for the electrical consumption.

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to pay PDV Inc. for the electricity usage associated with suite 311, for the time period July 2009 through February 2011, as estimated by the FRRS Executive Director. Estimated payments will continue for up to six months (through August of 2011) or until the meter issue is correctly resolved, whichever comes first. If the meter issue is not correctly resolved by the end of the six month period, FRRS will stop payments to PDV, Inc. Once the meter issue is resolved to the satisfaction of FRRS (i.e. properly registering usage for suites 311 and 312), FRRS will pay actual billed amounts going forward directly to WMECO and pay any past due estimated amounts for Suite 311 to PDV, Inc.. After a two-year history of electricity usage is established for the combined suites 311 and 312, FRRS will reimburse PDV, Inc. for an estimated amount of electricity used by suite 312 from July 2009 through the date the meter issue is resolved.

### New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Bednarski, Melissa	SND	01/10/2011
Billiel, Donna A.	OGE	01/03/2011
Bugler, Ryan T.	OGE	01/02/2011
Dunne, Ann Mary	ASH	09/01/2010
Frentzos, Aaron D.	MOH	01/27/2011
Rauch, Eileen M.	MOH	01/03/2011

### Existing Members – Different Units:

Grover, Joy L.	OGE	01/11/2011
----------------	-----	------------

Hicks, Jessica A.  
Stone, Rebecca M.

MOH  
FRT

01/26/2011  
01/10/2011

#### New Retirees

On a motion by H. Sanderson and a second by M. Stokarski the Board voted unanimously to approve the following retirement benefits:

Kowaleck, MaryAnn - PERAC approval has been received for a Superannuation Option B retirement benefit effective December 31, 2010. Ms. Kowaleck was employed by the Town of Sunderland as the Assessor's Clerk and also served as the elected Assessor. She had 29 years, 3 months of service.

Kroll, Kathleen - - PERAC approval has been received for a Superannuation Option A retirement benefit effective January 26, 2011. Ms. Kroll's liability for service is shared with the Town of Greenfield and with the State Board of Retirement. She most recently worked for the Franklin Regional Housing and Redevelopment Authority. This Board holds a total of 3 years, 11 months of her total 10 years of service.

#### Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to accept liability for the following buybacks and make-ups through other systems:

Kent, Rachel (Delphin) – came before the Board in January. Staff used double the MA minimum wage to determine hours for Gill service but an actual hourly rate was later provided by the Gill Treasurer. Using the correct hourly rate changes the allowable service from 5 months, 21 days to 6 months, 18 days.

Klapper, Marcy – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 10 months on a ten-month, school-year basis, which is equivalent to 1 year on a twelve-month basis, upon payment to MTRS for refund of contributions on 07/08/1982 for \$227.98 for service with Buckland-Colrain-Shelburne Regional School District from 09/01/1981 to 06/30/1982.

#### Buybacks and Makeups:

On a motion by Paul Mokrzecki and a second by M. Stokarski, the Board unanimously voted to accept the following makeups:

Smith, Patricia - current member in the Franklin Regional Council of Government has requested a makeup of service for serving as a paid intern in the FRCOG beginning in August 2005 until her enrollment in this system on September 8, 2007. Creditable service allowed is 8 months and 10 days determined by dividing the salaried earnings into an hourly wage as reported by the Fiscal Manager and verified on payroll reports. Total cost of the make-up, if paid by March 31, 2011 is \$1,668.83.

Bjork, Alan – current member in the Town of Rowe has asked for a make-up of service prior to his enrollment, beginning in May 1979 through June 1991. Creditable service has been determined by actual hours worked using payroll records that include an hourly wage. Total service allowable is 10 months, 26 days for \$1,373.57.

#### General Business:

##### Retirees' COLA

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve a 3% Cost of Living Allowance on the first \$13,000 of the total pension allowance for all eligible retirees effective 7/1/2011.

##### Franklin v. Mass. Teachers

Mass. Teachers Retirement appealed FRRS refusal to accept liability for 12 years of service when a member of the Mohawk School District should have been switched to Mass. Teachers. The appeal went in their favor, however, there is another case pending that could affect the outcome, and the Board's

legal counsel, Michael Sacco, has taken procedural steps to preserve our rights. He is now waiting for the Board's agreement to proceed.

On a motion made by H. Sanderson and a second by M. Stokarski, the Board unanimously voted to ratify Michael's course of action.

Reallocation of last year's budget line-items

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to approve the following transfers from 2010 budget lines to adjust for deficits:

Transfer \$1,600.00 from Management Fees to Custodial Fees

Transfer \$500.00 from Legal to Insurance

Transfer \$1,250.00 from Legal to Actuarial Valuation Expense

Transfer \$1,100.00 from Legal to Utilities

William Forrest

Susan presented the Board with the following service history issue:

In October, 2010, a 3(8)(c) liability letter was received from PERAC on William Forrest, a former part-time police officer in the Town of Northfield. Mr. Forrest receives a benefit from the State Board.

Following procedure, Susan reviewed his file to verify the service and salary history. She noted that an error was made in determining a make-up of service for Mr. Forrest, however, this discovery was made just after PERAC sided with Hampshire Retirement on another case (J. Kamansky). A recalculation of FRRS liability based on salary only may allow a satisfactory reduction without contesting the service, however staff wanted the Board to weigh in on the issue.

William Forrest served as a part-time police officer in the town of Northfield between 1979 and 1998. He became a member of this system in October, 1991 when the supplementary rules for membership required all paid employees to be members. In 1998, his annuity savings account was transferred to the State Board of Retirement. Prior to the transfer, Mr. Forrest requested a make-up of service for his years between 1979 and 1991. The Northfield Treasurer provided earnings information based on W-2 records, and in June, 1998 Mr. Forrest purchased 12 years, 2 months of service. It appears that FRRS staff asked the Board to approve service on a full-time basis, which was incorrect and should have been for actual hours worked. If the service was determined by actual hours worked, service would have been 2 years, 2 months, 13 days versus the 12 years, 2 months allowed. As we know, changing a retiree's approved service can change a retirement allowance. (This was not dual service time - it was strictly FRRS liability.)

At present, with the current cost sharing calculation based on a total FRRS service of 18 years, 6 months, (58.88588 % of his total service) and a salary average of \$45,491.68, FRRS is required to pay the State Board \$15,074.97 annually. However, FRRS's shared amount could be greatly reduced if a revised calculation, incorporating an average annual salary of approximately \$2,400 for the 18 years Mr. Forrest was with FRRS, were approved by PERAC. The amount of the reduced share for FRRS would be approximately \$897.00 (annually).

In contrast, if FRRS were to ask for a revised calculation using corrected service liability (reduce the FRRS creditable service from 18.5 years to 8.5 years) and lower salary, the estimated share for FRRS would be approximately \$425.00. However, the reduction in service credit would greatly reduce the retiree's annual benefit from \$29,791.56 to \$20,308.80.

Given PERAC's previous denial to change retirement calculations for incorrect service credit on liability already accepted, and given that the difference between the two recalculations is small in comparison to the reduction from the original amount of FRRS's share, the Board voted the following:

On a motion made by D. Gendron, and a second by M. Stokarski the Board unanimously voted to pursue a salary recalculation only from PERAC per staff recommendation.

## Investment Managers

8:43 – Greg McNeillie, Managing Partner, Principal, and Jared Kane, Financial Analyst, both from Dahab Consultants, reviewed the Board's 4th quarter investment results.

9:10 – Julie Lind, Portfolio Manager and Denise D'Entremont, Director of Market and Client Services, both from Rhumblin, reviewed the Board's 4th quarter investment results.

9:30 – Paul Todisco, Senior Client Services Officer at PRIT reviewed the Board's 4th quarter PRIT investment results and changes to the overall PRIT portfolio.

10:20 – Greg McNeillie presented the Board with his suggested selections in the search for a Mid Cap Manager. Greg recommended conducting interviews with Optimum Investment Advisors, Seizert Capital Partners, Boston Co. Asset Management, and Boston Trust & Investment Management. The Board agreed to hold a special meeting on April 6, 2011 at 8:00 AM to interview these managers.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING MINUTES

JANUARY 26, 2011

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:10 AM by Board Chair, Sandra Hanks with Board Members Mary Stokarski, David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Administrative Assistant Christine Rodriguez. Herbert Sanderson joined the meeting at 8:12 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on December 21, 2010.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$493,488.74
2010 Bills warrant in the amount of	\$42,416.20
less: PDV Inc. for 2010 Electricity (see vote below)	-2,828.10
2011 Bills warrant in the amount of	\$147,937.92
For a total of:	\$681,014.76

### Cash Transfer between Investments and bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$285,000 from Daruma Asset Management to TDBank to cover February warrants.



## New Members

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Allen, Colin	SND	01/01/2011
Chagnon, Darby E.	ERV	12/27/2010
Campbell, Hugh W.	BER	12/20/2010
Corbett, Terras I.	MHR	12/16/2010
Dana, Nathan	MHR	01/03/2011
Gallerani, Taylor S.	SND	12/13/2010
Gilmore, Kurt A.	NTD	12/27/2010
O'Connell, Shawn M.	FRN	01/06/2011
Oliva, Terri J.	MOH	12/29/2010
Paulin, James D.	ERV	12/27/2010

## Existing Members – Different Units:

Prunier, Charmagne	CON	01/05/2011
Rush, Lillian A.	MOH	09/02/2010
Smead, Veronica A.	MOH	10/28/2010

## New Retirees

On a motion by D. Gendron and a second by M. Stokarski the Board voted unanimously to approve the following retirement benefits:

Ball, Marlin - PERAC approval has been received for a Superannuation Option C retirement benefit effective December 2, 2010. Mr. Ball was employed by the Frontier Regional School District as a school year custodian. He had 13 years, 10 months of service.

Ambros, Wanda – PERAC approval has been received for an Option D retirement benefit effective November 23, 2010. Ms. Ambros is the widow of Zygmunt Ambros who was employed by the Frontier Regional School District as a full-time custodian. Mr. Ambros had 34 years, 6 months of service.

Chase, Maryanne – PERAC approval has been received for a Superannuation Option B retirement benefit effective December 4, 2010. Ms. Chase was employed by Mahar Regional School District for 23 years in the cafeteria and snack bar.

## Accept Liability for Buybacks and Makeups through other Systems:

On a motion made by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to accept the following acceptance of liability for a buyback through another system:

Kent, Rachel (Delphin) – MTRS, on behalf of former member in Gill and Hawlemont, has asked FRRS to accept liability for service upon redeposit of refund taken November, 1996 for service in the Gill Library beginning in September 1991 and ending in September 1996 and includes approximately 8 weeks of service in the Hawlemont School Department. Allowable creditable service is actual time work determined by dividing earnings by two times the Massachusetts minimum wage for each year worked in Gill and using an hourly wage provided on the enrollment form for the Hawlemont service. Total liability for service is 5 months, 21 days on a refund of \$586.50.

## Buybacks and Makeups:

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted to approve the following makeup and buyback: The vote for Ms. Cambell's makeup was unanimous, however there was a majority vote on Ms. Mitchell's buyback with H. Sanderson voting no. D. Gendron, M. Stokarski voted yes as per current policy but the Board requests that the 12 for 10 "school-year" employee rule be put on a future agenda for re-examination. S. Hanks and P. Mokrzecki both voted yes.

Campbell, Deborah - current member in the Town of Shutesbury has requested a makeup of service for serving as an aide in the Shutesbury School System beginning in September 2003 through June, 2006. Creditable service allowed 4 months and 26 days determined by dividing the salaried earnings into an hourly wage shown on her signed annual contract. Total cost of the make-up, if paid by January 31, 2011 is \$1,159.34.

Mitchell, Kathleen - current member in the Town of Orange requests a buyback of a refund taken 6/30/1981 for work with the Town between 09/05/1979 and 06/19/1981 in the amount of \$696.94. Total creditable service allowed is 2 years for a cost of \$2,199.36 if paid by February 28, 2011; otherwise, interest will accrue as allowed by law. Ms. Mitchell is planning on retiring 7/30/2011.

#### Deaths:

Grant, Robert – Group 4 member from the Franklin County House of Corrections, passed away on 1/10/2011 after 35 years, 5 months and 1 day of receiving an Option B benefit.

#### General Business:

##### Assessment Refund to Rowe

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to deny the Town of Rowe a refund of \$1,883.00 for the Town's missed opportunity to pay their assessment in full in July 2010 and take advantage of the discount.

##### Retiree's COLA

The COLA which any retirement system may grant, pursuant to C.32, §103(c) and effective July 1, 2011 will be 0.0% unless the Board elects to increase this percentage at a duly called meeting pursuant to c. 32, §103(i). Proper notice has been sent to the legislative body of each of the member units noting that this subject will be discussed, with the possibility of a Board vote on February 23, 2010 at 8:00 am.

Herb requested copies of the 30 day meeting notice be sent to the Treasurers as well.

##### MACRS Conferences

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to approve staff and board travel to the MACRS conferences in June 2011 and Fall 2011.

##### Salary Level for Executive Director Position

Dale presented new information on salary ranges for the Administrator/Director position in other regional systems. After reviewing the information the Board decided that the current salary range for the Executive Director position is appropriate. The Board requested salary ranges for all staff be reviewed at a future meeting.

##### Surviving Spouse's benefit to \$9,000?

At the 12/21/10 meeting, the Board was presented with the option to adopt sections 27 and 28 of Chapter 131 of the Acts of 2010 and increase the benefit paid under M.G.L. c. 32 §101 from \$6,000 to \$9,000. Susan provided the Board with new information regarding the potential cost to the system.

On a motion made by D. Gendron, and a second by P. Mokrzecki the Board unanimously voted to increase the benefit to surviving spouses of disabled employees to \$9,000.

##### Education Reimbursement Policy

At the regular Board meeting on 12/21/2010, the Board offered direction for the development of an education reimbursement policy.

Susan presented the following draft policy to the Board:

The Board of the Franklin Regional Retirement System will reimburse staff members 100% of the tuition and fees for completed course work in an accredited college or university if a grade of B or higher has been earned. Course work must be job related and pre-approved by the Executive Director, or the Board if it is the Director requesting reimbursement. If employment terminates within three years of the course ending, the employee will be responsible for reimbursing the Board for the tuition assistance with the amount determined as follows: Reimbursed amount divided by 36 months and multiplied by the number of remaining months in the three year period from the completion date of the course.

On a motion made by D. Gendron, and a second by M. Stokarski the Board unanimously voted to approve the Education Reimbursement Policy with the word "tuition" struck from the seventh line.

The Board requested that proposals for budget changes to accommodate education reimbursement be presented at the regular meeting in February.

#### Electricity Usage Reimbursement to PDV 2009

Since July 2009, when the wiring was redone to combine suites 311 and 312, any electricity usage by FRRS has not been registered on its meter and charged by the power company to FRRS. The power company, and the landlord, determined that the meter was fine but the power was not being run through the FRRS's meter, and is not being metered, and/or not being charged to someone else's account. It is the Board's believe that the electrician, hired by the landlord, who worked on the Suite 311 expansion is responsible for the problem and therefore responsible for any losses as a result. Dale had presented a spreadsheet report that estimated what the usage would have been, and asked the Board for approval to pay the landlord for the estimated cost.

On a motion made by P. Mokrzecki, and a second by D. Gendron the Board unanimously voted not to pay PDV Inc. for electricity usage, and that the check included in the 2010 Bills warrant as voted above be voided and subtracted from the approved warrant total.

#### New Business:

##### Guy Silvester

Upon examination of a PERAC letter detailing the FRRS liability to MTRB, it was determined that the creditable service for this former member was incorrect. However, the member determined his retirement date, acting in good faith, on information provided to him and to MTRB by FRRS prior to his retirement. Mr. Silvester participated in RetirementPlus\* and his service is exactly 30 years. If this is now changed due to a correction, it will result in an annual reduction in his benefit of approximately \$10,000. The issue was presented to the Board for a decision on whether the liability should remain as stated prior to retirement, or whether it should be corrected to the actual liability allowed by supplemental regulations.

On a motion made by H. Sanderson, and a second by D. Gendron the Board unanimously voted not to reduce Mr. Silvester's creditable service in regards to the 3 months versus 21 days.

#### Retiree Data as of 1/1/2011

As an FYI, Susan presented the Board with information regarding the ages and lengths of retirement for FRRS retirees.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

DECEMBER 21, 2010

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:40 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe. Mary Stokarski joined the meeting at 8:45 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on November 30, 2010.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$494,801.79
Refunds warrant in the amount of	\$26,316.09
Transfer warrant in the amount of	\$1,256.12
2010 Bills warrant in the amount of	\$20,167.24
2011 Bills warrant in the amount of	5,128.45
For a total of:	\$547,669.69

Mary Stokarski joined the meeting at 8:45 a.m.

The Chair of the Board noted that the Board’s response to the PERAC Audit Report for 2007-2009 has been redrafted and will be mailed to PERAC.

New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Austin, Christopher J.	FCH	11/01/2010
Barnes, Traci D.	ROW	10/29/2010
Demers, Cheryl A.	SND	11/15/2010
Dupuis, Rebecca M.	OGE	10/18/2010
Green, Kevin H.	OGE	11/15/2010
Lesenski, Mary S.	WTY	12/09/2010
Hebert, Lynn M.	MHR	12/06/2010
Massa, Jody A.	CON	09/07/2010
Spooner, Jacqueline A.	OGE	11/08/2010

Existing Members – Different Units:

Foxmyn, Wendy L.	NTD	11/03/2010
------------------	-----	------------

New Retirees

On a motion by H. Sanderson and a second by P. Mokrzecki the Board voted unanimously to approve the following retirement benefits:

Dandeneau, Evelyn - PERAC approval has been received for a Superannuation Option C retirement benefit effective October 2, 2010. Ms. Dandeneau was employed by the Town of Rowe in the cafeteria. She has 26 years, 1 month of creditable service.

Perkins, M. Anne - PERAC approval has been received for a Superannuation Option A retirement benefit effective October 16, 2010. Ms. Perkins was employed most recently and for the majority of her service by the Franklin Regional Housing and Redevelopment Authority. She has also served the Town of Wendell as Building Inspector and accrued time through MTRB in the public school system. She has a total of 12 years, 2 months of creditable service, of which MTRB holds 1 year 3 months.

Scott, Florence - PERAC approval has been received for a Superannuation Option A retirement benefit effective September 26, 2010. Ms. Scott was employed as a bus driver by the Mohawk Trail Regional School District. She has 30 years of creditable service.

Buybacks and Makeups:

On a motion by P. Mokrzecki and a second by M.Stokarski, the Board voted unanimously to approve the following buyback and makeup:

Holmberg, Kenneth - current member in the Town of Shutesbury and New Salem, Mr. Holmberg has requested a makeup of service for serving as the Wendell Town Assessor beginning in September 2000 through his enrollment date of April 10, 2001. Creditable service allowed - 1 month and 28 days

determined by dividing the salaried earnings into an hourly wage based on two times the Massachusetts minimum wage. Total cost of the make-up, if paid by December 31, 2010 is \$518.00.

Phillips, Bonnie - current member employed by the Mohawk Trail Regional School District has requested buyback of a refund taken from the State Board of Retirement on 6/14/1973. The State Board will accept 2 years, 10 months and 25 days of service upon full payment to FRRS in the amount of \$3,826.00 by December 31, 2010. Ms. Phillips has submitted an application for retirement benefits effective on 12/31/2010. Payment must be received before her retirement is finalized.

Corrected Makeups:

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted unanimously to correct the creditable service approved by the Board for Margaret Babbitt on 11/20/2003, from 1 year, 10 months for service between 8/30/1994 and 6/30/1996 to 2 years creditable service due to the fact that Ms. Babbitt was erroneously refunded and had she remained in the system she would have accrued the full two years service, and, further, to correct the makeup service approved on the same date for service between 4/29/1993 to 6/15/1994, from 7 months to 3 months, 28 days.

General Business:

FRRS Policy on use of Comp Time vs. Vacation Time –

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to add the following statement to the Personnel Policy in regard to Comp time – ‘All comp time must be used within 90 days of being earned.’

Schedule for investment manager quarterly meetings

Now that the Board has changed the day of its regular monthly meetings, Greg McNeillie will not be available for his quarterly presentations to the Board in the 1st month following the end of the quarter. The Board agreed to meet with Greg on the 2nd month as long as the printed reports were available on the current schedule. Dale will finalize the meeting schedule with Dahab and the managers.

Widow's benefit to \$9,000

The Board was presented with the option to adopt sections 27 and 28 of Chapter 131 of the Acts of 2010 and increase the benefit paid under M.G.L. c. 32 §101 from \$6,000 to \$9,000. The discussion was tabled until the next regular meeting when data will be provided regarding the potential cost to the system.

Change the unemployment contribution method

Currently the Board pays .1% of the cost of payroll for unemployment insurance. Payment is made on a quarterly basis. Annually the Board has the option to change from the percentage method to the reimbursable method.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to continue quarterly payments to the MaDUA for unemployment insurance using the percentage rate determined by the State of Massachusetts, times the total payroll.

Long Term Disability insurance

A recent cap on the amount of sick leave accrual allowed, prompted a discussion of long term disability insurance as a paid benefit. After consideration, the Board took no action.

Education Reimbursement Policy

At the regular Board meeting on 11/30/2010, D. Gendron suggested that the Board consider a tuition reimbursement policy. The Board offered direction for the development of a policy, which it will review at its next meeting.

Salary Level for Executive Director Position

Dale prepared a spreadsheet of salary data recently submitted by other Western Mass Retirement Systems. After reviewing the information the Board asked for additional information on salary ranges. The additional information will be distributed as soon as it is available.

NOVEMBER 30, 2010

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:34 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe. Dave Gendron joined the meeting at 8:36 a.m. and Paul Mokrzecki joined the meeting at 8:44.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$484,480.41
Refunds warrant in the amount of	\$24,318.44
Transfer warrant in the amount of	\$1,732.30
Bills warrant in the amount of	\$53,097.31
For a total of:	\$563,628.46

Dave Gendron joined the meeting at 8:36.

#### New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:

New Members:	UNIT	DATE
Briere, Adam R.	FRN	10/18/2010
Campion, Mark F.	FRN	10/25/2010
Cleveland, Sheri L.	OGE	10/18/2010
Day, Jennifer R.	HTH	10/04/2010
Hubbard, Brian H.	WCK	10/21/2010
Kidder, Rachel A.	SND	09/27/2010
Notre, Patricia L.	OGE	10/04/2010
Praus, Mary C.	FRG	10/12/2010
Scarborough, Kevin H.	DER	10/10/2010
Small, Matthew D.	FCH	11/08/2010

#### Existing Members – Different Units:

Cranston, Maryellen	WTY	10/18/2010
Rogers, Tracy A.	FRG	10/25/2010

Paul Mokrzecki joined the meeting at 8:44.

#### Disability Retirements:

Attorney Tom Merrigan and Jimmy Buccaroni were present for this discussion. They did not ask to participate in the discussion.

James Buccaroni – This member from Orange submitted a completed application for Accidental Disability Retirement on 9/25/2008 based on a knee injury incurred at work on 9/5/2007. Based on the reports from the PERAC Medical Panel review and the opinion of its attorney, the Board denied the application on 6/30/2009. Mr. Buccaroni appealed that decision to DALA resulting in a 2nd medical panel examination. Michael Sacco has reviewed the 2nd medical panel reports and has opined that it would now be appropriate to approve the application for accidental disability.

The Board discussed the earnings allowance for disability retirees, mandatory reporting of those earnings, the continuing examination schedule, and the restoration to service process. On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to approve the application for accidental disability retirement for Jimmy Buccaroni, Town of Orange.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on October 26, 2010.

#### Buy Backs and Make-ups:

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted unanimously to approve the following buyback and makeup:

Campbell, Deborah – current member (inactive) in the Town of Shutesbury, Ms. Campbell took a refund from this system 3/30/1983 in the amount of \$778.90. Service was 1 year, 3 months, 18 days in FRRS with Union 28 towns, and 9 months of service liability from Hampshire County that had been transferred to FRRS. Total cost of the buyback is \$2,313.21 if paid by December 31, 2010. Ms. Campbell is planning on retiring as of 12/6/2010.

LaChance, Veronica – current member in the Town of Gill has requested a make-up of service for time served as an elected town treasurer and tax collector beginning 5/20/2002 through 09/23/2010 when she enrolled in the system. Total creditable service allowed is 8 years, 4 months, 2 days for a total cost of \$17,602.21 if paid by December 31, 2010, otherwise interest will accrue as allowed by law.

#### Additional Makeup :

Campbell, Deborah – This member would like to purchase her service from 9/1/1977 through 3/31/1978 for time worked in the New Salem/Wendell School although neither payroll records nor warrants are available from that time period. The refund that Ms. Campbell took in 1983 and noted in the Buyback section above, was for contributions received between 4/1/1978 and 6/30/1979 for service in the New Salem/Wendell school. A contract letter suggests that Ms. Campbell worked the full school year of 1977-78 even though the system did not receive contributions beginning in September. On 10/27/2009, the Board voted to require “Documentation in the form of actual payroll records that include: position, wages paid, hours and/or payrate, and start and end dates, are to be provided by the unit treasurer. Where no payroll records exist, the board will review provided materials.” After a significant discussion involving actual hours worked vs. contract agreements, availability of income tax information and payroll records, the Board voted the following:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to deny D. Campbell’s request for a make-up of service between 9/1/1977 and 3/31/1978 as no definitive record of earnings are available on which to base the service request.

#### Deaths:

Zygmunt Ambros, an active member with the Frontier Regional School District since 4/26/1976, passed away on November 22, 2010. Staff has met with Mrs. Ambros regarding her options.

#### General Business:

##### PERAC Audit Report – 2007-2009

The Board reviewed the draft report of the examination of this system for the period of January 1, 2007-December 31, 2009 and responded to the three findings in a letter to PERAC dated 11/30/2010.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve and send to PERAC, the written response dated 11/30/2010, regarding the three findings in the 2007-2009 audit.

#### Staff Evaluations

In consideration of the positive staff evaluations, the successful audit and the smooth operations of the system,

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to award a 2% merit increase to all staff effective January 1, 2011.

#### Retroactive Application of Retirees' Insurance –

On a motion by H. Sanderson and a second by M. Stokarski, the board voted unanimously not to apply retroactively to current retirees of the retirement office, the requirement that a retiring employee must “have worked ten or more consecutive years for the retirement system immediately prior to their retirement” to be eligible for insurance benefits.

#### Addition of Life Insurance to Policy on Retirees' Insurance –

On a motion by M. Stokarski and a second by P. Mokrzecki, the board voted unanimously to insert the words “and basic life insurance” in to the first sentence of the second paragraph of the Group Health and Life Insurance section of the Personnel Policy after the words “ . . . are eligible for health insurance . . .

#### Prudential quarterly distribution of funds

In further conversations with Dale, Greg McNeillie, Investment Consultant for the Board, has suggested that drawing down one quarter of the Prudential portfolio balance over the next four quarters, and reinvesting those funds in the PRIT real estate sleeve should be considered in place of divesting of this manager in a single distribution. The process could start with the next available Prudential distribution schedule.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to divest the Prudential portfolio on a quarterly basis over the next four quarters beginning with the first available distribution opportunity per the Prudential Agreement, and invest those funds in the PRIT Real Estate Sleeve.

#### Salary Level of FRRS Executive Director

Dale presented the Board with an opportunity to review the salary for the director's position and offered data gathered from two different salary surveys and available compensation information for the Franklin County area. The Board agreed to review the compensation and suggested that data specific to Western Massachusetts systems and some comparable central Massachusetts systems be collected for their consideration.

#### New Business

#### Retirement Funding Presentation

On 12/14/2010 FRRS will be presenting a workshop in conjunction with social security and a Great West representative for the Deerfield OBRA plan. The meeting will be held at the Deerfield Town Hall and all members and interested parties are welcome to attend.

#### Education and Training



D. Gendron suggested that the Board develop a policy under education and training that would allow staff to be reimbursed for successful completion of college course work that is pertinent to the operations of the retirement system.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

OCTOBER 26, 2010

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:34 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe. Paul Mokrzecki and Dave Gendron joined the meeting at 8:35 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$525,307.05
Refunds warrant in the amount of	\$24,802.99
Transfer warrant in the amount of	\$10,494.58
Bills warrant in the amount of	\$54,797.74
MACRS Meeting Fee	\$810.00
For a total of:	\$616,212.36

D. Gendron and P. Mokrzecki were present for the above vote.

Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on September 28, 2010.

Cash Transfer between Investments and Bank

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to transfer \$200,000 from Daruma Asset Management and \$185,000 from Rothschild Asset Management to TDBank to cover November warrants.

New Members

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted unanimously to approve the existing members as follows:

New Members:	UNIT	DATE
Artus, Sharyn A.	PNR	9/09/10
Dupree, Pamela J.	MOH	9/07/10
Dennis, Ann M.	OGE	8/25/10

Linscott, David J.	FRN	9/13/10
Mailloux, Monica J.	OGE	9/21/10
Malo, Nicholas A.	MHR	9/14/10
O’Gorman, Helen M.	SND	9/13/10
Pistorino, Kathryn R.	OGE	8/25/10
Pittelli, Lacy G.	DER	9/12/10
Riddell, Casey L.	OGE	8/25/10
Rotkiewicz, William F. Jr.	DER	9/20/10
Sullivan, Bridget A.	OGE	8/30/10
Tower-Hughes, Charles S.	MHR	9/27/10
Wood, Allison E.	MHR	10/18/10

Existing Members – Different Units:

Glenowicz, Jennifer A.	WTY	8/30/10
Hancock, Barbara J.	DER	8/23/10

New Retirees:

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted unanimously to approve the following retirements:

Cahill, Theresa – PERAC approval has been received for a Superannuation Option A retirement benefit effective October 15, 2010. Ms. Cahill was employed by the Town of Bernardston and the Bernardston Fire and Water District. She has 13 years, 2 months of creditable service.

Galipault, James – PERAC approval has been received for a Superannuation Option A retirement benefit effective September 4, 2010. Mr. Galipault was employed by the Franklin County Regional Housing and Redevelopment Authority as Clerk of the works. He has 16 years, 7 months of creditable service.

Lyman, Dorothy – PERAC approval has been received for a Superannuation Option A retirement benefit effective September 11, 2010. Ms. Lyman was employed by the Mohawk Trail Regional School District as Special Projects Liaison Administrator. She has 32 years, 2 months creditable service.

Warner, Margaret – PERAC approval has been received for Accidental Death Benefits payable to Ms, Warner, who is the spouse of Richard Warner. Richard Warner was a call firefighter for the Town of Sunderland who died of Glioblastoma Multiforme. PERAC, in a letter dated 7/19/2010, has determined that Margaret Warner is eligible for benefits under M.G.L. c 32 section 94B, section 9(2) and section 7(2)(b). The retirement benefit is retroactive to November 3, 2005 and is based on the Cancer Presumption for firefighters.

Buy Backs and Make-ups:

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to approve the following buybacks and makeup:

Blanchard, Sabrina – Easthampton Retirement Board, on behalf of former member requests FRRS to accept liability for creditable service of 7 years, 13 days upon payment to Easthampton Retirement Board for service with the Pioneer Valley Regional School District from 6/24/1999 – 7/7/2006. Funds were transferred to Greenfield Retirement Board 9/30/2006 and subsequently refunded from Greenfield Retirement Board 11/2008.

Paulin, James Deane – Montague Retirement Board, on behalf of former member requests FRRS to accept liability for creditable service of 8 months, 28 days upon payment to Montague Retirement Board for a refund of contributions given 10/31/2007 for \$1,189.26 for service with the Town of Erving from 09/07/1992 to 10/06/2005.

Dandeneau, Evelyn - current member in the Town of Rowe, Ms. Dandeneau has requested a makeup of service for serving as the elected town treasurer, May 16, 1981 through June 30, 1983. Creditable service allowed is 2 years, 1 month, 14 days for \$1,194.62. Ms. Dandeneau has submitted an

application for retirement from her cafeteria position effective 10/2/2010 and if accepted this payment must be made prior to finalization of her retirement application.

Deaths: The Board was informed of the following member and retiree deaths:

Autio, Craig, a member with the Town of Orange Police Department, passed away on October 16, 2010. In due time his family will be contacted regarding his account.

Roger Brown, an Option C retiree from the Mohawk Trail Regional School District, since 3/21/1998, passed away on September 27, 2010. His spouse will receive a survivor benefit equal to 2/3rds of his current monthly benefit.

Betty Ann Deane passed away on 10/11/10 at the age of 78. She was the Tax Collector for the Town of Bernardston and retired 8/31/95 with a Superannuation Option A benefit.

General Business:

2011 Budget -

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted in the majority to approve the 2011 budget as presented, with Total Operations of \$406,200 and Total Investment Expense of \$530,000 for a grand total of \$936,200. H. Sanderson opposed.

The Board, aware of the current financial constraints of member units, discussed the necessity of some smaller line items that are included in the budget as precautionary measures. The budget does not directly affect the member unit assessments as it is drawn from investments as expended. Any budgeted lines that are not expended have no affect on investments. The Executive Director proposed that the budget pass as presented and that a time be scheduled to discuss the optional item expenditures, such as outreach.

Investment Advisor, Greg McNeillie, Dahab Associates joined the meeting to discuss the third quarter investment results. After reviewing results for Rothschild the Board discussed options available for comparing these results to other mid-cap managers and made the following motion:

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to direct Greg McNeillie to request proposals from mid-cap managers.

Greg will have proposal results available for the January 2011 meeting.

The Board additionally discussed Prudential-PRISA value, performance and liquidation options. Greg advised that the PRIT Real Estate Sleeve had comparable investments but suggested waiting until the Prudential valuations increased.

Personnel Policy Refinements –

Retirees' Insurance –

Motion by H. Sanderson and a second by D. Gendron, to replace the current paragraph regarding retirees in the Group Health and Life Insurance section of the Personnel Policy with the following:

“Retired employees of the retirement system that have worked ten or more consecutive years for the retirement system immediately prior to their retirement, are eligible for health insurance coverage, at any time during retirement, provided they were eligible for insurance with the retirement system at the time of their retirement. The board will pay 75% of the cost of insurance for policies offered by the retirement system, including coverage for spouse and eligible dependents, while the retiree is approved for a retirement benefit from the system. Upon the death of the retiree, the Board will continue to pay 75% of the insurance premium for the spouse and eligible dependents.”

P. Mokrzecki made a motion to amend the original motion, by replacing 75% with 50% in the final sentence referring to survivor insurance benefits. There was no second to this amendment.

The Board voted unanimously on the original motion to add the above section to the Group Health and Life Insurance section of the Personnel Policy.

A decision whether to apply this updated policy retroactively was deferred to a future meeting.

#### Meeting Schedule

After some discussion about moving the meeting to an afternoon or evening schedule, a day and time was agreed upon that will hopefully accommodate all Board members.

On a motion by M. Stokarski and a second by H. Sanderson, the Board voted unanimously to set the regular monthly meeting schedule of the Board as the last Wednesday of each month, at 8:00 a.m., beginning January, 2011. Exceptions for 2011 noted herein: April 20th and December 21st .

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

SEPTEMBER 28, 2010

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:40 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe. Mary Stokarski joined the meeting at 8:41 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$478,810.00
Refunds warrant in the amount of	\$19,407.49
Transfer warrant in the amount of	\$54,689.07
Bills warrant in the amount of	\$24,510.35
For a total of:	\$577,416.91

Mary Stokarski joined the meeting at 8:41 a.m.

#### Cash Transfer between Investments and Bank

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to transfer \$301,500 from the PRIT Core Fund to TDBank to cover October warrants.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on August 31, 2010.

#### New Members

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted unanimously to approve the existing members as follows:

New Members:	UNIT	DATE
Aiken, Aaryn J.	MHR	8/24/10
Bashaw, Ian T.	MHR	8/24/10
Bokel, Joshua J.	FRN	8/30/10
Chmyzinski, Jessica A.	PNR	9/01/10
Cullen, Doloris A.	DER	8/30/10
Duprey, Mikaela R.	PNR	9/06/10
Granville, Sara M.	MOH	8/31/10
Greene, Tammy L.	FCH	7/26/10
Hall, William L.	NEW	8/16/10
Jarvis, Mark D.	BUC	8/30/10
LaChance, Veronica A.	GIL	8/13/10
Lambert, Jonathan P.	PNR	9/06/10
Leboeuf, Denise B.	FRN	8/10/10
Lively, Carol F.	ROW	8/30/10
McKenna, MaryKate	SND	8/30/10
Minezzi, Darlene A.	MHR	8/24/10
Peck, David L.	FRN	8/30/10
Rhodes, Sven	LED	9/02/10
Silva, Carrie Y.	MOH	8/09/10
Snedden, Molly M.	LEV	9/01/10
Townsley, Susan J.	PNR	9/01/10
Wheelan, Mary P.	DER	8/16/10

#### New Retirees:

On a motion made by H. Sanderson and a second by M. Stokarski, the Board voted unanimously to approve the following retirements:

Richard, Ginette – PERAC approval has been received for a Superannuation Option B retirement benefit effective June 30, 2010. Ms. Richard was employed by the Town of Orange Elementary School as a kindergarten aide. She has 13 years, 5 months of creditable service.

Burniske, Jr., Raymond - PERAC approval has been received for a Superannuation Option C retirement benefit effective August 16, 2010. Mr. Burniske was employed by the Town of Deerfield in the Police Department between 3/1/88 and 3/21/2001 and accrued 13 years of creditable service.

Gelinas, Linda – PERAC approval has been received for a Superannuation Option B retirement benefit effective June 30, 2010. Ms. Gelinas was employed by the Town of Orange in the school department. She has 19 years of creditable service.

#### Buy Backs and Make-ups:

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following make-up:

Laford, James W. – Hampshire County Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 5 months upon payment to Hampshire County Retirement System for service with the Town of Orange Wastewater Department from 01/02/1977 to 05/31/1977 when the member was erroneously omitted from membership.

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to accept the following makeups of creditable service for the Franklin Regional Housing Authority. These makeups

cover time worked prior to membership when each employee was erroneously omitted from membership. Interest will not be charged if payment is made by November 1, 2010.

#### Deduction

NAME	Dates of Make-up	Only Cost	Add'l Service
Bernstein, Joan	12/10/1984 – 01/16/1985	\$138.40	1 month, 10 days
Brocklesby, Debran	2/6/1989 – 5/12/1989	\$344.68	3 months, 7 days
Cote, Donna	2/6/1985 – 5/5/1985	\$322.81	3 months
Day, Charity	8/19/2002 – 9/15/2002	\$200.77	28 days
Little, Debra	5/1/1989 – 8/13/1989	\$380.77	3 months, 13 days
McHugh, Brian	8/13/1990 – 2/3/1991	\$758.83	5 months, 21 days
Miner, Tracey	9/10/1990-12/23/1990	\$403.85	3 months, 14 days
		\$2,550.11	

#### General Business:

2011 Budget - The Board discussed and approved the addition of a line-item to the 2011 budget titled "Accrued Benefit Payout" to acknowledge and fund the potential cost of paying employees, when and if any of them leave, the balance of any accrued benefit time. The budgeted amount was set at \$5,000.

#### Personnel Policy Refinements –

##### Sick leave donations –

On a motion by M. Stokarski and a second by D. Gendron, the Board voted unanimously to amend the following sentence of the Sick Leave section of the personnel policy by adding to the end of the sixth sentence, after the word "available", the following, "and/or, fellow employees may donate their own excess sick leave when needed, with no expectation of return or remuneration."

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to amend the personnel policy, in the section describing Sick Leave, in the sixth sentence, and replace the words "or annual leave time" with ", vacation, or personal leave"

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to amend the personnel policy, in the section describing Sick Leave, at the end of the fifth sentence, replace the words "Executive Director" with the word, "board"

#### Retirees' Insurance –

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to add to the Group Health and Life Insurance section of the Personnel Policy the following, "At full retirement age as defined by the Social Security Administration, a retired employee (or surviving spouse) will be required to enroll in Medicare Parts A & B, if eligible, cancel his/her current insurance policy, and if he/she so chooses, enroll for supplemental coverage as offered by the Franklin Regional Retirement Board."

#### 2010 Actuarial Valuation

The Board was presented with five different funding schedules from Stone Consulting reflecting the various assumptions requested by the board at the August, 2010 Board meeting. Having reviewed and discussed the results,

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to accept the actuarial study using the investment return assumption of 7.875%, the salary increase assumption of 4.25%, funding schedule to the year 2030, and the amortization rate of 4.26% with a COLA base of \$13,000.

#### Meeting Schedule

The Board discussed the option of an afternoon or evening schedule for meetings but tabled the discussion until the full Board was available.

#### Ethics Summaries

As mandated by the law, the Board and staff were given a summary of the Conflict of Interest Law and were asked to return an Acknowledgement of Receipt.

### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

AUGUST 31, 2010

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, David Gendron and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on July 27, 2010.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$479,194.98
Refunds warrant in the amount of	\$73,253.31
Transfer warrant in the amount of	\$24,220.38
Bills warrant in the amount of	\$71,407.17
For a total of:	\$648,075.84

Paul Mokrzecki joined the meeting at 8:37 a.m.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on June 29, 2010.

#### New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the existing members as follows:

New Members:	UNIT	DATE
Aronson, Frank S.	FCH	6/14/10
Brush, Jody L.	STB	8/30/10
Chapman, Christina A.	FCH	6/28/10
Clukey, Nelson E.	MOH	7/01/10
Croteau, Melanie A.	FCH	6/28/10
Gutierrez, Anthony M.	MOH	6/21/10
Kroll, Patricia A.	DER	8/09/10
McDonald, Thomas E.	FRG	8/02/10

Mullen, Michael R.	MOH	7/19/10
Pollard, Brian D.	NTD	7/19/10

Existing Members – Different Units:

Koehler, Teresa N.	STB	8/23/10
--------------------	-----	---------

New Retirees:

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:

Baker, Roger – PERAC approval has been received for a Superannuation Option C retirement benefit effective July 2, 2010. Mr. Baker worked for the Town of Deerfield, Highway department for 25 years, 8 months.

Facey, Laurel – PERAC approval has been received for a Superannuation Option A retirement benefit effective June 30, 2010. Ms. Facey worked for the Town of Shutesbury for 11 years and was a member of MTRB for 4.5 years. Total creditable service is 15 years, 6 months.

Knight, Judy - PERAC approval has been received for a Superannuation Option A retirement benefit effective June 30, 2010. Ms. Knight worked for the Town of Bernardston as an elected official and as the Elementary School Cafeteria Manager for a total of 25 years, 10 months.

Buy Backs and Make-ups:

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to approve the following buybacks and make-ups:

Marble, Janice Tourigny – current member in the Town of Orange has requested a buyback of a refund taken on September 30, 1989 from the Athol Contributory Retirement System. Athol will accept 2 years, 9 months of service for work between January 1, 1987 and September 30, 1989. The total cost of the buyback is \$8,340.22 if paid by September 30, 2010 otherwise interest will accrue as allowed by law.

Dandeneau, Henry – current member in the Town of Rowe had requested a make-up of non-membership service for time worked between 1977 and his enrollment 10/1/1989, and was denied by the Board In March of 2005 because, at that time, the Board policy was to require from the unit treasurer, a record of hours worked. That changed in June 2009 when the Board refined its policy to allow the use of “twice the minimum wage” to determine hours worked under certain circumstances. Mr. Dandeneau recently asked about retirement, and in light of the change in policy his request to purchase prior service is now presented to the Board for reconsideration:

Mr. Dandeneau served as the police chief and was paid on stipend during these years. In addition, he was elected to the school committee in May, 1985. Payroll records have been provided by the Town Accountant; elected terms and salaries have been certified by the Town Clerk. Total service is 5 years, 1 month, 7 days. The total cost has been determined using all wages earned for the full period, and if paid by September 30, 2010, is \$3,986.65.

The total service of 5 years, 1 month, 7 days was arrived at by splitting the service period into two periods – the first was police work only, prior to election to the School Committee, and was determined by dividing the police stipend by an hourly rate equal to two times the Massachusetts minimum wage for the period between 7/1/1977 and 5/1/1985 and yielded 8 months, 7 days service. The second period was all full creditable service that started with the election to the School Committee and ran from 5/1/1985 to 11/30/1989 yielding full creditable service, equal to 4 years, 7 months.

Chase, Maryanne – Current member employed by the Mahar Regional School District asked for a review of her approved make-up of service between 11/12/1987 and 2/4/1988. Original information provided by the treasurer for this make-up allowed the Board to approve 1 month 13 days of service for actual time worked. The Mahar Treasurer has provided corrected information indicating that Ms. Chase began her



full time employment on 12/7/1987. The Board may retract the original vote on 1/26/2010 and re-vote for a make-up of service equal to 2 months 13 days of service for the same time period.

#### Deaths

Effie Gilmore, an option B retiree from Deerfield since 7/10/1987, passed away on 7/31/2010. No survivor benefits are available.

#### General Business:

Schedule annual advisory council meeting – following a general discussion of possible dates, location and agenda items, it was determined that the meeting should be scheduled during the first week of November, preferably at the Greenfield Grille.

Waiver of Repayment - Stanley Cleveland retired from the Town of Orange on 1/31/1989. His retirement benefit was adjusted in 2002 when PERAC issued new regulations for calculating the veteran's allowance. This calculation and new regular amount was calculated correctly but a small retro-amount that should have been paid for only one month continued for some years creating an over payment totaling \$595.98. Mr. Cleveland passed away January, 2009. The monthly overage was corrected and Mrs. Cleveland has been receiving the appropriate Option C survivor benefit. She has requested in writing that the Board waive the repayment of the overpaid benefit.

On a motion by D. Gendron and a second by H. Sanderson, the Board unanimously agreed to accept the request from Charlotte Cleveland, survivor of Stanley, to waive the repayment of benefits overpaid Stanley Cleveland in the amount of \$595.98.

Deductions from members earning less than \$5000 - Legislation effective July 1, 2009, eliminated the accrual of creditable service for members earning less than \$5000 annually. PERAC instructions were clear in that these members must contribute to an alternative source – social security or OBRA. M. Sacco, Board Attorney agreed that contributions to FRRS should stop for all members earning less than \$5000. FRRS unit treasurers were informed and deductions stopped accordingly.

In January, 2010, PERAC reversed their opinion based on c.32, §22(1)(b). The Board discussed the issue and, based on their attorney's opinion,

On a motion by H. Sanderson and a second by M. Stokarski, the Board voted unanimously to accept the opinion of it's attorney and not take contributions from members earning less than \$5000.00 annually unless the member holds a position that meets all of the other membership supplemental regulations and earns a minimum of \$5000.00 in at least one other eligible position.

Staff Cola for 2011 - As written in the personnel policy, the staff cola for 2011 was determined by using the average of the CPI reported monthly inflation rates from July '09 through June '10.

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board approved a staff cola increase of 1.34%, effective January 1, 2010. by majority vote with H. Sanderson opposed.

Direct Deposit Exceptions - In 2009 the Board mandated that all benefits for new retirees must be in the form of a direct deposit, not a check. The Board clarified at this meeting that staff has the discretion to issue a check in place of a direct deposit if it appears to be a temporary solution to a retiree request; the goal being to promote adherence to the rule but to also be accommodating.

Creditable Service for call fire department officers – the Board was asked to determine whether call fire department officers other than the chief, that are receiving a stipend in addition to call-in pay, should be accruing creditable service at a rate other than the hourly determination per the Board's supplemental regulation.

Motion by P. Mokrzecki and a second by D. Gendron, that officers of a call fire department that might be receiving a stipend, other than the chief, accrue creditable service hourly based on the hourly rate paid to

such fireman or on a rate equal to two times the Massachusetts Minimum Wage if an hourly rate is not available. MOTION TABLED until additional information, such as job descriptions, are available for review.

Comptime – Exempt versus Non-Exempt – the Board reviewed an opinion provided by Attorney Sacco and voted the following:

Motion by D. Gendron and a second by M. Stokarski, that the position of Executive Director is an exempt position and that the positions of Assistant Director, Member Services Accountant, and Administrative Assistant are all non-exempt positions.

Motion to amend by P. Mokrzecki, with a second by D. Gendron that the position of Assistant Director be voted on separately from the rest of the staff positions. Amended Motion denied by majority with P. Mokrzecki in favor.

Original motion approved by a majority vote with P. Mokrzecki opposed.

It was also requested that opinion be sought from Michael Sacco as to whether or not the board should require new employees to sign an agreement to receiving compensatory time instead of money when earning overtime.

Preliminary Budget for 2011 – the draft budget will be presented again at the next meeting with lines added for accrued vacation leave, compensatory time for non-exempt personnel, and sick leave.

Fall MACRS meeting - The Board was reminded that the meeting will be held in Springfield from October 17th-20th and that they should let Dale know if they wish to attend.

#### 2010 Actuarial Valuation

Larry Stone and Kevin O' Connor joined the meeting at 10:10 am to review the assumptions, methods and preliminary results of the January 1, 2010 Actuarial Study. The Board requested additional results based on the following assumptions: Interest Rate from 8% to 7.875% and the salary assumption from 4.75 to 4.5% and another at 4.25%. The results will include any changes to the COLA base approved by the Board.

Paul Mokrzecki left the meeting at 11:38.

#### Increase in Retiree's COLA base –

On a motion by D. Gendron and a second by M. Stokarski, the Board unanimously agreed to increase the Retiree's COLA base by \$1,000 (making it \$13,000) effective July 1, 2011.

#### Personnel Policy Refinements

The three items – sick bank, retirees insurance, and long-term disability were not discussed and were continued to the next meeting except that brief discussion about creating a "Sick Bank" indicated interest in keeping it simple by allowing donations of sick time between staff – with no elaborate approval and tracking system. Wording for policy will be drafted and presented at the next board meeting.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

JULY 27, 2010

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:33 AM by Board Chair, Sandra Hanks with Board Members Herb Sanderson, David Gendron and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the special meeting held on June 22, 2010 and the special meeting held on July 21, 2010.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$472,200.08
Refunds warrant in the amount of	\$75.46
Transfer warrant in the amount of	\$97,494.01
Bills warrant in the amount of	\$60,021.81
For a total of:	\$629,791.36

#### New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the existing members as follows:

Existing Members	UNIT	DATE
Buntin, Cathleen O.	BUC	6/3/10

#### New Retirees:

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted unanimously to approve the following retirements:

Eddy, Robert – PERAC approval has been received for a Superannuation Option C benefit effective 4/30/2010. Mr. Eddy served the Town of Bernardston for 16 years, plus an additional 3 years, 11 months creditable service purchased for his active duty in the military. He was elected to the Board of Health.

McNay, Pauline – PERAC approval has been received for a Superannuation Option B benefit effective 6/30/2010. Ms. McNay has a total of 26.0833 years creditable service as a nurse in the Mohawk Trail Regional School District and the Hampshire County Hospital. Hampshire Regional Retirement holds liability for 4 years, 7 months of the total service.

Miller, Arnold – PERAC approval has been received for a Superannuation Option A benefit effective 6/30/2010. Mr. Miller has a total of 12. years, 3 months creditable service as a groundskeeper in the Mohawk Trail Regional School District.

Stockwell, Carol – PERAC approval has been received for a Superannuation Option A benefit effective 6/30/2010. Ms. Stockwell most recently worked as a library media aide for the Ralph C. Mahar Regional School District. She has 26 years, 5 months creditable service.

Snow, Kenneth – PERAC approval has been received for a Superannuation Option C benefit effective 6/30/2010. Mr. Snow worked as a custodian for the Mohawk Trail Regional School District. He has 10 years creditable service.

Buy Backs and Make-ups:

On a motion by M. Stokarski and a second by D. Gendron, the Board voted unanimously to approve the following buybacks and make-ups:

Burnett, Mary Anne – current member in the Town of Orange has requested a make-up of creditable service for non-membership time, and time when she was erroneously omitted from membership.

9/1/1985-6/30/1986 substitute cafeteria worker - 117 hours

9/1/1986-6/30/1987 regular part-time cafeteria worker – 595.13 hours

total hours: 712.13 = 4 months, 12 days = 5 months, 8 days on a 12-month basis

9/1/1987-6/30/1988 met new rules for membership eligibility – full time service

= 1 year on a 12-month basis

Total creditable service is 1 year, 5 months, 8 days for a total cost of \$1,081.67 if paid by 8/31/2010 otherwise interest will accrue as allowed by law.

General Business:

1) Appoint election officer –

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to appoint Executive Director Dale Kowacki as the election officer for the election process of the elected fourth member of the Board.

2) On a motion by H. Sanderson and a second by M. Stokarski, the Board voted unanimously to add the following items to the regular monthly meeting agenda:

Visitors – 8:45 to 9:00 am (during signing of minutes)

New Business – after General Business

Investment Managers

9:00 am, Greg McNeillie, VP, Dahab Associates, joined the meeting for the custody bank discussion.

Custodial Bank - The current custodian, State Street Bank has decided that the Board's accounts must be moved from the Wealth Management division to the institutional services division. Although some additional services are available, the increase in the fees is significant enough to cause the Board to review its options. An RFP was sent out on June 14th to 7 banks. It included a recent statement from State Street and asked for online access, custom reporting options, and a fee schedule. We received five responses including State Street Bank, Wells Fargo, TDBank, BNY, and Comerica. The Board reviewed the proposals and discussed the service fees.

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to enter into an agreement for custodial bank services with Comerica Bank.

9:30 am – Rothschild – Mary Jane Cullinen and Mark Deggenhart joined the meeting for the annual review of the Rothschild portfolio's performance.

10:00 am - Brooke Anderson, IR&M representative joined the meeting to discuss the performance of the fixed income portfolio.

David Gendron left the meeting at 10:50

Transfer of funds from money market to investments –

The appropriation payments for the 1st half of FY11, due 7/1/2010, have been paid, with just over half of the units choosing to make full payment now. The Board discussed the transfer of these funds to investments with Greg McNeillie. Greg suggested that it was time to increase the investment in Real Estate but prefers the PRIT Real Estate option over increasing the investment with Prudential, as PRIT has greater liquidity options. The asset allocation for real estate is currently 5% and, as of 6/30/2010, Prudential is underweighted at 3.4% or about \$1.2 million. It was decided to reduce the target allocation for Prudential to 2.5% and add the PRIT R.E. fund for a target of 2.5%. Actual allocations may be different as the market adjusts.

On a motion by M. Stokarski and a second by H. Sanderson, the Board voted unanimously, and on the advice of it's consultant, to transfer \$1,350,000 to the PRIT Core fund and \$1,200,000 to PRIT to initiate an investment into the Real Estate option.

## FRANKLIN REGIONAL RETIREMENT SYSTEM SPECIAL BOARD MEETING

JULY 21, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Office of the Town Clerk, Town of Deerfield, 8 Conway Street, Deerfield MA., on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board members Mary Stokarski, Herbert Sanderson and David Gendron present. Also present was Executive Director Dale Kowacki.

### Appointment of Fifth Member of the Board

Paul Mokrzecki, the 5th member, was re-appointed to a 3 year term by the other four Board members at the March meeting. PERAC, in a letter dated April 30, 2010 regarding discoveries in their work with the Essex Regional Retirement System, has instructed that the term should be 5 years to be consistent with other Boards.

On a motion by D. Gendron and a second by M. Stokarski, the other four members of the Board, voted unanimously to reappoint Paul Mokrzecki to the 5th position on the Board for a five-year term from July 1, 2010 through June 30, 2015.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JUNE 29, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board members Herb Sanderson, Paul Mokrzecki. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on May 25, 2010.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$460,333.63
Refunds warrant in the amount of	\$35,873.04
Transfer warrant in the amount of	\$107,211.00
Bills warrant in the amount of	\$318,294.46
For a total of:	\$921,712.13

New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

New Members:	UNIT	DATE
Larose, Alyssa R.	FRG	06/12/2010

Existing Members

Mousseau, Stacey L.	MHR	05/17/2010
---------------------	-----	------------

New Retirees:

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board voted unanimously to approve the following retirement:

Calisewski, Richard – PERAC approval has been received for a Superannuation Option C retirement, effective 3/31/2010. Mr. Calisewski served as the building inspector in the Town of Deerfield and also had service on the Selectboard and Board of Health. MTRB holds an additional 1 year, 3 months of service for this member.

Buy Backs and Make-ups:

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to approve the following buybacks and make-ups:

David W. Hastings – current member with the Town of Gill has requested a make-up of time worked prior to enrollment in the system. He worked for the Franklin County House of Corrections from 06/01/1986 – 02/28/1987 Total creditable service allowed is 8 months, 19 days at a cost of \$2,534.72 if paid by July 31, 2010. Interest will begin to accrue on any unpaid balance beginning July 1, 2010 at a rate allowable by law.

Elaine Guertin – current member in the Town of Orange, School Department has requested a buyback of a refund taken 8/31/1983. The refund was for \$5,304.84 for service between 8/7/1972 and 8/28/1981 as follows:

- 8/7/1972 – 6/30/78 – Clerk of Courts, County Employment – 5y, 10m, 23d
- 7/1/1978 – 1/04/1980 – Clerk of Courts, State Employment – 1y, 6m, 4d
- 1/5/1980 – 8/28/1981 – Clerk of Courts, County Employment – 1y,7m, 24d

Total amount of redeposit is \$15,201.65 if paid by July 31, 2010 otherwise interest will continue to accrue as allowed by law. Total creditable service is 9 years, 0 months, 21 days.

Deaths

The following retiree and beneficiary deaths were reported to the Board:

LaClaire, Oliver died on 5/1/10 at age 83. He was a Head Custodian at the Franklin County Court House and retired on 11/30/90 with a Superannuation Option A benefit.

Parra, Mary – Option C beneficiary of Erasmus Parra died 2/4/10. Mr. Parra will pop-up to Option A benefit upon PERAC approval.

Welcome, Gertrude – Option C beneficiary of retiree Clifford Welcome died 2/5/10. Mr. Welcome popped-up to Option A with a monthly benefit increase from \$924.24 to \$1,133.53.

Wing, Kenneth died on 6/10/10 at age 79. He worked for the Town of Wendell and then the Town of Leverett, both as Dump Superintendent, and retired on 2/26/93 with a Superannuation Option B benefit.

#### General Business:

1) PERAC MEMO – appointment of 5th member for 5 year term - This issue requires a vote of the full Board and has been tabled until the July meeting.

Paul Mokrzecki, the 5th member was re-appointed to a 3 year term by the other four Board members at the March meeting. PERAC has instructed that the term should be 5 years, to be consistent with other Boards and the law. This item will be on the July agenda when a full Board is available to make the appointment.

2) Disability Non-compliance hearings – three disability retirees were tagged by PERAC for non-compliance of reporting earnings. This Board is required to notify each retiree that they have a right to a hearing before the benefits are terminated. Of the three listed:

Joseph Luce – deceased – PERAC informed.

Karen Sall – determined that compliance requirements were met. Benefit will not be terminated.

Evelyn Stacy - has been in non-compliance for three years and did not respond to the current notification. Her benefits will not be reinstated until she is in full compliance for past and current years.

3) PRIT paperwork to update -

The Massachusetts Pension Reserves Investment Management Board requires an updated 'Letter of Incumbency' that lists the Board members with their signature. This letter was presented to all Board members present for signature and others will be asked to sign at the next meeting

4) MTRB 3(8)(c) liability questions –

After review of the 2006 MTRB 3(8)(c) invoice, it was determined that this Board did not accept/was not asked to accept liability for non-membership service for two 1990 retirees on the list. The current and future liability was removed from the invoice with MTRB agreement and FRRS determined a re-bate for prior year payments. MTRB disagrees with the prior year rebate.

On a motion by H. Sanderson, and a second by P. Mokrzecki, the Board moved that Attorney Sacco should notify MTRB in writing that FRRS will not reimburse MTRB for the past liability for R. Dacey and L. Delaney, until proof can be found of this Board's liability for the FRRS non-membership service, purchased through MTRB, prior to their retirements.

Other items on the agenda were set aside for future meetings.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
SPECIAL BOARD MEETING

JUNE 22, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board members Mary Stokarski, Herbert Sanderson and David Gendron present. Also present was Executive Director Dale Kowacki.

#### Buccaroni Disability – DALA Appeal – Should Board Appeal DALA Decision

Based on the report from the PERAC medical panel, the Board had denied a disability retirement to Jimmy Buccaroni, which Mr. Buccaroni appealed to DALA. On June 10, 2010, DALA Magistrate Luick issued a remand of the case back to the medical panel with orders to re-examine certain issues and report again.

The Board had 15 days from the date of the decision to file objections to the DALA decision if it so chose. Board counsel, Michael Sacco recommended that the Board not file objections.

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to not file objections to the DALA decision on the Buccaroni case.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

MAY 25, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:35 AM by Board Chair, Sandra Hanks with Board members Herb Sanderson, Paul Mokrzecki, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on April 20, 2010.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$458,528.49
Refunds warrant in the amount of	\$72,569.93
Transfer warrant in the amount of	\$2,000.92
Bills warrant in the amount of	\$49,731.59
For a total of:	\$582,830.93

#### Cash Transfer between Investments and Bank

On a motion made P. Mokrzecki and second by D. Gendron, the Board voted unanimously to transfer \$400,000 from Income Research & Management to TDBank to cover June warrants.

#### New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve new and existing members as follows:



New Members:	UNIT	DATE
Durant, Sherri-Lee	FRN	3/29/10
Jason, Sues'Anne	PNR	4/26/10
Tandy, Kyrra L.	FRT	4/26/10
Thomas, Sarah A.	SND	3/29/10

Existing Members  
None

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to accept the following buybacks and make-ups as follows:

Accept Liability for Buybacks through other Systems:

Engle, Carolyn A. – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 2 years, 10 months on a ten-month, school-year basis, which is equivalent to 3 years on a twelve-month basis, upon payment to MTRS for refund of contributions given 1/31/1995 for \$1,496.75 for service with Mohawk Trail Regional School District from 09/10/1991 to 06/1994.

Maloney, Catherine – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 5 months, 26 days on a ten-month, school-year basis, which is equivalent to 7 months, 1 day on a twelve-month basis, upon payment to MTRS for refund of contributions given 02/23/1979 for \$244.12 for service with the Town of Deerfield elementary school from 09/01/1978 to 02/26/1979.

Hartzler, Scott – Falmouth Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 6 days, upon payment to Falmouth Retirement System for refund of contributions given 10/31/1996 for \$21.76 for service with the Town of Erving Police Department from 07/01/1991 to 10/31/1991.

Buy Backs and Make-ups:

Abramson, Wendolyn – current member in the Pioneer Valley Regional School District has requested a make-up of time worked prior to enrollment in the system. She was a part-time librarian aide from 3/3/1997 – 6/30/1998 and then began as a full-time librarian aide on 9/1/1998. Information provided indicates that she was eligible for membership as early as 9/1/1998, but was not enrolled due to administrative error until 6/01/2007. She will get 12 months for each full school-year. Total creditable service allowed is 9 years, 4 days at a cost of \$9,986.39 if paid by June 30, 2010. Interest will begin to accrue on any unpaid balance beginning July 1, 2010 at a rate allowable by law.

Black, Maureen – current member in the Erving Elementary Schools, has requested a make-up of time worked prior to enrollment in the system. She was hired as an aide on 2/15/1972 and worked full-time through December 1976 before she was enrolled in the system effective January 1, 1977. It appears that Ms. Black was erroneously omitted from membership. Creditable service allowable would be full-time service equal to 4 years, 5 months, 12 days for the amount of deductions only. Total purchase price if paid in full by June 30, 2010 is \$807.46. Interest will begin to accrue on any unpaid balance beginning July 1, 2010 at a rate allowable by law.

General Business:

1) PERAC MEMO – appointment of 5th member for 5 year term

Paul Mokrzecki, the 5th member was re-appointed to a 3 year term by the other four Board members at the March meeting. PERAC has instructed that the term should be 5 years, to be consistent with other Boards and the law. This item will be on the June agenda when a full Board is available to make the appointment.

2) Long-term Disability – Dale presented the Board with the idea that Long Term Disability Insurance be considered as a board-funded benefit, or partially funded, to make-up for sick leave lost after the maximum accrual is reached. It is scheduled to be discussed at the June Board meeting.

3) Possible change in custodial bank – Susan informed the Board that State Street Bank will be moving the custodial accounts from the Wealth Management Division to the Institutional Support Division within 90 days. The upside is that the I.S. division would be able to provide year end reports in PERAC format, but the downside would be that the fees associated with the change would be a minimum of \$30,000 annually, versus the current fee level of approximately \$16,000. Staff is gathering options and pricing for services from other financial institutions.

4) Investment managers –

9:02 – Greg McNeillie, Vice President, Dahab Consultants reviewed the Board's 1st quarter investment results and discussed which manager was the preferred source for the \$400,000 withdrawal needed for the June warrants. He also stated that typical custodial fees are typically about 10 bp.

9:35 Eric Sabol, Client Service Representative from Prudential provided a PRISA performance review and general outlook for the coming year.

10:00 – Mariko Gordon, CEO of Daruma and Patricia Clarkson, Client Service and Consultant Relations presented a review of Daruma performance over the past year and introduced their work on a Small to Mid Cap portfolio that they expect to market within a year.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

APRIL 20, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board members Herb Sanderson, Paul Mokrzecki, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the minutes of the regular meeting held on March 30, 2010.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$460,412.35
Refunds warrant in the amount of	\$11,812.58
Transfer warrant in the amount of	\$15,061.25
Bills warrant in the amount of	\$60,610.73
For a total of:	\$547,896.91

Cash Transfer between Investments and Bank

On a motion made P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to transfer \$200,000 from Daruma to TDBank to cover May warrants.

New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

New Members:	UNIT	DATE
Beaulier, Ellen M.	OGE	3/03/10
Patterson, Dennis J.	SDW	3/29/10
Staelens, Samantha M.	DER	3/22/10
Sweet, Ronald G.	CON	3/22/10

Existing Members – Different Units:

None

New Retirees:

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the following retirees:

Slaunwhite, Donald – PERAC approval has been received for a Superannuation Option A retirement benefit effective March 3, 2010. Mr. Slaunwhite worked as a Custodian for the Hawlemont Regional School District from May 5, 1970 through August 30, 1979. He has 9 years, 3 months of creditable service

## General Business:

### 1) Clear (release) executive Session minutes from prior year(s)

On a motion made by H. Sanderson and second by P. Mokrzecki, on the advice of counsel, the Board voted unanimously to release minutes of Executive Session meetings held on the following dates:

December 14, 2007, May 13, 2008, June 30, 2008, May 12, 2009, June 30, 2009.

### 2) Adjust budget to new PERAC standards

On a motion by M. Stokarski and a second by H. Sanderson, the Board voted unanimously to approve the 2010 budget adjusted to PERAC standards for new account numbers and the division of budget line items previously combined.

Note: The grand total of the 2010 Budget did not change.

### 3) Further Review of Personnel Policy

#### Particulars regarding compensatory time

On a motion by P. Mokrzecki and a second by M. Stokarski the Board voted unanimously to obtain legal advice in regard to the discussion of compensatory time, and exempt vs. non-exempt employees.

#### Various aspects of sick leave

On a motion by H. Sanderson and a second by M. Stokarski the Board voted unanimously update to the Sick Leave section, effective immediately, to include the following statement, " Sick leave accrual will be capped at 675 hours (based on 37.5 hours per week) with the cap for part-time employees, working less than 37.5 hours per week, to be prorated based on the percentage worked relative to 37.5 hours per week."

On a motion by H. Sanderson and a second by M. Stokarski the Board voted unanimously update to the Sick Leave section, effective immediately, to include the following statement, "The Board will pay unused sick leave upon separation of service at a rate of .20 of the accrued sick leave providing the employee has a minimum of 10 years consecutive service with FRRS."

### 4) Travel Policy re: Family Expenses

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to expand the travel policy section of the personnel policy, to include the following, "Board members and Board Staff are responsible for all expenses related to family members when they join on a business trip."

## Projects Reports:

Website – Dale showed the Board the front page of the new website for Franklin Regional Retirement System. Additional pages will be added soon.

Susan and Mary Stokarski are working on a date for a presentation to members in Deerfield and surrounding towns.

MACRS Cape Conference – A training program will be held this year on Saturday and Sunday, June 5th and 6th immediately prior to the start of the conference. Dale will be presenting a session on Pre-Retirement Counseling.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

MARCH 30, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:33 AM by Board Chair, Sandra Hanks with Board members Herb Sanderson, Paul Mokrzecki, David Gendron, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on February 23, 2010 and the special meeting held on February 23, 2010.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$464,139.46
Refunds warrant in the amount of	\$10,051.59
Transfer warrant in the amount of	\$12,104.68
Bills warrant in the amount of	\$43,475.04
For a total of:	\$529,770.77

Cash Transfer between Investments and Bank

On a motion made D. Gendron and second by P. Mokrzecki, the Board voted unanimously to transfer \$141,000 from Daruma to TDBank to cover April warrants.

Essex Regional Issues

While the Board members were signing warrants and minutes, staff briefed them on the issues with the Essex Regional Retirement System. Of particular note was the firing of the CEO. It was recommended that the Board members visit the PERAC website and read the PERAC audit of Essex.

New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve new and existing members as follows:

New Members:	UNIT	DATE
Hamilton, Jamie L.	DER	3/05/10
Law, Christopher D.	DER	3/22/10
Mitchell, Glenn D.	OGE	2/22/10
Seavey, Todd O.	FCH	2/08/10
Stone, Jason A.	CON	3/10/10

Existing Members – Different Units:

None

New Retirees:

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the following retirees:

Shepard, Joyce – PERAC approval has been received for a Superannuation Option A retirement benefit effective January 21, 2010. Ms. Shepard worked in the cafeteria of the Northfield Elementary School and in the Town Library. She has 12 years, 1 month of creditable service.

McKay, Ellen – PERAC approval has been received for a Superannuation Option C retirement benefit effective February 24, 2010. Ms. McKay worked as the Treasurer and Tax Collector in Shutesbury over the years, had some service with Mass Teachers back in the 1960's, some service with the State in the 70's and 80's, and from 2000 to 2003 worked as the Treasurer in Southbridge and worked as the Treasurer in Boylston from 2003, each concurrent with her service in Shutesbury, until her retirement in August 2009. She has been reappointed, after retiring, as the Tax Collector in Shutesbury and intends to continue. She has 36 years, 9 months of creditable service.

Lyons, James – PERAC approval is in process for a Superannuation Option C retirement benefit effective December 31, 2009. Mr. Lyons served as a Selectman in Leverett as well as a Police Sergeant. He has 16 years of creditable service. He also worked for UMASS as a manager in police operations from 1999 to 2003, and it is that position that yields his three highest salary years in the benefit calculation. It had taken some effort to get a good explanation from UMASS on some variances in his payroll records, which we finally received and submitted to PERAC a week and half ago, but because he has been waiting since December, we put him on the retirees' payroll warrant for March.

## Deaths

Staff reported the following deaths of current retirees:

Frank G. Turner – Died on March 6, 2010 at the age of 79 years. He retired on December 21, 1988 from Buckland where he worked as the superintendent in the highway department for over 33 years starting on July 21, 1955. He was an Option B retiree, but given the length of his retirement, there is no balance remaining in his annuity account for payout to a beneficiary.

Marcella Lively – Died on March 23, 2010 at the age of 73 years. She retired on February 11, 2002 from Heath where she worked as the postal clerk in the Heath Post Office for over 20 years starting on November 30, 1981. She was an Option A retiree and there are no survivor benefits.

## General Business:

### 1) Annual Report

On a motion by D. Gendron and a second by H. Sanderson, the Board voted unanimously to accept the Annual Report for 2009 as presented.

The Annual Report was signed by all Board members and will be mailed to PERAC and Unit Treasurers.

### 2) Ethics Test Certifications

Board members were reminded that they must submit the certification of completion for the Ethics Test as required by April 2nd. All staff have completed the test successfully.

### 3) Appointment of 5th member to the Board

Paul Mokrzecki currently serves as the 5th member of the Board. The term for this position, appointed by the other four Board Members, expires on June 30th 2010. Paul confirmed his wish to continue in the position and,

On a motion by D. Gendron and a second by M. Stokarski, the Board, voted unanimously to reappoint Paul Mokrzecki to the 5th position on the Board for a three year term beginning July 1, 2010 through June 30, 2013.

Paul Mokrzecki recused himself from voting on the above motion.

#### 4) Review of the Personnel Policy –

Several changes were made to the format of the policy including adding a Table of Contents and moving various items to alternative subject areas that made more sense in terms of the content. Other items were added, deleted or re-written as noted in the following vote:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to accept the following changes to the personnel policy, effective immediately (of the personnel policy to be included in its entirety as addendum to the minutes):

A. Who to call when employee will not be at work due to illness.

The “Hazardous Weather” procedures were moved from the “Employee Benefits” section on page 17/18 to “Administrative Policies and Procedures” section on page 2.

These items: Maintenance of Work Areas, Smoking Policy, Personal Appearance, etc., were moved from “Employees Benefits” section to the “Administrative Policies and Procedures” section on page 3.

Update the two addresses in the Sexual Harassment section

Updates as recommended by Attorney Sacco to the “Discipline and Termination” section.

Update the “Travel Reimbursement” section by adding the phrase “or Board staff”.

All these items were moved from “Miscellaneous Issues”: holidays, vacations, etc., to “Employee Benefits”, and the “Miscellaneous Issues” heading has been eliminated.

The section about the “Personal use of Fax . . . “ was re-worded without compromising the intent and moved from ‘Employee Benefits’ to ‘Administrative Policies and Procedures’.

The sentence: “Please limit visits from personal guests as well.” seemed out of place with the policy about equipment so we gave it its own location so it would be seen.

Addition of the following policy for responding to ‘after hours’ alarm system call in the Compensatory Time section, “Anybody called to the office for the alarm system ringing after regular work hours will be compensated for a minimum of 3 hours compensatory time..”

#### Projects Reports:

Funding Presentations – on March 11, 2010 the folks from the FRCOG and I presented an Info session for towns regarding services and financing from at the Greenfield High School auditorium. Attendance was light but the response was appreciative. I will be exploring more efficient avenues to get the information out. Perhaps posting a video on YouTube.

Treasurer Proxies on the Advisory Council – The subcommittee put together some proposed additions and amendments to the council by-laws for the November Council meeting. However, there is some concern that, if and when the changes are shared with PERAC, PERAC might disapprove.

Travel – Dale to Citizens’ Legislative Seminar – I was on the outskirts of Boston when I learned that two staff members were out sick so I turned around and came back to the office.

Internet workshops – I have attended the first two of a six-week series of workshops focused on using the various social network tools on the internet to connect with people. see enclosed newspaper notice Rosenberg Conference in Northampton on Saturday, March 27, 2010. Dale is going, and so is the Governor.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
SPECIAL BOARD MEETING

FEBRUARY 23, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:35 AM by Board Chair, Sandra Hanks with Board members Mary Stokarski, Paul Mokrzecki and David Gendron present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Dale presented an analysis and observations comparing social security cost of living increases versus cost of living increases for Franklin Regional Retirement pensioners. The result of the analysis showed that as a group, due to the limit of COLA on the first \$12,000 of a pension, FRRS retirees lag far behind Social Security when it comes to the COLA. Therefore, FRRS needs to do the 3% COLA every year just to keep from falling further behind Social Security.

The Board was presented with a letter from the Town Administrator of Whately regarding their selectboard's opposition to the retiree COLA this year.

Retirees COLA for July 1, 2010

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve a 3% Cost of Living Allowance on the first \$12,000 of the total pension allowance for all eligible retirees effective 7/1/2010.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

FEBRUARY 23, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:47 AM by Board Chair, Sandra Hanks with Board members Mary Stokarski, Paul Mokrzecki and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on January 26, 2010.

Payroll, Refunds, Transfers and Bills Warrants



On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$455,733.13
Refunds warrant in the amount of	\$9,106.82
Transfer warrant in the amount of	\$115,307.31
January 2010 bills warrant in the amount of	203,737.85
2009 bills warrant in the amount of	\$13,909.66
For a total of:	\$797,794.77

Cash Transfer between Investments and Bank

On a motion made M. Stokarski and second by D. Gendron, the Board voted unanimously to transfer \$360,000 from Daruma to TDBank to cover March warrants.

New Members

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve new and existing members as follows:

New Members:	UNIT	DATE
Best, Nathaniel W.	FCH	1/19/2010
Crossman, Leonard Jr.	NTD	1/11/2010
Purington, Raymond E.	GIL	1/19/2010

Existing Members – Different Units:

Allis, Carol S.	LEV	9/01/2009
Purington, Donald J.	COL	10/9/2009

General Business:

1) Reallocation of last year's budget line Items

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve a transfer of \$19,271.60 from the 2009 Management Fees budget line to the 2009 Legal Budget Line, and a transfer of \$2,750.25 from the 2009 Management Fees budget line to the 2009 Custodial Fees Budget Line to adjust for deficits.

2) March Review of Personnel Policy – the Personnel Policy was given to Board members in preparation for a discussion on possible updates at the March meeting.

3) Travel – Dale to Citizens' Legislative Seminar

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the travel and expenses for Dale Kowacki to attend the Citizen's Legislative Seminar at the Massachusetts State House on March 22 and 23, 2010.

4) MEGA Annual Meeting – This is an annual meeting offered by the worker's compensation insurance carrier. None of the Board members are available to attend the 3/10/2010 meeting.

Projects Reports:

Funding Presentations – Dale will be joining with FRCOG to hold an Info session for towns regarding services and financing on March 11, 2010 from 7-9:00 pm in the Greenfield High School auditorium. Selectboards, Town Administrators, and Finance Committees are the audience.

Treasurer Proxies on the Advisory Council – subcommittee has met for a second time and put together some proposed additions and amendments to the council by-laws for the November meeting. March 17, 2010 at 9:00 am will likely be the last meeting of the subcommittee.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JANUARY 26, 2010

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson, Mary Stokarski, and David Gendron present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Greg McNeillie, from DAHAB Consultants

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on December 22, 2009.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$458,805.91
Refunds warrant in the amount of \$1,603.67	
January 2010 bills warrant in the amount of	\$81,835.24
2009 bills warrant in the amount of	\$43,169.25
For a total of:	\$585,414.07

### New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
Mankowsky, Michael J.	NTD	12/09/09
Miner, John P.	GIL	10/26/09
Von Haugg, Lynette A.	PNR	01/04/10

### New Retirees

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following retirees:

Briggs, Wayne – PERAC approval has been received for a Superannuation Option B retirement benefit effective December 1, 2009. Mr. Briggs was serving as the Construction Supervisor at the Franklin Regional Housing and Redevelopment Authority for 9 years, 9 months and an additional 2 years, 1 month of liability held by State Retirement Board.

Noel, Donna – PERAC approval has been received for a Superannuation Option B retirement benefit effective December 31, 2009. Ms. Noel was serving as a Secretary at the Pioneer Valley Regional School District for 16 years, 5 months.

Beaubien, Robert – PERAC approval has been received for a Superannuation Option A retirement benefit effective November 30, 2009. Mr. Beaubien was serving as Truck Driver/Laborer with the Town of Northfield for 20 years.

P. Mokrzecki joined the meeting at 8:42 am

Disability Retirements:

On a motion made by M. Stokarski and second by D. Gendron, the Board, on the recommendation of its attorney, voted unanimously to approve an Ordinary Disability retirement of John Tatro noting the PERAC medical panel has determined that Mr. Tatro is incapable of performing the essential duties of his job and that the incapacity is likely to be permanent.

Accept Liability for Buybacks through other Systems

Kamansky, Jeanne – In verifying a September 11, 2009 liability letter from PERAC regarding this person's retirement, the following issue came to light:

In October, 1997, a letter was sent to Hampshire County Regional Retirement System stating the FRRS board "is willing to accept" liability for 9 years of creditable service for this person, for time served in Leverett as a tax collector and school employee beginning January 1, 1975 (appointed in Leverett and later elected) through the end of 1983. It has recently been discovered that Ms. Kamansky's elected work ended June 30, 1981 and her school work ended September, 1983. The correct liability of the FRRS is 8 years, 9 months creditable service. A letter has been sent to PERAC requesting a recalculation of FRRS's liability. It is interesting to note that the board voted in September of 1987 to accept 6 years, but there is no record in the board's minutes of a vote to accept 9 years. It seems appropriate for the board to vote the correct amount.

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to accept 8 years, 9 months liability for Jeanne Kamansky, for a make-up of service through the Hampshire County Retirement Board. Service was in the Town of Leverett beginning January 1, 1975 through September 30, 1983.

Buy Backs and Make-ups:

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to accept the following buybacks and make-ups:

Chase, Maryanne – current member with the Mahar Regional School District, has requested a make-up of service for time worked prior to enrollment. Ms. Chase was a substitute in the cafeteria. Actual hours worked between 11/12/1987 and 2/4/1988 equal 1 months, 13 days of creditable service at a cost of \$213.46 if paid by February 28, 2010 otherwise interest will accrue as allowed by law.

Donald M. Scott – current member with the Frontier Regional School District has requested a re-approval and interest update for a buyback originally calculated in March 1994. Hampden County will accept 5 years of creditable service for time worked as the Town Accountant in the Town of East Longmeadow from April 26, 1982 to April 25, 1987. If paid by February 28, 2010, the cost is \$23,171.18, otherwise interest will accrue as allowed by law.

Sally Zimmerman – Current member with the Pioneer Valley Regional School District has requested a re-approval and interest update for a buyback originally calculated in August of 2003 of a refund from the State Retirement for time worked at the Department of Motor Vehicles from September 5, 1972 to October 1, 1976. State Retirement will accept 4 years, 27 days of creditable service upon payment of the

full refund plus interest. Total cost is \$5,035.81 if paid by February 28, 2010; otherwise, interest will accrue as allowed by law.

Sally Zimmerman – same person as above has requested a make-up of creditable service for time served as an elected Town Clerk with the Town of Leyden from June 2, 1978 to June 12, 1979 and time served as a Kindergarten Aide with the Pioneer Valley Regional School District from September 1, 1987 to June 30, 1988. Total creditable service allowed is 1 year, 3 months, 20 days for a cost of \$694.24 if paid by February 28, 2010; otherwise, interest will accrue as allowed by law.

## Deaths

Staff reported the following retiree deaths:

Wendell Eaton died on 12/22/09 at age 77. He worked as a bus driver at Mohawk and retired on May 15, 2009 with a Superannuation Option C benefit. His wife Janet is his beneficiary and is now receiving an allowance.

Joseph H. Luce died on 1/15/10 at age 69. He worked as a laborer in the highway department for the Town of Orange and retired on December 1, 1993 with an Accidental Disability Superannuation Option A benefit.

## General Business:

1) Travel approval for MACRS conferences

On a motion by M. Stokarski and a second by D. Gendron, the Board voted unanimously to approve staff and board travel to the MACRS conferences in June 2010 and Fall 2010

2) Vote Retirees COLA for July 1

The COLA which any retirement system may grant, pursuant to C.32, §103(c) and effective July 1, 2010 will be 0.0% unless the Board elects to increase this percentage at a duly called meeting pursuant to c. 32, §103(i). Proper notice has been sent to the legislative body of each of the member units noting that this subject will be discussed, with the possibility of a Board vote on February 23, 2010 at 8:30 am.

3) Ethics Compliance – Appoint a Liaison

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to appoint Dale Kowacki, Executive Director as the Municipal Liaison to the Ethics Commission.

4) Assessment Prepays

Jim Lamenzo, Chief Actuary, PERAC, has approved appropriation amounts that units could pay in-full on July 1, 2010, if they chose, thereby paying a total amount that is less than the sum of the two semiannual amounts, by the interest added to the second semiannual payment.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to offer units a discount if assessments are paid in full on July 1st.

5) Investment managers –

9:10 - Greg McNeillie, Vice President, Dahab Consultants reviewed the Board's 4th quarter investment results. Greg stated that Rothschild should improve in performance as compared to the benchmark as the mid-cap universe stabilizes (in 2010?). Greg also stated that it is not yet time to reallocate by taking from equities and moving it to fixed income. Wait for fixed income to hit bottom. And it also is not time to add to our real estate (Prudential, PRIT, or otherwise).

Greg has the board's okay to make an internal adjustment to his allocation spreadsheet by increasing the target allocation to IR&M from 12.5% to 13.5%, and decreasing Prudential's target allocation from 5% to 4%. The purpose is to adjust/react to PRIT's change in allocation in that same area.

The Board voted to transfer cash from TDBank to PRIT and IR&M with the following vote.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to transfer \$1,225,000 from the TDBank money market account to the PRIT Core Fund, and \$500,000 to Income, Research, & Management, as soon as possible.

9:40 – Paul Todisco, Senior Client Services Officer at PRIT reviewed the Board’s 4th Quarter PRIT investment results and changes to the overall PRIT portfolio.

10:44 – Wayne Owen, Chief Executive Officer and Julie Lind, Portfolio Manager, both from Rhumblin, reviewed the Board’s 4th Quarter investment results.

#### 6) Michael Sacco's Policies and Procedures Manual

Attorney Sacco has been asked by another retirement board to develop a Policy and Procedures Manual and he has offered the manual to this Board as well if they wish to share in the development cost. After a short discussion, the Board chose not to participate at this time.

#### 7) Review of Disability Retirees

The Board discussed options available, outside of PERAC reviews, to investigate whether or not an accidental disability retiree continues to be disabled. No action taken at this time except to note in a retiree record if questions arise.

#### 8) Support for House Bill #2439 (Held over from December)

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted in the majority, with the exception of H. Sanderson, not to support House Bill #2439 at this time.

### BOARD MEETING

DECEMBER 22, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:45 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson, and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by S. Hanks, the Board voted unanimously to approve the minutes of the regular meeting held on November 24, 2009.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$456,003.35
Refunds December warrant in the amount of	\$8,347.61
12/4/2009 Refund warrant in the amount of	28.42
Transfers warrant in the amount of	\$36,662.82
Bills warrant in the amount of	\$22,957.54
1/1/2010 bills warrant in the amount of	\$5,103.95
For a total of:	\$529,103.69

#### New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
Heidorn, Michael A.	OGE	11/02/2009
Milardo, Alexandra J.	FRN	12/07/2009
Millett, Carlene F.	CHT	11/17/2009
Wrisley, Steven A.	MOH	12/02/2009

Existing Members – Different Units:

Baker, Laura R.	ROW	08/31/2006
Rogers, Tracy A.	NTD	12/01/2009

New Retirees

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the following retirees:

Jones, Peter – PERAC approval has been received for a Superannuation Option C retirement benefit effective October 31, 2009. Mr. Jones was serving as the Bookkeeper at the Franklin Regional Housing and Redevelopment Authority for 11 years, 5 months and an additional 8 months of liability held by Northampton Retirement Board.

Williams, Gregory – PERAC approval has been received for a Superannuation Option A retirement benefit effective November 12, 2009. Mr. Williams worked in the Sunderland Highway department and the Northfield Fire Department accruing a total of 10 years, 1 month creditable service.

Accept Liability for Buybacks through other Systems

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to accept liability for the following buyback through the State Board of Retirement:

Lake, Renee D. – State Board of Retirement, on behalf of former member, requests FRRS to accept liability for creditable service of 7 months, 18 days, upon payment to the State for refund of contributions given 01/30/2003 for \$843.68 for service with the Town of Orange and the Town of Northfield as an on-call EMT between August 1991 and October 2002.

Deaths

Ostrowski, James died on 11/7/09. Mr. Ostrowski worked as a custodian in the Whately library and became a member on 7/1/91. His contributions stopped as of 6/30/09 due to the 'Under \$5K earnings rule' of the 2009 legislative reform. When his spouse was offered a 12(2)(d) benefit for survivors of active members, we were informed that he had been receiving a benefit from the State Board of Retirement since 2003. The State Board has been informed of this situation and it is likely that their legal department will review this case and determine whether FRRS funds can be transferred to the State and a retro-active benefit can be calculated for the widow. If this is not possible, a refund of the member's annuity savings will be given to Mrs. Ostrowski.

General Business:

0) Ethics Compliance

Board and Staff members were given a copy of the "Summary of the Conflict of Interest Law for County Employees," and must sign a receipt acknowledging that a copy was received.

1) Change the way we pay Unemployment

Each year the Board has the option to determine the method by which unemployment is paid, a rate based on a percentage of payrolls or the 'reimbursable method'. Currently the Board is paying a percentage of payroll, which has been determined to be .1% for 2010.

On a motion by P. Mokrzecki and a second by H. Sanderson the Board voted unanimously to use the 'contributory method of payment for unemployment insurance.

2) Schedule for investment manager quarterly meetings 2010

The presentations scheduled for the April meeting were moved to May 25, 2010.

January 26, 2010	- Greg (9:00 am) with - Rhumblin (9:30 am) and PRIT/PRIM (10:00 am)
May 25, 2010	- Greg (9:00 am) with - Prudential (9:30 am) and Daruma (10:00 am)
July 27, 2010	- Greg (9:00 am) with - Rothschild (9:30 am) and IR&M (10:00 am)
October 26, 2010	- Greg only (Time TBD)

### 3) Support for House Bill #2439

The Board tabled this topic until the January 2010 regular meeting when all Board members will be available to discuss this legislation.

### 4) Investment Consultant Re-Authorization

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted to request authorization from PERAC to continue to retain its consultant per the CMR 840, section 26.04(3).

#### Projects Reports - FYI:

Miner, Robert – return of overpaid benefits - Mr. Miner agreed to reimburse the Board for overpaid benefits, the full amount of \$119.38, from the December 2009 retirement benefit.

Ms. April Field – return of overpaid benefits - has agreed to a 6 month payment plan, beginning with December Retirement, to reimburse the Board for overpaid benefits. The last payment will be from the May 2010 benefit check.

Board minutes - Deb Frenzoz has been working on a project to organize and preserve the official Board minutes. Included in 7 books, the minutes begin January 23, 1940 and through the years have been available to the public and staff in their original form. Deb has organized the books to insure chronological order and page number accuracy, adding notes if minutes or meetings are missing. The originals will be scanned, copied, and bound for safe keeping. The public will have access to copies of the official records when requested.

FY2011 Assessment figures- The FY2011 assessment figures were reported to the Board.



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

NOVEMBER 24, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson, David Gendron, and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on October 27, 2009.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$460,029.27
Refunds warrant in the amount of	\$40,270.48
Transfers warrant in the amount of	\$51,723.36
Bills warrant in the amount of	\$30,848.06
For a total of:	\$582,871.17

New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
Bushay, Stephen A.	ERV	10/26/2009
Danielson, Lucia E.	MOH	09/23/2009
Duguay, Michelle S.	DER	10/19/2009
Laroche, Daniel J.	FRG	11/16/2009
Loncar, Timothy A.	BUC	11/05/2009
Pincys, Melissa R.	MOH	08/31/2009

Existing Members – Different Units:

Emery, George A.	SND	10/26/2009
Stafford, Mary L.	HLT	08/26/2009

New Retirees

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the following retirees:

Strzegowski, Eileen – PERAC approval has been received for a Superannuation Option B retirement benefit effective September 30, 2009. Ms. Strzegowski was serving as the Assistant Treasurer in the

Town of Deerfield from October 1, 1986 to September 30, 2009 for a total of 22 years, 11 months of creditable service.

Sumner, Ricky – PERAC approval has been received for the calculation submitted for an Accidental Disability Retirement Option C, effective 8/26/2008. The Board approved Mr. Sumner's application 9/29/2009 and PERAC approved the Board's decision in November. Mr. Sumner is retiring from the Town of Conway, Highway Department with 9 years, 8 months of creditable service.

#### Buy Backs and Make-ups:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following buyback/make-ups of creditable service:

Newton, Richard – current member of the Town of Erving has requested a make-up of creditable service for his work between January 1, 2000 and his date of enrollment, June 1, 2006. Although Mr. Newton was first appointed in January, 1996 and then elected continuously to the position of Erving Town Clerk, he is asking approval for only enough service to be vested by 12/31/2009. Payroll records have been provided by the Erving Treasurer. Total cost of the make-up, if made by December 31, 2009 is \$4,760.41 for 6 years, 5 months of creditable service. This purchase is subject to interest accrual.

Wainshilbaum, Rhonda – current member from Pioneer Valley Regional School District has requested a make-up of creditable service for her work between September 1993 and April 2009. Ms. Wainshilbaum was erroneously excluded from membership in 1993. As such, the initial cost of the make-up of creditable service has been determined by contributions on earnings only. Interest will begin to accrue on any outstanding balance as of January 1, 2010. The cost, if paid by December 31, 2009 is \$6,944.90 for 12 years, 9 months, 18 days of creditable service.

Briggs, Wayne - current member from the Franklin County Regional Housing Authority, Mr. Briggs has asked to redeposit a refund taken in 1973 for his work at the Belchertown State School from May 23, 1971 through July 7, 1973. The State Board will accept 2 years, 1 month, 15 days liability upon payment of the original refund of \$685.57 plus interest for a total of \$2,888.55.

On a motion made by D. Gendron and second by H. Sanderson, the Board voted unanimously to approve the following buyback/make-up of creditable service:

Brassor, Barbara – current member in the Town of Northfield has requested a make-up of creditable service for her work between May 7, 1979 and May 4, 1981. Ms. Brassor was elected to two consecutive terms as the Bernardston Town Clerk. Elections records, dates of service and the approved budgets have been provided but payroll records are not available. The total cost of the purchase if made by December 31, 2009 is \$422.97 for 1 year, 11 months, 27 days of creditable service. This purchase is subject to interest accrual.

#### Deaths

The following retiree deaths were reported:

Dachenhausen, Alfred - died on 9/22/09. He retired on 09/01/1990 from the Town of Orange with a Superannuation Option A benefit.

Rewa, James - died on 10/22/09. He retired from the Town of Whately on 1/5/2000 with a Superannuation Option C benefit. His wife Patricia is his beneficiary and is now receiving an allowance.

Sinclair, Roy - died on 11/16/09. Mr. Sinclair had been receiving Option D benefit since 1/12/2000. His wife Vicki Sinclair was an employee in the Town of Orange.

#### General Business:

##### Request for Waiver of Repayment

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to deny April Field's Request for a Waiver of Repayment of overpaid benefits in the amount of \$1,394.75.

Further discussion included the Board's agreement to allow a deduction payment plan of up to five years if Ms. Field requests a plan but to take payment over a six month period if we receive no further correspondence from the retiree on this matter.

Meeting schedule for 2010

The schedule for 2010 was agreed to as presented with one change. The April meeting will be held on April 20th due to scheduling conflicts with both H. Sanderson and M. Stokarski.

Reporting minority votes in the minutes

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to report the name(s) of Board members either abstaining or voting in the minority on any vote taken by the Board.

Support for House Bill #2439

MOTION by D. Gendron and a second by H. Sanderson, to send a letter to state representatives in support of House Bill 2439.

DISCUSSION: This bill asks for a change in the definition of "teacher" in section 1 of chapter 32 to include teacher's aide or teacher's assistant which would allow the assistant or aide position to be covered by MTRS. Further information about the impact of this change on FRRS was requested from staff by the Board.

MOTION TABLED until December 22, 2009.

Staff Evaluations

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to give all staff a merit increase of 1.16% effective 1/1/2010 which is lower than policy due to a reflection of the difficult economic situations in most member units and not a reflection of staff performance.

FRANKLIN REGIONAL RETIREMENT SYSTEM

BOARD MEETING

OCTOBER 27, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board members, Mary Stokarski and Herbert Sanderson present. Paul Mokrzecki entered the meeting at 8:34 AM. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe; Greg McNeillie, Vice President, Dahab

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$451,269.65
Refunds warrant in the amount of	\$25,772.47
Transfers warrant in the amount of	\$0.00
Bills warrant in the amount of	\$67,923.83
For a total of:	\$544,965.95

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on September 29, 2009.

Cash Transfer between Investments and Bank

On a motion made P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to transfer \$395,000 from Daruma to TDBank to cover November warrants.

## New Members

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
Binney, Katherine A.	FRN	9/14/09
Glenowicz, Jennifer A.	SND	9/02/09
Grogan, Chelsey A.	SND	9/14/09
Jonker, Jennifer J.	MOH	10/13/09
Levasseur, Rosina L.	FRN	10/07/09
Maillet, Jean-Paul J.	MOH	9/09/09
Martin, Barry R.	MOH	9/08/09
Mitchell, Shirley A.	OGE	8/26/09
Prophet, Kristin L.	WTY	9/01/09
Reynolds, Charlene M.	HTH	9/09/09

## Existing Members – Different Units:

Coburn, Leah C.	ROW	9/02/09
-----------------	-----	---------

## New Retirees

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the following retirees:

Fuller, Marie – PERAC approval has been received for a Superannuation Option A retirement benefit effective October 17, 2009. Ms. Fuller resigned from her position as Treasurer in the Mohawk Trail Regional School District 11/30/1998 with a total of 17 years, 2 months creditable service.

O'Connell, Diane – PERAC approval has been received for a Superannuation Option A retirement benefit effective June 30, 2009. Ms. O'Connell served as an EMT and Ambulance Director in the Town of Conway from July 1, 1991 through June 30, 2009 with a total of 18 years of creditable service.

## Disability Retirements:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously, conditional upon receipt of a properly signed Physician's Statement, to request a medical panel review for the Ordinary Disability retirement application of John Tatro, a former Buckland employee.

## Buy Backs and Make-ups:

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the following buyback/make-up of creditable service :

Civello, Dee Ann – current member of the Town of Leverett has requested a buyback of a refund taken from the State Board of retirement in 1981. The State Board will accept 3 years, 2 months, 25 days of creditable service for time worked at UMASS from 8/22/76 to 11/3/79 and 12/28/1980 to 4/10/1981. The refund was for \$2,404.12. Total cost, if paid by November 30, 2009; will be \$7,258.00, otherwise, interest will accrue as allowed by law.

Perkins, Anne – current member of the Franklin County Regional Housing Authority has requested a make-up of creditable service for time served in the Town of Wendell as a building inspector between 1987 and 1991. The Treasurer has provided payroll records indicating that the salary was an annual stipend. Creditable service allowable is for actual time worked based on an hourly wage equal to twice the Massachusetts minimum wage. Total creditable service is 2 months, 29 days at a cost of \$612.51 if paid by November 30, 2009. Otherwise interest will accrue as allowed by law.

Tresback, Joanne – current member in the Mahar Regional School District has requested a make-up of creditable service for time served prior to enrollment between August 31, 1987 and February 3, 1988. Total cost of the purchase is \$291.00 and does not include interest due to administrative error in 1987. Interest will begin to accrue as of 12/1/09 if balance is not paid in full by November 30, 2009. Creditable service is 5 months, 3 days.

## General Business:

### Final Budget for 2010

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve as presented the 2010 budget for a total budget of \$820,078.

### Anne Perkins-unique make-up situation

Ms. Perkins, a current member in the Franklin County Regional Housing Authority, has asked to purchase creditable service between 1974 and 1977 when she served as the Executive Director of the Orange Housing Authority. The Authority became a member unit of FRRS in 1987.

On a motion made by H. Sanderson, and a second by M. Stokarski the Board, on the advice of its attorney, voted in the majority, with one abstention, to deny Anne Perkins's request to purchase creditable service for her employment in the Orange Housing Authority between 1974 and 1977 which was prior to the Authority's 1987 vote to join the Franklin Regional Retirement System.

### Board Regulation – Documentation for purchasing prior service

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to remove the following sentence: "Actual time worked by employee to be provided and certified by unit Treasurer.", in the first paragraph of the Buybacks and Make-ups section of the Board Regulations, and replace it with the following sentence: "Documentation in the form of actual payroll records that include: position, wages paid, hours and/or payrate, and start and end dates, are to be provided by the unit treasurer. Where no payroll records exist, the board will review provided materials."

### Investment Consultant's Report on 3rd Quarter Performance Results

Greg McNeillie joined the meeting at 9:41 to discuss the performance of the Board's investments. Mr. McNeillie suggested, when the fund is allowing withdrawals again, that the board discuss transferring entirely out of Prudential and moving the funds to the real estate option with the PRIM board.

### Massachusetts Retiree membership brochures

The Mass Retiree organization has provided FRRS with a sampling of membership brochures to give to new retirees. The Board was not opposed to adding the brochure to the initial mailing for new retirees.

### Project Reports – FYI:

#### Ethics Compliance Exam

The Board received information on the new legislative mandate, part of Chapter 28 of the acts of 2009, Section 84 subsection 27, 28, and Section 101, that all public employees are required to download a summary of the conflict of interest statute and take the online training examination by April 2, 2010. A review of the summary will be required annually for each public employee and the exam will be required every 2 years.

### OPEB – Purchase software or do it ourselves?

There is a software package that will calculate the future cost of benefits given to retirees, based on current retiree and employee usage. The software purchase price is \$750.00 and has been added to the 2010 budget. However, Dale has discussed alternative methods of calculations with Larry Stone, the Board's actuary and will try to develop projections with these methods before committing to a purchase.

### Pension Reform Legislation

The Executive Director will attend the presentation of the Committee's Report before the Joint Committee on Public Service, in Boston, on November 9, 2009.

## FRANKLIN REGIONAL RETIREMENT SYSTEM

### BOARD MEETING

SEPTEMBER 29, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair, Sandra Hanks with Board members, David Gendron and Mary Stokarski present. Paul Mokrzecki entered the meeting at 9:00 AM. Also present were Executive Director Dale Kowacki, Assistant Director

Susan Bobe; Auditors from Melanson and Heath, Patrice Squillante, CPA, Partner-in-Charge, Amy Wales, CPA, MBA, Lead Auditor

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on August 25, 2009.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$456,665.04
Refunds warrant in the amount of	\$116,109.53
Transfers warrant in the amount of	\$4,558.00
Bills warrant in the amount of	\$53,339.61
For a total of:	\$630,672.18

#### Cash Transfer between Investments and Bank

On a motion made D. Gendron and second by M. Stokarski, the Board voted unanimously to transfer \$470,000 from Daruma to TDBank to cover October warrants.

#### New Members

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
Bates, Bridget M.	SND	9/01/09
Beauchesne, Ashley J.	MHR	8/26/09
Bolio, Joshua D.	FCH	8/24/09
Buxton, Elizabeth W.	MOH	8/17/09
Clarke, Trevor H.	FRN	8/26/09
Diamond, Lisa M.	MHR	8/25/09
Duguay, Gerald S.	MHR	8/26/09
Grader, Judy A.	DER	9/01/09
Herrmann, Kristen N.	FRN	8/26/09
Laraway, Kathleen A.	PNR	8/01/09
Lesko, Robert S.	FRN	9/15/09
Martin, Melissa Y.	DER	9/01/09
Masters, Crystal L.	SND	8/17/09
O'Brien, Joan E.	DER	9/01/09
O'Neill, Sean M.	STB, ERV	8/24/09
O'Reilly, Amber G.	STB	8/24/09
Powell, Laurel M.	PNR	9/02/09
Shedd, Debra-Lynn	PNR	9/02/09
Squires, Caitlyn E.	MHR	8/25/09
Thornton, Amy C.	FRN	8/26/09
Towne, Nathan E.	PNR	9/11/09
Valle, Jo Ann	FRN	8/26/09
Wendelken, Carol A.	DER	9/01/09
Winter, Lisa L	FRN	8/26/09
Zaraneck, Amy H.	DER	8/31/09

#### Existing Members – Different Units:

Holmberg, Kenneth E.	WEN	5/04/09
Huntley, Christine E.	DER	9/01/09
Paige, Clifford F.	PNR	8/24/09
Peters, Sally A.	CON	9/01/09

#### New Retirees

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following retirees:

Lobik, John – PERAC approval has been received for a Superannuation Option B effective June 30, 2009. Mr. Lobik retired from his position as Plant Manager in the Frontier Regional School District. He accrued service in Hampshire Regional and Greenfield Retirement Systems as well for a total of 26 years, 7 months creditable service.

Hall, Gail – PERAC approval has been received for a Superannuation Option B effective August 21, 2009. Ms. Hall was serving as the Cafeteria Manager in the Mohawk Regional School District from February 1975 through August 21, 2009 for a total of 34 years, 6 months of creditable service.

Clark, Judith – PERAC approval has been received for a Superannuation Option B effective August 13, 2009. Ms. Clark was serving as a teacher's aide in the Mohawk Regional School District from September 1987 through June 30, 2009 for a total of 21 years, 11 months of creditable service.

#### Buy Backs and Make-ups:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the following make-up of creditable service C. Goshea:

Goshea, Christopher – current member of the Town of Orange has requested a make-up of creditable service for time worked in the towns of Deerfield, Erving, and Wendell as a call firefighter from 2004 to 2009. Total creditable service allowed is 3 months, 21 days for a cost of \$795.33 if paid by October 31, 2009; otherwise, interest will accrue as allowed by law.

On a motion made by D. Gendron and second by M. Stokarski, and both invoking the rule of necessity, the Board voted unanimously to approve the following make-up and buyback of creditable service for member P. James:

Peter James – current member as the Moderator in the Town of Deerfield has requested a make-up of creditable service for time served in his present capacity prior to membership, from March 1, 1980 to December 31, 2008. Total creditable service allowed is 28 years, 10 months for a cost of \$139.04 if paid by October 31, 2009; otherwise, interest will accrue as allowed by law.

Peter James – same person as above, has requested to do a buyback of a refund from State Retirement for time worked at the University of Massachusetts from September 8, 1974 to February 23, 1977. State Retirement will accept 1 year, 11 months of creditable service upon payment of the full refund plus interest. Total cost is \$3,397.42 if paid by October 31, 2009; otherwise, interest will accrue as allowed by law.

#### Disability Retiree

On a motion made by D. Gendron and second by M. Stokarski, on advice of counsel, the Board voted unanimously to approve the Accidental Disability Retirement for Ricky L. Sumner effective retro-actively to August 26, 2008.

#### Summer Hours Year Round

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously to adopt the summer office schedule year-round and allow staff to open the office at 8:00 am and close at 4:30 pm Monday through Thursday and 8:00 am to 2:00 pm on Friday.

#### Security System

A security system was installed on 9/15/09. The system consists of 3 motion detection zones. The control panel is located above the storage room door, and the keypad for controlling the system is near the entrance door. There is an audible alarm as well as an off site monitor. The monitor will telephone the office if the alarm is set off. If there is no response, the police will be notified as well as a key holder.

On a motion by D. Gendron and a second by M. Stokarski, the Board voted unanimously that if the key holder must respond to an alarm, a minimum of 2 hours of comp time, with time and one half comp time when it is over 2 hours, will be given to the responder.

#### Requesting payroll information from treasurers

The Board discussed the rational and reality of requesting payroll information from treasurers to better monitor deductions coming in from units. M. Stokarski shared information about the BERT system that verifies deductions before the funds are sent to MTRB. Dale Kowacki will visit Mary in Deerfield and see the BERT system in action, and if possible, contact MTRB to see about using or copying the format.

8:57 AM - Paul Mokrzecki arrived at this point in the meeting

#### Audit Exit Conference

At 9:08 the auditors, Patrice Squillante and Amy Wales, joined the meeting. The two findings in the Management Letter were reviewed. The auditors commented that because of sound procedures, staff was able to quickly research and report (or correct) any questions raised during the audit. They also noted, in the financials, the change in market value of the board's investment due to the economic downturn that began in the fall of 2008. Overall, the auditors reported that sound procedures are in place and responses of the staff and board are appropriate.

#### OPEB – Saving towards health insurance

With the auditors still in attendance, Dale Kowacki asked the board how it would like to approach compliance with GASB 45 as it relates to the retirement system itself (as opposed to being an investment vehicle for all the member units). Currently there is no guidance from PERAC as to calculating, accounting, or funding the liability so Melanson and Heath suggested that FRRS should review its own future liability for retiree's health insurance. Dale will approach Larry Stone about having it included in the next actuarial study to be conducted in 2010. After which it will be included in the accounting ledgers as a liability account with a companion offset account until PERAC or legislation dictates differently.

#### Investment Consultant Fees

Questions and refinements to the survey of other systems had been incorporated into the chart presented to the board at prior meetings, which was briefly reviewed. A broader discussion will be held during the November meeting when the full board will be in attendance. It was requested that this be done annually each November.

#### Preliminary Budget for 2010

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to increase the chair's stipend to \$6,000 annually for the next budget year, 2010. (Sandy Hanks did not participate in the discussion or the vote.)

David Gendron left meeting at this point – 10:31 AM

#### Annual Meeting of the Advisory Council

The meeting will be held on Thursday, November 19, 2009 at the Greenfield Grille, formerly Bill's Restaurant. The meeting will start at 6:30, preceded by a dinner. Invitations will be sent out in October.

#### Office Space/Records Retention

With the storage room space now completed, staff has made a push to organize files in the office. Part of the project was to determine what records if any, may be destroyed. Boxes that had been stored in the basement became part of this project as well. Several boxes have been determined to be duplicate



information. Another 21 boxes of cancelled checks, warrants, invoices, election materials, tax information, and investment materials have been reviewed, determined to be on a Commonwealth retention schedule, and labeled for permission to destroy. A request has been submitted to the Secretary of the Commonwealth, Supervisor of Public Records, to destroy those records on the retention schedule.

#### Pension Reform Legislation

The Executive Director reported on the meetings (PERAC Forum, Pension Reform Study Commission, PERAC Commissioners' meeting(s)) that he has attended and shared with the board his observations regarding the various groups and individuals and their stance on any or all of the draft report published by the chair of the study commission.

### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

AUGUST 25, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA. on the above date was called to order at 8:36 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson, David Gendron, Paul Mokrzecki and Mary Stokarski present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on July 28, 2009.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$452,096.33
Refunds warrant in the amount of	\$52,886.30
Transfers warrant in the amount of	\$64,319.74
Bills warrant in the amount of	\$327,671.61
For a total of:	\$896,973.98

#### New Members

On a motion made by D. Gendron and second by M. Stokarski, the Board voted in the majority, with H. Sanderson abstaining, to approve new and existing members as follows:

New Members	UNIT	DATE
Coburn, Julie L.	PNR	9/02/09
Howell, Tina M.	ERV	8/31/09
Lively, Linda E.	PNR	9/02/09
Pavlick, Richard F.	FRN	8/26/09
Renaud, Angelia R.	ERV	8/24/09
Rich, David A.	BUC	7/15/09
Sears, Emily J.	STB	8/24/09
Sussman, Anne A.	STB	8/24/09

Tibbetts, Jonathan E.	ERV	8/03/09
Wilder, Richard A.	WEN	7/06/09

Existing Members – Different Units:

Sanderson, Herbert L.	DER	8/08/09
-----------------------	-----	---------

New Retirees

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the following retirees:

Abrahamson, Diana – PERAC approval has been received for a Superannuation Option B effective June 30, 2009. Ms. Abrahamson was serving as the Cafeteria Manager in the Town of Deerfield Elementary School from September 1987 through June 30, 2009 for a total of 22 years of creditable service.

Bucci, Joseph – PERAC approval has been received for a Superannuation Option C effective July 15, 2009. Mr. Bucci was serving as the Custodian in the Erving Elementary School from July 14, 1997 to July 15, 2009 for a total of 12 years of creditable service.

Dann, David – PERAC approval has been received for a Superannuation Option C effective June 30, 2009. Mr. Dann served with the Town of Ashfield, as the Town Administrator and the Town of Shutesbury as an Assessor, Selectboard member and the Town Administrator from May 6, 1995 to 6/30/2009 for a total of 13 years, 2 months of creditable service.

Eaton, Wendell – PERAC approval has been received for a Superannuation Option C effective May 15, 2009. Mr. Eaton was a bus driver with the Mohawk Trail Regional School District from September 30, 1991 to May 15, 2009 for a total of 16 years, 3 months creditable service (service was part-time for 1991 -1995, 1997, 2007 & 2009).

Gilbert, Sandra – PERAC approval has been received for a Superannuation Option B effective June 30, 2009. Ms. Gilbert was a school aide for the Mohawk Trail Regional School District from September 1986 through June, 2009 for a total of 14.75 years of creditable service.

Landry, Anne – PERAC approval has been received for a Superannuation Option A effective June 30, 2009. Ms. Landry was a school aide for the Orange Elementary School from August 1991 through June 2009 for a total of 18 years, 1 month creditable service.

Segala, Maureen - PERAC approval has been received for a Superannuation Option B effective June 30, 2009. Ms. Segala was an instructional assistant for the Sunderland Elementary School from September 1999 through June, 2009 for a total of 10 years creditable service.

Tatro, John – PERAC approval has been received for a Superannuation Option C effective July 1, 2009. Mr. Tatro worked in the highway department for the Town of Buckland from January 4, 1981 to May 12, 2009 for a total of 33 years, 3 months creditable service. He is 54 years old. Mr. Tatro is in the process of applying for an ordinary disability retirement which, if approved, will be an increase in his benefit. The age factor for disability recipients is automatically raised to 55 as a minimum.

Accept Liability for Buybacks through other Systems:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to accept the liability for the following buybacks through other systems and make-ups and buybacks through this system:

Singer, Linda G. – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 1 year, 8 months, 3 days on a ten-month, school-year basis, which is equivalent to 1 year, 9 months, 22 days on a twelve-month basis, upon payment to MTRS for refund of contributions given 03/30/2003 for \$3,144.33 for service with Frontier Regional School District from 09/01/1999 to 05/04/2001.

Burgess, David W. – Hampshire County Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 4 years, 7 months, 21 days upon payment to Hampshire County for refund of contributions given 8/30/1997 for \$3,483.36 for service with the Town of Shutesbury from 11/10/1992 to 06/30/1997.

Buy Backs and Make-ups:

Strzegowski, Eileen – current member of the Town of Deerfield has requested a make-up of creditable service for time worked in the Town of Conway between January 1, 1991 and July 14, 1991. Total

creditable service allowed is 6 months, 14 days for a cost of \$443.20 if paid by September 30, 2009; otherwise, interest will accrue as allowed by law.

#### Deaths:

Raymond Bradley, passed away on August 5, 2009. He was an Option C retiree from the Town of Deerfield since November 10, 1984. Mr. Bradley's wife Edith will receive 2/3rds of his current monthly allowance going forward.

#### General Business:

##### 1) Investment Consultant Fees

Chrissy presented the updated information collected from other Boards regarding their consultant, fees and returns. The Board would like data regarding recent consultant changes made by any Board and the reason for those changes, with clarification specifically on the fee(s) paid to De Burlo Group and whether Hampshire Regional is with De Burlo.

##### 2) Staff C.O.L.A. for 2010

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve a staff C.O.L.A. effective January 1, 2010 of 1.84% of their current salary, equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, as promulgated by the Bureau of Labor Statistics for the Northeast region.

##### 3) Preliminary Budget for 2010

Debbie presented a draft of the budget for the Board's review. The board had no further questions or requests for information. It will be reviewed again in September and presented for a vote in October.

##### 4) Schedule Annual Meeting of the Advisory Council

The Board agreed to the traditional dinner format for the Advisory Council meeting during the week of November 16th to the 20th. Chrissy will research restaurant options and communicate with H. Sanderson, the Advisory Council Chair and appointee to the Board, and M. Stokarski, Advisory Council Vice Chair, prior to the September meeting.

##### 5) October MACRS conference in Springfield will be October 18th – 21st.

The Board had already voted to approve attendance expenses for this meeting at the beginning of the calendar year. P. Mokrzecki asked to be registered for this conference. Other Board members should inform Dale if they wish to attend.

##### 6) State 3(8)(c) payment / reimbursement

The bills warrant for the month of August includes the 2008 3(8)(c) reimbursement of \$280,611.78 to the State Board of Retirement. Several changes were made to the initial 2008 invoice of \$287,732.35 including removal of one retiree, retro-active contractual salary increases that affected recent retiree's averages, and several adjustments for veteran's benefits that had not been made earlier.

#### Projects Reports - FYI:

Ricky Sumner's Accidental Disability Application – Attorney Sacco has requested clarification of two medical panel reports. Answers are not expected until September at the earliest.

Pension Reform Legislation – Dale attended a meeting of the Pension Reform Commission in Boston on 8/24/09. The Committee continues to hear reports from the sub-committees and the full report is scheduled to be published on September 1, 2009.

Ada Andrews – No court date has been set however the judge agreed to allow Attorney Sacco's office to have a set list of questions answered under oath by the defendant.

Roy Page – An agreement has been signed and the first payment of \$25 has been received.

Auditors (Melanson Heath) – The exit conference has been rescheduled to the September Board meeting.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

JULY 28, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson and Mary Stokarski present. Paul Mokrzecki entered the meeting at 8:36. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the minutes of the regular meeting held on June 30, 2009 and of the executive session minutes held on June 30, 2009.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made M. Stokarski and second by H. Sanderson, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$440,524.42
Refunds warrant in the amount of	\$6,291.50
Transfers warrant in the amount of	\$2,200.50
Bills warrant in the amount of	\$59,373.12
For a total of:	\$508,389.54

Mr. Mokrzecki entered at this point in the meeting.

New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
Bassett, Jason R.	BER	7/01/09
Epiceno, Angelina J.	MOH	7/01/09
Hartwell, Adam F.	MOH	5/06/09
Thibodeau, Mark A.	COL	5/05/09
Torres, Rebecca E.	STB	7/01/09
Existing Members – Different Units:		
Creek, Heather L.	FRT	6/15/09
Oakes, Douglas E., Jr.	MNR	7/01/09
Slowinski, James J.	COL	5/04/09

New Retirees

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the following retirees:

Cummings, Elizabeth – PERAC approval has been received for a Superannuation Option A effective June 30, 2009. Ms. Cummings served with the Mahar Regional School District from September 1, 1967 to June 30, 2009 for a total of 34 years, 10 months creditable service.

French, Deanne – PERAC approval has been received for a Superannuation Option A effective June 30, 2009. Ms. French served with the Deerfield and Conway Elementary Schools from September 1, 1991 to June 30, 2008 and was a member of MTRS between March 1, 1977 and June 30, 1981 for a total of 21 years, 4 months creditable service.

Hammock, Daniel – PERAC approval has been received for a Superannuation Option C effective June 30, 2009. Mr. Hammock served as a selectboard member in the Town of Erving from 1978 through 2003 for a total of 25 years creditable service. Because his retirement date is prior to 7/1/2009, Mr. Hammock still receives a full year of creditable service for every year in which he served.

McConley, Stephen – PERAC approval has been received for a Superannuation Option C effective May 9, 2009. Mr. McConley was a police officer in the Town of Bernardston between August 1, 1991 and November 12, 2002 for a total of 10 years, 4 months creditable service.

Schmid, Georgiana – PERAC approval has been received for a Superannuation Option A effective June 30, 2009. Ms. Schmid was a library aide in the Leverett Elementary School from September 1, 1991 to June 30, 2009 for a total of 17 years, 2 months creditable service (service was P.T. intermittent 1991-1992 and she had a short break in service in 2000).

York, Mary Ann – PERAC approval has been received for a Superannuation Option C effective June 30, 2009. Ms. York served with the Bernardston Elementary School as a secretary, part of the Pioneer Regional School District, from August 1, 1988 to June 30, 2009 for a total of 21 years creditable service.

#### General Business:

##### 1) Investment Managers

9:00 am – The board's investment consultant, Greg McNeillie of Dahab Associates joined the meeting for a presentation and discussion of the Franklin Regional Retirement System's portfolio.

On a motion made by M. Stokarski and second by P. Mokrzecki, as recommended by their investment consultant, the Board voted unanimously to move \$1.5 million to the Pension Reserve Investment Trust account from Banknorth Money Market as soon as possible.

9:30 am – Mary Jane Cullinan and Mark Deggenhart, Managing Directors, joined the meeting for a presentation and discussion of FRRS's investments held by Rothschild Investment Manager.

10:15 – Dave Cirilli, Vice President, joined the meeting for a presentation and discussion of FRRS's investments held by Income Research and Management.

#### Projects Reports / FYI

Ricky Sumner Accidental Disability Application – The Board was presented with options determined by Attorney Sacco in regard to the PERAC Medical Panel Certificates received in support of Mr. Sumner's application.

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to have Attorney Sacco request clarification of the Medical Certificate report specifically from Dr. Thomas Antkowiak and generally from the other reporting physician's as necessary for furthering Mr. Sumner's application.

Pension Legislation – Dale shared with the Board his conversation with the Lt. Governor who was in town recently. This conversation led to the receipt of agendas and minutes for the Reform Commission Meetings.

Ada Andrews - On July 9, 2009 the Board was represented by Attorney Sacco's associate, Lane Rideout, in Greenfield District Court for a Status Conference to rule on memoranda of law addressing issues of fraud in a supplementary process proceeding and the relevant time frame for assessing Ms. Andrews' records in the context of a fraud allegation. The judge agreed to allow two weeks for Ms. Andrews to answer certain questions under oath and, in addition, scheduled an oral examination for

September 2, 2009. The full summary of this conference is described in a letter to the Board dated 7/10/09. It should be noted that approximately \$15K has been spent in legal fees on this case in 2009.

Roy Page – Mr. Page has signed an agreement to pay FRRS \$25.00 monthly towards re-payment of the benefit paid in error.

Office Space – The expansion project is nearly complete. The file cabinets and boxes have been moved to the storage room and plans are in place for acquiring a conference table. Board members were encouraged to stop by the office and take a look.

Melanson and Heath - the Auditors have completed their on-sight work and have planned an exit conference for the August meeting. The Board expects their written report in advance of the meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JUNE 30, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson, David Gendron, Mary Stokarski present. Paul Mokrzecki entered the meeting at 8:39. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Administrative Assistant Christine Rodriguez and Counsel for the Board, Attorney Michael Sacco.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on May 27, 2009.

Mr. Mokrzecki entered the meeting at 8:39am

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$433,586.74
Refunds warrant in the amount of	\$96,417.08
Transfers warrant in the amount of	\$20,448.21
Bills warrant in the amount of	\$29,999.48
For a total of:	\$580,451.51

The Board asked staff not to mail checks until the warrant is approved and signed with the exception of retiree allowance checks and notices which are mailed 2 business days prior to the 30th or the last business day of the month.

### New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

New Members	UNIT	DATE
-------------	------	------

Anhalt, Richard B.	FCH	6/02/09
Aparo, Valerie A.	MNR	5/04/09
Hilton, Tiffany A.	WTY	5/11/09
Metzger, Stacy A.	FRG	5/26/09
Puleo, Elaine M.	STB	7/01/09
Scott, Martin W.	OGE	5/18/09
Wyman, Kerry A.	FCH	5/26/09
Yohan, Michael	NEW	7/01/09

#### Existing Members – Different Units:

Fortier, Mark D.	OGE	5/26/09
Gabert, Virginia C.	BFW	4/27/09
Wainshilbaum, Rhonda L.	PNR	5/01/09

#### New Retirees

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the following retirees:

Bartus, John – PERAC approval has been received for a Superannuation Option B effective May 1, 2009. Mr. Bartus served on the Orange Police Department from 10/16/1976 to 4/30/2009 for a total of 32 years, 6 months creditable service.

Peck, Virginia – PERAC approval has been received for a Superannuation Option B effective May 1, 2009. Ms. Peck served the Town of Shelburne first as the elected treasurer and then as the appointed treasurer from 1998 through May 1, 2009. Total creditable service is 11 years, 4 months.

Swem, Janet – PERAC approval has been received for a Superannuation Option B effective April 30, 2009. Ms. Swem served the Towns of Ashfield and Deerfield as well as the FRCOG from 11/1982 through 4/2009 for 26 years, 10 months.

#### Buy Backs and Make-ups:

On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the buyback of a refund:

Deanne French - Massachusetts Teacher's Retirement Board has accepted liability of 4 years, 4 months if this member re-deposits with FRRS a refund of her accumulated deductions plus interest taken on 2/25/1983. Total refund was \$3,840.11. Total cost of buyback is \$10,860.05 if paid by 7/31/2009.

#### Military Buybacks:

On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to deny Richard Drury a second opportunity to purchase military service that he had been previously notified of in 2004, with the deadline for applying after notification of 180 days which expired in 2005.

#### Deaths:

Retiree Nancy Woodcock died on 5/31/09. She had been a superannuation option B retiree since November 1983. There was no money remaining in her annuity reserve account to make payment to a beneficiary.

#### General Business:

##### 1) Name Plates for Board Meetings

On a motion by D. Gendron and a second by H. Sanderson the Board voted unanimously to approve the purchase of name plates for Board Members and staff.

##### 2) Investment Consultant Fees

Christine Rodriguez presented the updated report of investment consultant fees. The board requested that FRRS be added to the lists, the list of historical investment returns be combined with the original list, and the revised report be ready for the August board meeting.

##### 3) Evidentiary Hearing for Jimmy Buccaroni

At 9:24 a.m. Jimmy Buccaroni joined the meeting for the purpose of a hearing in support of his application for accidental disability allowance. He was accompanied by his Attorney Diane Byrnes, his employer Chief Brian Spear, and his spouse, Elizabeth Buccaroni.

The Chair of the Board stated that this meeting is a hearing, requested by the applicant on the Accidental Disability Retirement application of Jimmy Buccaroni and asked Mr. Buccaroni and his Attorney if they wished the meeting be in Executive Session to which they answered in the affirmative.

At 9:26 AM:

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted by roll call vote to move into Executive Session: Mokrzecki – aye, Stokarski – aye, Sanderson – aye, Gendron – aye, Hanks – aye.

In executive session:

The board voted to deny the applicant's request to petition PERAC for a new medical panel and further, on advice of counsel, the board voted unanimously to deny the application for accidental disability based on the findings of the PERAC medical panel.

At 10:11 AM the applicant, his spouse, attorney and Chief Spear left the meeting.

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted by roll call vote to come out of Executive Session: Mokrzecki – aye, Stokarski – aye, Sanderson – aye, Gendron – aye, Hanks – aye.

#### 4) Use of Minimum Wage for Calculating Service

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously that in the case of appointed officials or employees purchasing creditable service for time prior to becoming a member, when actual hours worked can not be determined, or when the position was salaried or stipend, the hours can be determined by using double the Massachusetts minimum wage for that period.

#### 5) Require Direct Deposit for Pension Payrolls

D. Gendron made a motion, seconded by M. Stokarski that all monthly retirement allowances must be processed by direct deposit to the retiree's institutional account of choice.

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to amend the original motion, to make it mandatory that all new retiree allowances effective on or after 7/1/09, must be direct deposit.

The motion as amended was approved by unanimous vote.

#### Projects Reports

##### Pension Reform Legislation

Michael Sacco shared his opinion with the Board specifically on changes to the definition of regular compensation which he believes will be the section with which most systems will struggle.

##### Roy Page

M. Sacco reported that a letter has been sent to Mr. Page, accepting his counter offer to repay monies owed to the system at the rate of \$25.00 per month.

##### Ada Andrews

M. Sacco expects to depose A. Andrews prior to the supplementary hearing process scheduled for July.



JUNE 30, 2009

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

MAY 27, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson, David Gendron, Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on April 28, 2009.

On a motion made by H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the minutes of the Executive Session meeting held on May 12, 2009.

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the special meeting held on May 12, 2009.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$423,507.45
Refunds warrant in the amount of	\$7,849.15
Transfers warrant in the amount of	\$0.00
Bills warrant in the amount of	\$44,515.73
For a total of:	\$475,872.33

#### New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Agapov, Andrei	FCH	4/27/09
Bizjak, Frank J.	OGE	4/27/09
Foster, Matthew E.	STB	4/21/09

#### Existing Members – Different Units:

Poirier, Lawrence R.	MOH	3/18/09
----------------------	-----	---------

#### New Retirees

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve the following retirees:

Johnson, Mary – PERAC approval has been received for a 12(2)(d) survivor allowance effective 01/09/2009. Inactive member Peter M. Johnson worked for the Towns of Ashfield, Plainfield and Shutesbury as Administrative Assistant from January 1, 1989 thru June 30, 1999. Total creditable service is 10 years.

Turati, Walter – PERAC approval has been received for a Superannuation, Option C benefit effective April 30, 2009. Mr. Turati served as the Custodial Supervisor in the Shutesbury Elementary School for 28 years.

Brown, Leslie – has applied for a 12(2)(d) survivor allowance effective 4/19/2009. Inactive member Robert Brown was an elected official for the Town of Erving from 1989 through 2007, and purchased military service of 3 years, 10 months.

Sullivan, Margaret – PERAC approval has been received for a Superannuation Option B benefit effective February 28, 2009. Ms. Sullivan served in two consecutive positions, one as the Purchasing agent in FRCOG and the other as Treasurer in the Town of Erving. She is retiring with 27 years, 1 month creditable service.

Herzig, Carl – has applied for a Superannuation Option C retirement. Mr. Herzig served as the police chief in the Town of Colrain and is required by M.G.L. Chapter 32, to retire at age 65. Mr. Herzig turned 65 in July 2005. As such his creditable service must terminate at the end of July 2005 and his actual retirement date will be January 12, 2009. When we were in discussions for his retirement he decided to purchase creditable service that had been previously approved by the Board. The application was sent to PERAC on February 18, 2009. PERAC's review of the calculation included a legal concern regarding Mr. Herzig's make-up of creditable service pursuant to IRS Code 415. Approval was delayed beyond 90 days of submission of the request and as such, a retirement allowance has been processed according to MGL,c.32, §5(3)(d) – "In the event that the public employee retirement administration commission fails to approve such superannuation application within ninety days after the board forwards the calculations to

the commission of said allowance, the member shall commence receiving the payment as determined by the board subject to the final determination by the commission;”.... Mr. Herzig’s retirement allowance, payable from 1/12/09 through 5/31/09 has been determined without the additional creditable service calculated into his benefit. On May 22, 2009, after the payroll warrant for May had been completed, tentative approval from PERAC was received for the retirement allowance as submitted if certain conditions were met by Mr. Herzig. Staff is working with Mr. Herzig to confirm that these conditions will be met before seeking final approval from PERAC and increasing his allowance.

#### Accept Liability for Buybacks through other Systems:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the following buybacks and make-ups:

Weeks, Barbara –the Northampton Retirement System has asked FRRS to accept liability for a make-up of creditable service for this former member who was erroneously excluded from membership in Sunderland between 5/27/88 and 9/30/88. FRRS will accept 2 months, 14 days creditable service upon payment to Northampton Retirement Board. Creditable service has been determined based on ‘actual service rendered’ as described in the Supplemental Regulations for that time period. Ms. Weeks later became a member of this system (9/18/95 to 6/16/00) and her accumulated deductions were transferred to the Northampton Board on 10/26/00.

Bracciotti, Paul – the State Board of Retirement, on behalf of former member, requests FRRS to accept liability for creditable service of 6 months, 6 days, upon payment to the State for refund of contributions given 05/25/1993 for \$1,337.72 for service with the Franklin Regional Council of Governments between 09/21/1992 and 03/26/1993.

#### Buy Backs and Make-ups:

Cummings, Elizabeth – staff is requesting revision to creditable service that was approved October 27, 2005 because it was realized that the last three school years of her make-up calculation were originally counted as hours worked, when in reality they should be considered as full years because she should have been a member but was erroneously excluded because the position was grant funded. The make-up has not been done by the member yet, so the amount has been updated as well.

Original approval - current member requests option to make-up for 6 years, 10 months, 23 days creditable service for work in the Mahar Regional School District from 9/1/67 to 6/30/82. Total cost of make-up is \$8,090.40 if paid by 11/30/2005.

New calculation – current member requests option to make-up for 7 years, 10 months, 15 days creditable service for work in the Mahar Regional School District from 9/1/67 to 6/30/1982. Total cost of make-up is \$7,051.73 if paid by 6/30/2009. Total cost changed due to recalculation of interest from 11/30/2005 to present.

#### General Business:

1) \$200 actions – Board Attorney, Michael Sacco has opined that the \$200 minimum earnings as noted in MGL c.32 §3(2)(d), was waived by the Board when it voted in 1991, “. . . [t]hat any employee earning compensation, . . . , must become a member of the Franklin County Retirement System . . .”, thereby precluding any action to restrict or remove members who earned less than \$200 in any year during their active service from July 1, 1991 to May 28, 2008. The minimum earnings requirement was re-established on 5/28/2008 by vote of the Board.

Based on the advice of counsel, H. Sanderson made a motion, with a second by P. Mokrzecki, and the Board voted unanimously to allow the membership of Peter James, Deerfield unit, which had been denied at the 5/28/08 meeting. D. Gendron and M. Stokarski abstained from voting.

Based on the advice of counsel, D. Gendron made a motion, with a second by P. Mokrzecki, and the Board voted unanimously to rescind a vote taken on 11/25/2008 to ‘rescind membership and refund deductions received to the members in the system who did not meet the \$200 minimum annual salary at the time of the membership and continue to not meet the minimum.’

## 2) Creditable Service for Call Firefighters

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to determine the actual hours worked for call firefighters, by dividing the earnings by the known hourly rate for those wages, and if the hourly rate is not known, to use the corresponding Massachusetts minimum hourly wage for each particular time period.

This vote assumes that call fire fighters are intermittent, unscheduled employees and accrue creditable service as actual hours worked.

## Projects Reports

Fire Chiefs – Susan reported on the results of the survey of fire chiefs to determine eligibility for membership and creditable service. Please note that Deerfield supports a full-time position for fire chief and were not included in the survey. As of the meeting, 18 of the 23 fire chiefs have responded with the following results:

2 – chiefs are retired from other MA pensions systems and are not eligible for enrollment. These positions will be re-evaluated when the current chief resigns (Shelburne, Whately)

7 – chiefs are current members due to the 1991 supplemental regulations. Their positions are not eligible as per membership regulations voted 1/1/09. However, they will continue to be active members and earn full creditable service. Their successors will not be eligible for enrollment unless the position changes. (Bernardston, Charlemont, Gill, Heath, Monroe, Shelburne Falls Fire District, Sunderland).

2 – chiefs are current members due to the 1991 supplemental regulations and the position meets the 1/1/09 membership regulation. Full-time creditable service will be given to these members. Their successors will be eligible for membership and creditable service unless the position changes. (Conway, Leverett).

2 – chiefs are not current members but the position meets the 1/1/09 membership regulations. They are mandated to enroll and will receive pro-rated creditable service based on the 1/1/09 regulations. (Colrain, New Salem)

3 – positions are not current members and do not meet membership regulations. (Hawley, Warwick, Wendell)

1 – determined to be a separate district not part of FRRS (Buckland)

Deborah Frentzos, Member Services/Accountant, joined the meeting at this time.

Audit of Older Retirement Calculations – Deb reported on the progress of the audit of calculations for current retirees as recommended in the Management Letter of the Independent Audit of 2007 Financials. Using the original allowance amount found on the approval letter from either PERA or PERAC, the retiree's allowance is adjusted for COLA's, changed regulations, and option C pop-ups. The result should match the current monthly payment for that retiree. Of the 420 current retirees, 143 audits have been completed with 98% determined to be accurate within pennies. The other 2% require additional review. The goal is to have at least half completed by July and the remainder by the end of they year. Christine Rodriguez, Administrative Assistant, joined the meeting at this time.

Investment Consultant Fees – Chrissy surveyed other retirement systems to determine who served as the Board's investment consultant and at what cost. Of those surveyed FRRS pays one of the lowest fees. Some comments indicate that some fees paid by other Boards may be based on a percentage of the portfolio. The Board asked that further information be gathered in order to compare asset size, a return over 3 to 5 years, the number of managers engaged, and the fee as a percent of assets.

Pension Reform Legislation – Dale provided copies of written correspondence sent to and received from the Governor's office and the Office of Administration and Finance regarding current issues in legislative reform.

## BOARD SPECIAL MEETING

May 12, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board members Herbert Sanderson, David Gendron, Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Attorney Michael Sacco, legal counsel to the board; Ricky Sumner, applicant, James Dolan, Attorney for the applicant.

Prior to and during the meeting, the following items were available for the Board's review: member files related to items on the agenda.

The Chair of the Board stated that this meeting is an evidentiary hearing on the Accidental Disability Retirement application of Ricky Sumner and asked Mr. Sumner and his Attorney, James Dolan if they wished the meeting be in Executive Session to which they answered in the affirmative.

At 8:31 AM:

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted by roll call vote to move into Executive Session: Mokrzecki – aye, Stokarski – aye, Sanderson – aye, Gendron – aye, Hanks – aye.

In executive session:

The board had previously voted at the March 31, 2009 regular board meeting to accept and submit the Accidental Disability Application of Ricky Sumner to PERAC for a medical panel review.

At 9:45 AM:

On a motion by M. Stokarski and a second by D. Gendron, the Board voted by roll call vote to come out of Executive Session: Mokrzecki – aye, Stokarski – aye, Sanderson – aye, Gendron – aye, Hanks – aye.

### Other Topics

\$200 Annual Salary Minimum for Membership – With Attorney Sacco available and present, Dale and Susan discussed with the board the circumstances that caused a change in approach in dealing with the status of people in the system who have various amounts of years in which they had earned less than the \$200 minimum annual salary requirement of M.G.L. 32 §3(2)(d). Originally it was believed that although the July 1, 1991 board regulations did not include reference to the \$200 limit, membership was still limited, and the status of effected members could be reassessed. However, prompted by the resolution of the “Rotundi” court case, staff discussed in more depth with Attorney Sacco the steps to reassess the membership status of people in this class and concluded that any action to revoke or restrict membership was precluded by the July 1, 1991 regulation because it appears to eliminate the need for any affirmative Board vote to permit an individual earning less than \$200 to be a member. The \$200 limit was reaffirmed by a vote of the Board on May 28, 2008.

Pension Reform Legislation (pending) – A brief conversation with Attorney Sacco on the various proposals by the legislature on reforming the pension system. Particular note made of the proposal to change the retirement calculation when someone retires from dual, concurrent positions in two systems, and mention made of the proposal to give no creditable service when annual salary is less than \$5,000.

Creditable Service for Call Firefighters – A recent (and strong ) opinion from PERAC changes our practice of giving no creditable service to call firefighters. Up to this point, staff followed previous legal opinion that indicated call firefighters were not eligible for creditable service. Now, with PERAC expressing that we should give prorated service, and Attorney Sacco believing it to be incongruous to make them members but not give them creditable service, we are compelled to change policy

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

MAY 12, 2009

THE RELEASE OF THESE MINUTES HAS NOT BEEN AUTHORIZED BY THE BOARD

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

APRIL 28, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM by Board Chair, Sandra Hanks with Board members, Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on March 31, 2009.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$420,830.93
Refunds warrant in the amount of	\$14,437.91
Transfers warrant in the amount of	\$0.00
Bills warrant in the amount of	\$49,284.74
For a total of:	\$484,553.58

Cash Transfer between Investments and Bank

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to immediately transfer \$500,000 from TDBanknorth money market to investments with the allocation to be determined by the Financial Advisor.

See below for auxiliary motion.

New Members

On a motion made by M. Stokarski and second by , P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Morton, Brian D.	FRG	4/06/09
Podlesney, Lynne L.	MOH	1/30/09
Roberts, Shelley A.	MOH	2/26/09
Schuetze, Theresa G.	ERV	3/02/09
Shearer, Joshua A.	HLT, MOH	2/04/09

New Retirees

On a motion made by M. Stokarski and second by P. Mokrzecki, the Board voted unanimously to approve the following superannuation retiree:

Wallenius, Denise – PERAC approval has been received for a Superannuation Option C allowance effective May 26, 2009. Ms. Wallenius was employed by Franklin Regional Transit Authority as the Administrator and has 12 years, 8 months creditable service.

#### Deaths

Lottie Hanks, on 4/3/09, has been a Superannuation Option A retiree since 12/31/1995. Ms. Hanks retired from the Mohawk Trail Regional School District cafeteria.

Robert Brown, on 4/19/09. Mr. Brown was a vested, inactive member from the Town of Erving.

#### General Business:

##### 1) Rhonda Wainshilbaum

Ms. Wainshilbaum originally became a member in 1991 in Rowe working part-time in the school system until 1996. In 1993 she also started part-time work in the Pioneer system as .1 of a FTE. In 1996 she started as .2 of a FTE and continues in that position. She was never enrolled as a member in the Pioneer Unit.

On a motion by M. Stokarski and a second by P. Mokrzecki, the Board voted unanimously to direct the Pioneer Valley Regional School District to begin retirement deductions from the earnings of their employee Rhonda Wainshilbaum and pay them to the retirement system. Also, Ms. Wainshilbaum will be given the opportunity to purchase the creditable service from 1996 to the present.

##### 2) Investment Managers

9:12 am – The board's investment consultant, Greg McNeilly of Dahab Associates joined the meeting for a presentation and discussion of the Franklin Regional Retirement System's portfolio.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to allocate the \$500,000 transfer from TDBanknorth, voted earlier in the meeting, to the PRIT CORE FUND as recommended by the Financial Advisor.

On a motion by P. Mokrzecki and a second by M. Stokarski, the Board voted unanimously to follow the recommendation of the financial advisor and transfer \$1,850,000 from Income Research & Management as follows:

6/1/2009 - \$700,000 to Daruma Asset Management

7/1/09 - \$600,000 to Rothschild Asset Management

8/1/2009 - \$550,000 to Rhumbline Advisors

9:42 am – Kevin Smith, Principal, and Eric Sabol, Senior Analyst, joined the meeting for a presentation and discussion of FRRS's investments held by PRISA, Prudential Real Estate Investments.

10:15 – Mariko Gordon, CFA-Founder, joined the meeting for a presentation and discussion of FRRS's investments held by Daruma.



A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30AM by Board Chair, Sandra Hanks with Board members Herbert Sanderson, David Gendron, Mary Stokarski and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on February 24, 2009.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$412,493.10
Refunds warrant in the amount of	\$41,463.95
Transfers warrant in the amount of	\$3,255.22
Bills warrant in the amount of	\$152,290.66
For a total of:	\$609,502.93

#### Cash Transfer between Investments and Bank

On recommendation from Greg McNeillie, the Board will not transfer any cash to investments this month.

#### New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Foxmyn, Wendy	LEV	03/17/2009
McCormick, Sheila P.	SND	02/23/2009
Puchalski, Mark W.	DER	03/07/2009
Rheaume, Jennifer S.	FCH	02/09/2009
Smith, Julie M.	MHR	03/03/2009
Zakon-Anderson, Elizabeth J.	CON	02/23/2009

#### Existing Members – Different Units:

Belder, Christine A.	DER	02/18/2009
Feeney, Maura E.	WTY	01/26/2009
Lawrence, Jennifer M.	DER	02/17/2009
Lively, Lois A.	CON, DER, SND	02/18/2009

#### New Retirees

No new retirees

#### Disability Retirements:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted unanimously to accept, schedule a hearing for, and request a PERAC medical panel review on, the Application for Accidental Disability Retirement submitted by Ricky Sumner.

#### Accept Liability for Buybacks through other Systems:

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to accept the following acceptance of liability for buybacks through another system and for buybacks and make-ups through FRRS:

Haley (Jones-Randall), Kathleen – State Board of Retirement, on behalf of former member, requests FRRS to accept 1 year of liability (12 months for school-year employee) for creditable service upon payment to the State for refund of contributions given 10/27/1987 for \$587.39 for service with the Buckland Colrain Shelburne Regional School District between 08/29/1985 and 06/20/1986.

Turati, Lori – Hampshire County Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 10 months, 16 days, upon purchase of service with the Town of Shutesbury between 11/15/1987 and 09/30/1998 when she was eligible.

#### Buybacks and Make-ups through FRRS

Houle, Wendy – current member of the Town of Sunderland requests a buyback of a refund taken 09/30/1996 for part-time work with the Town between 03/26/1993 and 06/30/1996. Creditable service was calculated using actual hours worked. Total creditable service allowed is 3 months, 16 days for a cost of \$344.64 if paid by April 30, 2009; otherwise, interest will accrue as allowed by law.

Houle, Wendy – current member of the Town of Sunderland, has requested a make-up of creditable service for time worked in the Town between 07/01/1996 – 09/30/1999. Total creditable service allowed is 1 year, 10 months, 12 days for a cost of \$3,503.65 if paid by April 30, 2009; otherwise, interest will accrue as allowed by law.

Kern, Debra – the Greenfield Retirement Board has agreed to accept liability for 11 months and 9 days if this current member in Northfield purchases a make-up of service for time between 2/25/94 and 12/26/97 for work in the town of Greenfield. Total cost of the make-up is \$1,985.26 if paid by April 30, 2009, otherwise interest will accrue as allowed by law.

Turati, Walter – current member in the Town of Shutesbury has requested a make-up of creditable service for time worked in the Town between 1/19/1981 and his enrollment date of 8/1/1981. Total creditable service allowed is 6 months, 12 days at a cost of \$361.61 which is contributions only on earnings of \$5,165.86. Interest will begin to accrue after April 30, 2009.

Hicks, Linda – current member in the Pioneer Valley Regional School District, has requested a make-up of time worked prior to enrollment in the system. She was a substitute and part-time aide from 11/1996 – 6/30/2003 and then began work as a full-time cafeteria worker on 9/01/2003. Information provided indicates that she was eligible for membership as early as 9/01/2003, but was not enrolled due to administrative error until 9/01/2007. She will get 12 months for each full school-year. Total creditable service allowed is 5 years, 2 months, 2 days at a cost of \$6,231.62 if paid by April 30, 2009; interest to date has only been calculated on the substitute and part-time aide work. If Ms. Hicks chooses installment payments, interest will accrue on the full balance going forward.

Weston, Audrey – current member in the Town of Sunderland, has requested a make-up of time worked between 12/17/07 and 9/19/08 during which time deductions from her earnings to the retirement system ceased due to administrative error. Total creditable service allowed is 9 months, 3 days at a cost of deductions only, \$867.57. Interest will begin to accrue after 4/30/09.

#### Military Buybacks:

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to accept the following purchase of military service:

Benjamin J. Kovacevic – current member of the Town of Orange has requested a purchase of military active duty time. A DD214 has been provided showing a total of 10 months. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$3,473.10. Interest does not accrue on this balance. (1st year salary was \$41,678.89.)

#### General Business:

1) Roy Page repayment agreement

The Board would like to discuss with Michael Sacco, board counsel, Mr. Page's counter-offer of a \$25.00 monthly payment towards his outstanding debt of \$22,513.76. Staff will ask Attorney Sacco to be ready to do so when he comes to meet with the board for Ricky Sumner's disability hearing.

#### 2) PERAC Annual report for 2008

On a motion by M. Stokarski and a second by D. Gendron the Board voted unanimously to accept and sign the PERAC Annual Report for 2008 as prepared by staff. Copies of the report will be mailed all units.

#### 3) Starting point for mileage

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted unanimously to append to the Travel Reimbursement section, subsection C. Standards, paragraph 1. the following sentence: "The starting address in determining mileage for employees will be the address of the retirement office; Board members should use their resident address as the starting point."

#### 4) Snow days

In response to a request to review and reaffirm (or not) the following sentence from the "Hazardous Weather Conditions" section of the personnel policy: "Employees who elect to come to work when the office is closed may accrue compensatory time with the prior approval of the Executive Director.", the board took the following action:

On a motion by D. Gendron and a second by M. Stokarski the Board voted four in favor with one abstention to leave the personnel policy "as is".

#### 5) Independent Audit of 2008

On a motion by H. Sanderson and a second by P. Mokrzecki the Board voted unanimously to proceed with an independent audit of the 2008 Financial Records by Melanson and Heath as determined by an accepted bid from an RFP.

#### 6) Prudential - Quarterly Cash Distributions

On a motion by P. Mokrzecki and a second by H. Sanderson the Board voted unanimously to request that Prudential Investment Management, in regards to the PRISA account, make a change in the method of payment for the quarterly cash distribution FROM: "Reinvest", TO: "Cash Payment wired directly to the (retirement system's) TDBanknorth Money Market Account".

#### FYI - Director's Report:

IR&M Performance – The Board is concerned that the IR&M performance, except for the last two months, is below the index over the last 3 to 5 years. The board will monitor performance closely over the next few months and will discuss the issue with DAHAB Consultant Greg McNeillie at the April Board meeting.

Part-timers going full-time in a different unit – The current Supplemental Regulation addresses the question in the affirmative that unit employees working in a position that does not meet membership requirements, must include and have retirement deductions taken from the earnings of that position, upon attaining membership through a qualifying position in any unit of the system.

Summer Hours - The Board agreed to the same summer hour schedule that was in place in 2008.

Flexible summer hours for the office will begin from May 18, 2009 through September 18, 2009, with the office opening as early as 8:00 a.m. and closing at 4:30 Monday through Thursday and closing as early as 2:00 pm on Fridays.

Ada Andrews – The requested, new scheduled date for this hearing in the Greenfield District Court, regarding repayment of retirement allowance, is Thursday, May 7, 2009.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

FEBRUARY 24, 2009

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to

order at 8:34AM by Board Chair, Sandra Hanks with Board members Mary Stokarski, David Gendron and Paul Mokrzecki present. Herbert Sanderson was absent. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on January 27, 2009.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$412,770.52
Refunds warrant in the amount of	\$58,058.46
Transfers warrant in the amount of	\$5,762.47
2009 Bills warrant in the amount of	\$45,034.09
2008 Bills warrant in the amount of	27,232.43
For a total of:	\$548,857.97

#### Cash Transfer between Investments and Bank

On a recommendation from Greg McNeillie, the Board will not transfer any cash to investments this month.

#### New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Barber, Derek M.	OGE	02/11/2009
Goshea, Christopher M.	OGE	02/10/2009
Powling, Joseph P.	OGE	02/09/2009
Sweeney, Thadryan J.	OGE	02/10/2009
Existing Members – Different Units:		
Koehler, Teresa N.	ERV	01/14/09

#### New Retirees

On a motion made by D. Gendron and a second by M. Stokarski, the Board voted unanimously to approve the following Superannuation retirement:

Lyman, Luanne - PERAC approval has been received for an Option B superannuation retirement effective January 21, 2009. Ms. Lyman retired from the Town of Orange, School Department.

Accept Liability for Buybacks through other Systems:

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to accept the following buyback through another system:

Cooper, Frances – Massachusetts Teachers' Retirement, on behalf of former member, requests FRRS to accept liability for creditable service of 6 months, 16 days, upon payment to the State for refund of contributions given 12/18/2003 for \$446.82 for service with the Town of Leverett (Shutesbury, Deerfield and Sunderland) Elementary School between 9/28/92 and 12/31/93.

#### Buybacks and Make-ups

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to accept the liability for the following buy back through another system:

Lord, Cynthia – the State Board of Retirement has agreed to accept liability for 7 years 4 days if this current member in Shutesbury re-deposits a refund taken 2/15/1984. Total refund was \$8,265.45. Total cost of re-deposit is \$22,183.29 if completed by March 31, 2009, otherwise interest will accrue as allowed by law.

Kern, Debra – The Hampden County Regional Board has agreed to accept liability for 2 years, 2 months creditable service if this current member in Northfield re-deposits a refund taken 6/30/79. Total refund was \$895.05. Total cost of re-deposit is \$2,885.02 if completed by March 31, 2009 otherwise interest will accrue as allowed by law.

Kern, Debra – The Springfield Contributory Retirement System has agreed to accept liability for 11 months creditable service if this current member in Northfield re-deposits a refund taken 9/30/81. Total refund was \$718.68. Total cost of re-deposit is \$2,120.84 if completed by March 31, 2009 otherwise interest will accrue as allowed by law.

#### Military Buybacks:

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted to table the following military purchase request until next month:

Benjamin J. Kovacevic – current member of the Town of Orange has requested a purchase of military active duty time. A DD214 has been provided showing a total of 10 months. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$3,473.10. Interest does not accrue on this balance. (1st year salary was \$41,678.89.)

#### General Business:

##### Review 2008 budget:

On a motion by P. Mokrzecki and second by D. Gendron the Board voted unanimously to make the following adjustments to the 2008 budget line items:

Transfer      \$1,065.40 from Management Fees to Salaries and Wages,  
                  \$1,046.39 from Management Fees to Custodial Fees – Prior Year,  
                  \$8,760.00 from Management Fees to Legal,  
                  \$395.00 from Management Fees to Education – Staff and Board.

#### Update on Andrews Case:

A court date has been set. Attorney Sacco has requested more information from Attorney Bishop in preparation for the hearing.

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30AM by Board Chair, Sandra Hanks with Board members Herbert Sanderson and Mary Stokarski present. David Gendron and Paul Mokrzecki entered the meeting at 8:32. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

The Board welcomed newly elected member Mary Stokarski to the Board.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made H. Sanderson and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$426,311.83
Refunds warrant in the amount of	\$0.00
Transfers warrant in the amount of	\$0.00
January 2009 Bills warrants in the amount of	\$108,081.59
2008 Bills warrant in the amount of	\$30,834.71
For a total of:	\$565,228.13

David Gendron and Paul Mokrzecki arrived at this point in the meeting.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on December 23, 2008.

#### Cash Transfer between Investments and Bank

On a motion made by H. Sanderson and second by D. Gendron, the Board voted unanimously not to rebalance the investment portfolio, to keep excess cash in the existing Banknorth money market account and to continue to monitor the investments no less than monthly.

It was agreed that staff would pursue a "Letter of Collateral" as offered by TDBanknorth, and if it was no extra cost to the system then do it, otherwise bring it to the board for the February meeting.

## New Members

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Dillenback, Jacki	MHR	12/08/08
Sherman, Robin L.	FCH	12/01/08
Vanbobo, John G.	OGE	11/17/08
Existing Members – Different Units:		
Leno, Christina M.	DER	11/10/08
Ravish, Brian J.	BER	12/30/08
Stokarski, Mary A.	FCR	01/01/09

## New Retirees

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted unanimously to approve the following Superannuation retirements:

Bacigalupo, Minnie – PERAC approval has been received for a 12(2)(d) survivor allowance effective 10/16/2008. Member Daniel Bacigalupo worked for the Town of Wendell Highway Department from June 6, 1988 until his death, 20 years, 4 months creditable service.

Crosby, Kathleen – PERAC approval has been received for a Superannuation Option B allowance effective December 1, 2008. Ms. Crosby was employed by Mahar Regional School District in the cafeteria and has 25 years, 5 months creditable service.

Miller, Tamara – PERAC approval has been received for a 12(2)(d) survivor benefit effective 10/21/08. Ms. Miller's mother, Linda Wilde was an active member employed by the Mohawk Trail Regional School District in their cafeteria.

## Buybacks and Make-ups

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to accept the liability for the following buy back through another system:

Griffith, Mary A. – State Board of Retirement, on behalf of former member, requests FRRS to accept liability for creditable service of 5 years, 10 months, 6 days, upon payment to the State for refund of contributions given 09/2001 for \$11,351.42 for service with the Town of Orange Elementary School between 08/25/1993 and 06/30/1999.

## Deaths:

Williams, Milton - died 12/22/08. Mr. Williams retired 8/5/1987 from the Town of Deerfield with a Superannuation Option B. There are no remaining funds in the Annuity Reserve Fund for distribution to his beneficiary.

Jardine, Artemas – died 12/24/08. Mr. Jardine retired 4/30/1991 from the Town of Erving with a Superannuation Option B. There are no remaining funds in the Annuity Reserve Fund for distribution to his beneficiary.

Ludwiczak, Jennie – died on 12/24/08. Mrs. Ludwiczak was an Option C survivor beneficiary since 1981. Husband Thomas Ludwiczak started working for the Town of Deerfield highway department in 1955, retiring in 1969 and passing away in 1981.

Moore, Dana – died on 1/13/09. Mr. Moore retired 7/31/1986 from the Town of Erving with a Superannuation Option B. There are no remaining funds in the Annuity Reserve Fund for distribution to his beneficiary.

Johnson, Peter – died on 1/9/09. Mr. Johnson is an inactive member in the Town of Shutesbury.

Cleveland, Stanley – died on 1/23/2009. Mr. Cleveland retired from the Town of Orange on 1/31/1989 with a Superannuation Option C. Benefits will continue for his survivor, Mrs. Charlotte Cleveland.

#### General Business:

##### MACRS conference(s)

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted unanimously to approve travel to the spring 2009 MACRS conference and to the fall 2009 MACRS conference.

##### Board Meetings on Road

The Board suggested that outreach information sessions should be offered in our towns and districts rather than Board meetings. Staff will work with Mary Stokarski to set up a test meeting in Deerfield.

##### Roy Page agreement

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to move forward with the settlement for Roy Page, drafted by Attorney Michael Sacco.

##### Retirees COLA

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted unanimously to approve a 3% cost of living increase for retirees as allowed pursuant to C. 32, section 103(c) and effective July 1, 2009.

##### Investment Policy

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted unanimously to approve the investment policy originally voted on July 25, 2006 with the following management structure:

- 60% PRIT CORE fund
- 22.5% Domestic Equity
- 12.5% Fixed Income
- 5 % Real Estate

##### Request for Waiver of Re-payment

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted unanimously to approve a the request from retiree Paul Gemborys pursuant to c. 32, section 20(5)(c)3 to waive recovery of veteran's benefits for which he was not eligible.

##### Investment Managers

9:30 Greg McNeillie, Vice President of Dahab Associates was invited to join the meeting to review the performance of the FRRS portfolio and to participate in the presentations of the investment managers.

10:15 Julie Lind, of RhumbLine was invited to join the meeting to discuss the performance of the index manager. Her presentation lasted for 15 minutes.

10:30 Paul Todisco, of PRIT was invited to join the meeting to discuss the performance of the diversified asset manager. His presentation lasted for 45 minutes.



A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:40AM by Board Chair, Sandra Hanks with Board members Patricia Auchard and Herbert Sanderson present. Paul Mokrzecki entered the meeting at 8:43. David Gendron was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made H. Sanderson and second by P. Auchard, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$408,127.14
Refunds warrant in the amount of	\$9,380.83
Transfers warrant in the amount of	\$9,414.78
December Bills warrants in the amount of	\$19,406.51
January 1, 2009 Bills warrant in the amount of	\$3,483.40
For a total of:	\$449,812.66

It was noted that a personal property tax reimbursement, included on the Hasler invoice for \$24.99, should be researched, prior to making this payment, to verify that Hasler has been assessed this tax by the town.

Paul Mokrzecki arrived at this point in the meeting.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by S. Hanks, the Board voted to approve the minutes of the regular meeting held on November 25, 2008.

#### Cash Transfer between Investments and Bank

A transfer is not recommended for the month of December.

#### New Members

On a motion made by P. Auchard and second by H. Sanderson, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Bardwell, Gregory D.	SHB	11/05/2008
Dobias, Bruce A.	LED	10/13/2008
Dwyer, Jeffrey R.	PNR	10/27/2008
English, Sara A.	DER	11/12/2008
Goodwin, Sherri M.	LEV	10/21/2008
Hadley, Jon L.	WEN	09/08/2008
Kemerer, Terry L.	WCK	11/15/2008
Kosa, Jean M.	MHR	11/13/2008
Parker, Michael D.	MOH	10/08/2008
Sheridan, Jennifer	MOH	10/15/2008
Yankowski, Kelly E.	DER	10/20/2008
Existing Members – Different Units:		
Hepburn, Kathleen S.	LEV	11/18/2008

## New Retirees

On a motion made by P. Auchard and a second by H. Sanderson, the Board voted unanimously to approve the following Superannuation retirements:

Olshuff, Elaine – PERAC approval has been received for a Superannuation Option C, effective 10/31/2008 from the Mohawk Trail Regional School District. Ms. Olshuff has a total of 11 years of creditable service.

Sibilia, Gary - PERAC approval has been received for a Superannuation Option B, effective 10/31/2008 from the Town of Northfield. Chief Sibilia has a total of 31 years 5 months of service, some of which is held by Dukes County, Norfolk County and Barnstable County Retirement boards. He has decided to defer his retirement until January 1, 2009.

Craven, Walter – PERAC approval has been received for a Superannuation Option C, effective 10/23/2008 from the Town of Conway, Highway department. Mr. Craven has a total of 21 years and 4 months, all with this system. Mr. Craven is also preparing an application for an ordinary disability.

Wickey, Ronald – PERAC approval has been received for an Option A retirement effective 11/14/2008 from the Town of Northfield, Board of Assessors. Mr. Wickey has a total of 10 years, all with this system.

## Buybacks and Make-ups

On a motion made by P. Mokrzecki and a second by P. Auchard, the Board voted unanimously to accept the liability for the following buy back and make-up:

Ashworth, Susanne – took a refund of contributions totaling \$307.06 from Middlesex County Retirement System for work between 1/1/1988 and 7/14/1988 in the Ayer School System. Middlesex County will accept 6 months, 14 days creditable service upon repayment of contributions and interest to FRRS. Total payment, if made by 1/31/2009 is \$684.04, otherwise interest will accrue as allowed by law.

Kemerer, Terry – current member in Warwick requests make-up of elected service as tax collector between 7/21/02-3/13/06 and further make-up of continued service as appointed tax collector between 3/14/06 through enrollment 11/14/08, and appointed treasurer between 4/17/08 and 11/14/08. Total make-up of creditable service is 6 years, 10 months, 14 days for a total of \$7,676.62. (\$3648.26 includes interest; \$4028.36 does not include interest but will be added subsequent to 1/31/2009 until payment is complete.)

## Director's Report:

### Michael Pellin

The Board denied an application for Accidental Disability for this member based on the PERAC Medical Panel Certificate that determined his disability was not related to an injury sustained in the performance of his job. Through his attorney, Mr. Pellin has sent a Notice of Appeal to the Contributory Retirement Appeal Board (CRAB). No date has been set.

## 2009 Quarterly Meetings with Investment Managers

January 27, 2009 - Dahab (9:00 am), Rhumblin (9:30), PRIT/PRIM (10:00 am)

April 28, 2009 - Dahab (9:00 am) with - Prudential (9:30 am) and Daruma (10:00)

July 28, 2009 - Dahab (9:00 am) with - Rothschild (9:30 am) and IR&M (10:00)

October 27, 2009 - Dahab only (Time TBD)

## Board Election Results

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board unanimously agreed to record the following Election Results in this month's minutes:

At its annual meeting on November 18, 2008, the Advisory Council of this retirement system re-elected Herbert Sanderson to the position of Second Member of the Franklin Regional Retirement Board for a one-year term beginning January 1, 2009 and ending December 31, 2009.

In addition, the Retirement System concluded a regular election on December 9, 2008, that resulted in the election of Mary A. Stokarski to the position of Third Member on the board for a three-year term beginning on January 1, 2009 and ending December 31, 2011. Ms. Stokarski, who is the Town Clerk, Tax Collector/Treasurer for the Town of Deerfield, takes the place of Patricia Auchard, third member of the Board, who chose not to seek re-election.

#### Newton Retirement's COLA Proposal

The Newton Retirement Board has proposed a change to COLA legislation that would allow an annual increase of \$360 to all retirees without regard to the current legislation limiting the COLA to 3% on the first \$12,000 of retirement allowance. This Board will not respond to the proposal at this time.

#### Recognition of Service

This being the last meeting of her elected term, Board Member Patricia Auchard was presented with a certificate in recognition of her service to the Board, and from the board and staff members, a gift certificate to a local restaurant.

### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

NOVEMBER 25, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32AM by Board Chair, Sandra Hanks with Board members Patricia Auchard, David Gendron, and Paul Mokrzecki present. Vice Chair Herbert Sanderson was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted unanimously to approve the minutes of the regular meeting held on October 28, 2008.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made D. Gendron and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$411,040.25
Refunds warrant in the amount of	\$22,734.45
Transfers warrant in the amount of	\$43,297.11
Bills warrants in the amount of	\$41,215.21
For a total of:	\$518,287.02

#### Cash Transfer between Investments and Bank

On a motion made by D. Gendron and second by P. Mokrzecki the Board voted unanimously to transfer \$280,000 from Income Research & Management to the TD Banknorth money market as soon as practical to cover November cash needs.

#### New Members

On a motion made by D. Gendron and second by P. Auchard, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Belder, Christine A.	WTY	10/23/2008
Fellows, Chrystal L.	ERV	09/04/2008
Graves, Hilary A.	FCH	10/14/2008
Latz, Patricia L.	WTY	10/20/2008
Morgan, Jacob D.	DER	10/21/2008
Newton, Craig A.	OGE	09/30/2008
Rodriguez-Jones, Ciera C.	FCH	10/14/2008
Strunjo, Kate A.	OGE	10/14/2008
Sweet, Nicholas A.	CON	10/27/2008
Existing Members – Different Units		
Boyce, Gregory	DER	09/04/2008
Burt, Robin M.	MOH	10/07/2008
Howe, Robin J.	CON	10/27/2008
Sokoloski, Adam P.	DER	09/04/2008
Streeter, Anthony	NTD	10/22/2008

#### New Retirees

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to approve the following Superannuation retirement:

Johnson, Dana – PERAC approval has been received for a Superannuation Option C, effective 8/31/2008 from the Town of Shelburne, Police Department. Mr. Johnson has a total of 32 years of creditable service.

#### Disability Retirees

On a motion made by D. Gendron and a second by P. Auchard, the Board voted unanimously to request appointment of a regional medical panel for the application for disability retirement submitted by Jimmy L. Buccarroni on 9/30/08.

On a motion made by D. Gendron and a second by P. Auchard, the Board voted unanimously to deny the application for accidental disability for Michael A. Pellin submitted on 4/19/2008.

#### Accept Liability for Buyback through other system

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted unanimously to accept the liability for the following buybacks through another system:

Sullivan, Rosanne – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 1 year, 7 months, 8 days on a ten-month, school-year basis, which is equivalent to 1 year, 8 months, 21 days on a twelve-month basis, upon payment to MTRS for refund of contributions given 05/31/1977 for \$526.64 for service with Mahar Regional School District between 08/25/1975 and 04/01/1977.

Skorupski, Shirley - Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 1 year, 5 months, 22 days on a ten-month, school-year basis, which is equivalent to 1 year, 6 months, 26 days on a twelve-month basis, upon payment to MTRS for refund of contributions given 05/30/1986 for \$712.22 for service with the Town of Deerfield between 01/09/1984 and 06/30/1985.

#### Buybacks and Make-ups

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted unanimously to accept the liability for the following make-up:

Goodwin, Sherri – This current member in Leverett, was appointed Teacher Aide for the Leverett Elementary School for the 2007-2008 school year. The Treasurer for the Town of Leverett recently reported that due to administrative error retirement contributions were not deducted from her pay beginning 09/01/2007 to 06/30/2008. Missed contributions total \$1,298.44 as of June 30, 2008. Full creditable service of 1 year will be allowed if the member chooses to make-up the missed contributions. Interest will be charged going forward only if the member chooses to make installment payments.

#### Military Buyback

On a motion made by P. Mokrzecki and a second by P. Auchard, the Board voted unanimously to accept the liability for the following military buyback

Tammara J. Richard – current member of New Salem Wendell School District has requested a purchase of her military active duty time. A DD214 has been provided showing a total of 1 year, 8 months, 10 days. The total cost of her buyback based on 10% of her first 12 months of earnings as a member of the Franklin Regional Retirement System is \$2,616.80. Interest does not accrue on this balance. (1st year salary was \$15,446.56.)

#### Deaths

Linda Wilde – Active member, Mohawk Trail Regional School District. Ms. Wilde has named her daughter, Tammy Miller, as her §12 2(d) beneficiary. Ms. Miller is also a member of FRRS, employed by the Mohawk Trail Regional School District.

#### Other Business:

The Chair brought to the attention of the other Board members, a series of articles published in The Republican newspaper about the Springfield Retirement Board.

#### General Business:

#### Staff Evaluations

The Board members commented on how pleased they were with the performance of staff and expressed their appreciation for all the progress made and projects completed. There was acknowledgement of the many ways that the efforts of staff have saved the system thousands of dollars each year and the Board wishes it could grant a larger merit increase, but given the steep downturn in the economy, needs to act accordingly while showing appreciation to the staff.

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted to grant a 1% merit increase “across the board”, effective January 1, 2009.

Policy on existing members earning less than \$200.01

M.G.L. section 3(2)d references a \$200 minimum annual salary for membership. There are a number of members in FRRS that do not meet that minimum amount. After some discussion the Board voted the following policy.

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted in the majority to rescind membership and refund deductions received to the members in the system who did not meet the \$200 minimum annual salary at the time of membership and continue to not meet the minimum. One Board member abstained from voting.

2009 Board Meeting Schedule

On a motion by P. Mokrzecki and a second by P. Auchard, the Board voted to accept the 2009 meeting schedule as noted here:

Tuesday, January 27, 2009	Tuesday, February 24, 2009
Tuesday, March 31, 2009	Tuesday, April 28, 2009
Wednesday, May 27, 2009	Tuesday, June 30, 2009
Tuesday, July 28, 2009	Tuesday, August 25, 2009
Tuesday, September 29, 2009	Tuesday, October 27, 2009
Tuesday, November 24, 2009	Tuesday, December 22, 2009

Director’s Report:

Fire Chiefs of Call-Fire Departments

In the past there has been some confusion about how to treat membership and creditable service for the chiefs of the fire departments that are defined as “call firefighter” departments. Based on the low number of hours, call firefighters are excluded from membership, and, as per chapter 32, call firefighters do not get creditable service. However, the chiefs often are paid an annual salary to perform administrative duties, which makes their employee status more like a regular employee. Staff has discussed the issue with the other regional systems and the Board attorney, and has concluded that chiefs should be allowed membership and creditable service, subject to the same regulations as other employees. After some discussion the board agreed that when fire chiefs meet the current membership regulations they should be eligible for membership and creditable service. Fire chiefs that are current members will remain members and be given creditable service.

Election update

As of yesterday, 632 ballots have been returned for the current election. The voting period ends December 2, 2008 and ballots will be counted on December 9, 2008.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

OCTOBER 28, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34AM by Board Chair, Sandra Hanks with Board members Patricia Auchard, David Gendron, Herbert Sanderson and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe. Also present were Leigh Deveneau-Martinelli, Treasurer for the Town of Orange and Greg McNeillie, Vice President of Dahab Consultants.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on September 30, 2008.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Auchard, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$407,050.90
Refunds warrant in the amount of	\$25,063.32
Transfers warrant in the amount of	\$75,686.80
Bills warrants in the amount of	\$63,055.39
For a total of:	\$570,856.41

#### Cash Transfer between Investments and Bank –

On a motion made by H. Sanderson and a second by P. Auchard the Board voted unanimously to transfer \$263,000 from Income Research & Management to the TD Banknorth money market as soon as practical to cover October cash needs.

#### New Members

On a motion made by H. Sanderson and second by P. Auchard, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Brooks, Julia J.	DER	09/22/08
Clark, Wayne R.	HAW	10/01/08
Hambleton, Margot A.	LEV	08/26/08
Johnson, Kristine M.	MOH	08/27/08
Johnson, Yvonne E.	ERV	09/15/08
Karras, Paul A.	PNR	10/01/08
King, Lisa M.	DER	08/29/08
Leitner, Lynda J.	HLT	08/25/08
Lemay, Nicholas M.	FRN	09/08/08
Lessard, Leslie A.	SND	09/02/08
Looman, Amy K.	MOH	08/27/08
Maguire, Anna N.	LEV	08/25/08
Mailloux, Kelly J.	NSW	08/25/08
Martin, Kathy L.	LEV	08/25/08
Osman, Shawna L.	MOH	08/27/08

Ramon, Kelly K.	ERV	09/03/08
Regnier, Walter L.	NSW	09/02/08
Rizzi, Jennifer H.	MOH	08/27/08
Robinson, Kimberly B.	ERV	09/22/08
Shaw, Katherine S.	CON	09/03/08
Steiner, Kevin M.	NTD	09/29/08
Stone, Meghan A.	MHR	08/25/08
Sullivan, Stephen T.	STB	10/18/08
Tanguay, Tina M.	OGE	08/25/08
Wertheimer, Lee C.	FRN	08/27/08

Existing Members – Different Units:

Craven, Debra J.	CON	10/14/08
Gilbert, Sandra J.	MOH	09/10/08
Hebert, Karen L.	SND	09/02/08
Hollister, Kevin J.	MOH	09/01/08
Kocot, Danielle M.	CON	09/02/08
Schempp, Carol A.	DER	08/28/08

New Retirees

On a motion made by P. Auchard and a second by D. Gendron, the Board voted unanimously to approve the following Superannuation retirements:

Ishii, Catherine – PERAC approval has been received for a Superannuation Option A, effective 7/15/2008 from the Mohawk Trail Regional School District. Ms. Ishii worked in the Mohawk School as well as some service to the Buckland Center School, Hawlemont School and Franklin County Housing.

Martinelli, Primo – PERAC approval has been received for a Superannuation Option C, effective 9/5/08 from the Town of Orange. Mr. Martinelli worked in the highway department since December 1, 1969.

Accept Liability for Buyback through other system:

On a motion made by P. Mokrzecki and a second by P. Auchard, the Board voted unanimously to accept the liability for the following buyback through another system:

Martin, Gary P. – State Board of Retirement, on behalf of former member, requests FRRS to accept 2 years, 6 months, 4 days liability for creditable service upon payment to the State for refund of contributions given 2/28/1999 for \$9,175.33 for service with the Mohawk Regional Trail Regional School District between 5/28/1996 and 12/01/1998.

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted unanimously to accept the liability for the following buyback through another system:

Enko, Susan – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept liability for creditable service of 9 months, 17 days on a ten-month, school-year basis, which is equivalent to 11 months, 14 days on a twelve-month basis, upon payment to MTRS for refund of contributions given 10/31/1979 for \$308.20 for service with Mahar Regional School District between 9/14/1978 and 6/22/1979.

Deaths -



Phillip Kostecki – Option A retiree from the County since 6/30/1997, died on September 2, 2008.  
Arlene Hunt – Option B retiree from New Salem/Wendell since 7/30/1990, died on October 9, 2008.  
There are no funds remaining in the annuity reserve for distribution to a beneficiary.  
Bacigalupo, Daniel – Active member, Wendell Highway Superintendent died 10/16/08. His spouse will be contacted about benefits allowed by law.

#### General Business:

##### 1) Budget for 2009

The Board answered questions from the Orange Treasurer regarding the proposed budget. Also discussed was the proposed increase in the stipend for the Chair based on the responsibilities required for the position.

Moved, by P. Auchard and seconded by P. Mokrzecki, to adjust the stipend for the Chair's position to \$7,200 annually as recognition of the responsibility required of the position.

Moved by H. Sanderson, and seconded by D. Gendron to amend the motion on the floor to increase the stipend for the Chair's position to \$5,500 annually. Motion to amend passed in the majority with Sandra Hanks, Chair, abstaining.

The Board voted to approve the amended motion in the majority with Sandra Hanks, Chair, abstaining.

On a motion by H. Sanderson and a second by P. Mokrzecki the Board voted unanimously to approve the 2009 budget for a total of \$922,057.

##### 2) Appointing a Board Chair – Sandra Hanks excused herself from the meeting at 9:30 am for the discussion concerning the Chair's appointment. Vice Chair Herbert Sanderson accepted the gavel for the duration of the discussion. The Board discussed the length of the chair's position as determined by M.G.L. 34B §19(1) and the rules of appointment.

On a motion by D. Gendron and a second by P. Mokrzecki the Board voted unanimously to reappoint Sandra Hanks as chair of the Franklin Regional Retirement Board for a term of six years beginning January 1, 2009.

##### 3) Greg McNeillie joined the meeting at 9:40 am to present the third quarter performance review of the retirement system's portfolio and the pros and cons of moving to an active manager for large capitalization equity assets.

#### Director's Report:

Response to the Economic Downturn – the Director noted the report in the meeting package addressing the retirement system's recognition of potential reductions that may be required if the current economic crisis is ongoing.

#### IRS Determination Letter –

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted unanimously to request an IRS determination letter using the PERAC template outlined in PERAC memo #32/2008.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

SEPTEMBER 30, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:33 AM by Board Chair, Sandra Hanks with Board members Herbert Sanderson and Patricia Auchard present, Paul Mokrzecki entered the meeting at 8:34 AM. David Gendron was absent from the meeting. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe. Patricia Squillante and Amy Wales of Melanson Heath Accounting firm arrived at 9:23 AM.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted unanimously to approve the minutes of the special meeting held on June 30, 2008 and the executive session minutes of June 30, 2008.

On a motion made by P. Auchard and second by P. Mokrzecki, the Board voted unanimously to approve the minutes of the regular meeting held on August 26, 2008.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Auchard and second by P. Mokrzecki, the Board voted unanimously to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$402,096.58
Refunds warrant in the amount of	\$61,080.60
Transfers warrant in the amount of	\$13,086.06
Bills warrants in the amount of	\$30,528.37
For a total of:	\$506,791.61

#### Cash Transfer between Investments and Bank –

A transfer of cash is not necessary this month.

#### New Members

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted unanimously to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Brown, Melissa S.	OGE	8/25/08
Caloon, Melissa A.	STB	8/27/08
DeFriesse, Janice E.	FCH	8/04/08
Driscoll, Maureen M.	FRN	8/27/08
Grace, David J.	SND	9/02/08
Hammond, Karrie L.	MHR	8/18/08
Hicks, Jessica A.	MOH	8/27/08
Huff, Patricia S.	MOH	8/27/08
Kapise, Nicole E.	PNR	8/27/08
Morse, Kristin B.	SND	9/02/08
Olszewski, Kelly A.	SND	9/02/08
Ricketts, Lonny W.	STB	8/18/08
Snyder, Alexa G.	PNR	8/27/08
Tormanen, Susan B.	PNR	8/27/08
Witty, Leslie J.	OGE	8/25/08

Existing Members – Different Units

Avery, Michelle R.	PNR	8/26/08
Batchelder, Timothy B.	SND	8/28/08
Benjamin, Mary O.	FRN	8/27/08
Burt, Carol M.	DER	7/07/08
DeWitt, Sharon L.	FRN	8/27/08
Dostal, Michele	FRN	8/27/08
Sullivan, Jean A.	FRN	8/27/08
Wall, Justin R.	SND	8/01/08
Wickline, Leslie A.	DER	7/07/08

New Retirees

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to approve the following Superannuation retirement:

Paul Douglas - PERAC approval has been received for a Superannuation Option B effective August 9, 2008. Mr. Douglas worked for the Franklin Regional Housing Authority for 32 ½ years, retiring from the position of Executive Director.

On a motion made by P. Mokrzecki and a second by P. Auchard, the Board voted to approve the following Disability retirement:

Malcolm Caron – PERAC approval has been received for an Accidental Disability Option C, retirement from the Town of Colrain, effective 1/31/2007. The Board originally voted on 12/19/07 to forward this case to a PERAC medical panel. Based on the medical panel findings, the Board voted to approve the Accidental Disability retirement on 5/28/08. PERAC reviewed and approved the Board's decision, and on 8/4/08 PERAC approved the retirement calculation. Mr. Caron began receiving benefits subject to a worker's compensation offset in August, 2008.

Accept Liability for Buyback through other system:

On a motion made by P. Mokrzecki and a second by P. Auchard, the Board voted unanimously to accept the liability for the following buyback through another system:

Rup, Frances – State Board of Retirement, on behalf of former member, requests FRRS to accept 2 months, 6 days liability for creditable service upon payment to the State for refund given 2/28/1984 in the amount of \$201.40 for contributions between 9/1/1983 and 2/10/1984. Service was in the Town of Deerfield.

Buy Backs and Make-ups:

On a motion made by H. Sanderson and a second by P. Auchard, the Board voted unanimously to approve the purchase of the following make-up of creditable service:

Cerone, James – Current member in the FRCOG unit requests a make-up of part-time service prior to his enrollment between June 1998 and July 1, 2001. Total creditable service available is 8 months, 12 days calculated as actual time worked; at a cost of \$3,436.04 if paid by October 31, 2008 otherwise interest will accrue as allowed by law.

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted unanimously to approve the purchase of the following make-up of creditable service:

Bousquet, Debora – This current member in Orange, became a member and started contributions on 10/25/06. The Orange School Department recently reported that due to administrative error her retirement deductions stopped with the 11/1/2007 payroll. Missed contributions total \$996.62 as of September 1, 2008. Full creditable service of 10 months will be allowed if the member chooses to make-up the missed contributions. If the member chooses to make installment payments, interest will be charged going forward only.

Deaths - none reported.

General Business:

1) Transfer \$3,390 to cover PTG purchase

On a motion made by P. Mokrzecki and a second by P. Auchard, the Board voted unanimously to transfer \$3,390 from the Professional/Technical line item of the 2008 Budget to the Retirement Software Upgrade line item.

2) Change implementation date for New Regulations to January 1, 2009

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted unanimously to change the implementation date of the regulations voted in the May 28, 2008, and the August 26, 2008 meetings to January 1, 2009.

3) Preliminary Budget for 2009 – The Board reviewed the proposed budget, including new line items for an alarm system, kitchen equipment and window coverings for the new office space and an outreach program designed to help staff meet with treasurers and members. It was agreed that the regular equipment line item is sufficient to purchase the additional items for the kitchen without adding an additional amount or line, and that shades would be installed as window coverings. The proposed budget also includes an increase to the stipend for the chair's position which was not discussed at this meeting.

4) 9:30 - Audit exit conference with Melanson Heath & Company, PC

Pat Squillante, CPA and Amy Wales, CPA, MBA joined the meeting to discuss the audit of the Annual Financial Statement ending 12/31/2007 and the Management Letter. A copy of the final audit will be sent to PERAC.

5) Securities Portfolio Monitoring

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted in the majority not to engage any law firm for the purpose of securities portfolio monitoring.

6) Process for (re)appointing a Board Chair

The Executive Director reminded the Board that the chair's term of office ends 12/31/2008 and suggested a discussion regarding the process of re-appointing this position. It was determined that after calling the regular meeting of October 28, 2008 to order, the Chair would excuse herself until the remaining Board members completed their discussion.

7) Insurance Incentive

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board unanimously denied the proposal that would offer employees an incentive for not enrolling in the Retirement System's health insurance plan.

8) Staff C.O.L.A. for 2009

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board moved to unanimously approve the C.O.L.A. equal to 3.49%, as per the policy, effective January 1, 2009.

## Director's Report:

Election – six sets of nomination papers have been submitted for the third position on the Board.

Peter James – Michael advises we wait for a pending court ruling on elected officials before discussing again, membership for Mr. James.

Shirley Barrus – Position unavailable at MHR, but will be given preference for the next available position that is similar or the same from which she retired.

Ada Andrews – The board's attorney has requested of her attorney that the issue be moved for court judgement

Office Space – Rough wiring done, walls framed

Roy Page – still waiting for financial information

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

AUGUST 26, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair, Sandra Hanks with Board members, David Gendron, Herbert Sanderson and Patricia Auchard present. Paul Mokrzecki entered the meeting at 8:36 am. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe, representatives from Stone Consulting, Rachel Brown and Kevin O'Connor, arrived shortly before 9:30.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the minutes of July 29, 2008.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$411,396.66
Refunds warrant in the amount of	\$32,173.52
Transfer warrant in the amount of	\$1,405.64
Bills warrants in the amount of	\$359,863.26
For a total of:	\$804,839.08

Cash Transfer between Investments and Bank –

On a motion made by D. Gendron and second by P. Auchard, the Board voted to transfer \$230,000 from Income Research & Management to TDBanknorth money market account as soon as can be arranged.

Paul Mokrzecki arrived at this point in the meeting.

#### New Members

On a motion made by P. Auchard and second by D. Gendron, the Board voted to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Gaffey, Sandra A.	MOH	7/11/08
Guyette, Pamela M.	BUC	7/10/08
Miller, Tamara L.	MOH	8/25/08
Moore, Thomas A.	PNR	7/21/08
Wetherby, Kyle R.	LEV	7/08/08

#### Existing Members – Different Units

Conlon, Sean J.	SND	7/21/08
Hunter, Bruce A.	SDW	4/30/08
Lane, Debra A.	CON	7/01/08
Lane, Debra A.	DER	7/01/08
Lane, Debra A.	SND	7/01/08
Lane, Debra A.	WTY	7/01/08

#### New Retirees

On a motion made by P. Auchard and a second by D. Gendron, the Board voted to approve the following Superannuation retirements:

Leatha Foster – PERAC approval has been received for a Superannuation Option A, effective 6/30/2008 from the Pioneer Valley Regional School District. Ms. Foster worked in the custodial department.

Norman Goodermote – PERAC approval has been received for a Superannuation Option C effective June 27, 2008. Mr. Goodermote was a Town of Monroe employee in the highway department.

Sherrri Fiske - PERAC approval has been received for a Superannuation Option C effective June 30, 2008. Ms. Fiske was the cafeteria manager for the Orange Elementary Schools.

Cheryl Dodge - PERAC approval has been received for a Superannuation Option A effective June 30, 2008. Ms. Dodge worked in the cafeteria for the Mohawk Trail Regional School District.

Rita Jean - PERAC approval has been received for a Superannuation Option C effective August 31, 2008. Ms. Jean worked as a library aide in the Mahar Regional School District.

Janet Stellman - PERAC approval has been received for a Superannuation Option A effective September 1, 2008. Ms. Stellman worked in the offices of Frontier Regional School District.

Joan Ovitt – PERAC approval has been received for a Superannuation Option A effective June 30, 2008. Ms. Ovitt worked as bus driver for the Mohawk school district.

Keith Fiske – PERAC has approved a Superannuation Option A retirement, effective July 31, 2008 for Keith Fiske. Mr. Fiske worked as the head custodian at Swift River School (New Salem – Wendell School District).

Accept Liability for Buyback through other system:

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to accept the liability for the following buyback through another system:

Kelleher, Timothy – State Board of Retirement, on behalf of former member, requests FRRS to accept: 5 months, 26 days for make-up of time worked prior to enrollment in the system from 9/8/1975 to 3/3/1976. FRRS will accept liability, because he should have been a member, upon payment to the State. Service was with the Town of Orange.

9 years, 2 months liability for creditable service upon payment to the State for refund given 10/1/1985 for \$7,433.63 for contributions between 3/15/1976 and 5/15/1985. Service with the Town of Orange.

9 months, 15 days liability for creditable service upon payment to the State for refund given 4/26/1988 for \$1,203.09 for contributions between 6/15/1987 and 4/1/1988. Service with the Franklin County Jail.

Buy Backs and Make-ups:

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the purchase of the following make-up of creditable service:

Crosby, Kathleen – current member in the Mahar Regional School District requests a buyback of a refund taken 9/30/81 for fulltime work (2 years, 6 months) in the Mahar school cafeteria between 9/30/1974 and 3/31/1977 and for part-time work (9 months) in the New Salem/Wendell school cafeteria between 6/1977 and 12/31/1980. Creditable service was calculated based on the board regulations at the time of the refund. Total creditable service allowed is 3 years, 3 months for \$1,755.74 if paid by September 30, 2008.

Deaths - Ernest Brooks, retired 9/30/86 from the Town of Leyden with an Option B allowance, died on 7/20/08. There are no remaining funds for his beneficiary.

General Business:

1) TACS/Tyler Invoices – The System has received three invoices from TACS/Tyler for this year including two for purchase and installation of software which will not be used, thus, not paid. The third is for support of the TACS system but is billed at the new level for PERA Series support. Because the PERA series is not operational and we will not be purchasing the software, Tyler has agreed to accept a lesser amount based on support for the RET32 TACS software for this year. The two prior year’s support had been paid at the higher level, for services not received.

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted to request a refund of moneys paid on invoices for support services for 2007 and 2008 on Tyler software that was not yet operational. Request to be in form of letter from Attorney Michael Sacco.

2) Wording to Enhance our New Regulations

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted to accept the changes to the membership and creditable service regulations as written and included herein:

Membership Policy:

Inserted as the second paragraph:

“When an active member takes on an additional position that is temporary, the temporary position will not be included for maintaining membership, but will be included as salary earnings and creditable service, with deductions taken, as long as the employee maintains active membership through permanent positions.”

Creditable Service Policy:

Decrease the numbers in the "not greater than" column by 1/100 so they would be different from the same number in the "not less than" column on the next line down:

Weekly hours worked are:	Creditable service
--------------------------	--------------------

not less than	not greater than	percentage given
20	22.99	50%
23	25.99	60%
26	28.99	70%
29	31.99	80%
32	34.99	90%
35	40	100%

Weekly hours worked are:		Creditable service
not less than	not greater than	percentage given
0	4.99	10%
5	9.99	20%
10	14.99	35%
15	19.99	45%

In the first paragraph after the chart(s) - .....change the word were, to 'continue'

Inserted as the second paragraph after the chart(s):

"Any individual who is an "inactive" member as of July 1, 2008 shall, for time worked prior to July 1, 2008, receive creditable service consistent with board regulations in effect prior to July 1, 2008. When returning to "active" membership for prior positions, or for additional positions, started on or after July 1, 2008, they will receive prorated creditable service as per the above table(s). Any return to "active" membership for prior positions shall be consistent with board policy, as of July 1, 2008, regarding membership."

- 3) Preliminary Budget for 2009 – The Board reviewed the proposed budget. Patricia Auchard proposed an increase of \$2,000 to the Chair's salary.
- 4) Staff C.O.L.A. for 2009 – The C.O.L.A. for 2009 has been calculated and proposed according to policy at 3.49%. The Board deferred the vote to a date closer to the actual award date of 1/1/2009.
- 5) Schedule Annual Meeting of the Advisory Council – Staff is researching restaurant availability and pricing for a meeting sometime during the month of November. The location will be determined by staff in consultation with Herbert Sanderson, Advisory Council Chair, provided the total cost remain within the \$1,500 budgeted for the event.
- 6) Actuarial Study – 2008 – At 9:39 am, Stone Consulting representatives Rachel Brown and Kevin O'Connor joined the meeting and presented the January 1, 2008 Actuarial Study.

On a motion made by P. Mokrzecki and a second made by P. Auchard, the Board voted to accept the January 1, 2008 Actuarial Study as presented using an interest assumption of 8%; a salary increase assumption of 4.75%, a 17 year amortization schedule, a four year market smoothing method, and an amortization percent increase of 2.38%.

- 7) October MACRS conference in Springfield – October 19-22, 2008. Paul Mokrzecki plans on attending and Sandra Hanks is also interested but will confirm after checking her schedule.

Director's Report:

Shirley Barrus – Staff reported that Ms. Barrus has completed the Restoration to Service process and the three PERAC physicians have determined that she is medically capable of working in a full-time



clerical position. The Board Chair was presented with a letter to sign that will be mailed to Mahar Regional School District. The District must offer Ms. Barrus preferential assignment when the position from which she retired, or a similar position, becomes available in the district.

Ada Andrews – nothing to report

Office Space – no progress

Roy Page – Attorney Sacco has written to Mr. Page asking him to submit financial records in support of his verbal claim that he cannot make payment on the overpaid retirement allowance.

Peter James – Mr. James is appealing the Board's decision to omit him from membership based on the requirement that prospective members must have annual, regular compensation in excess of \$200 in order to be eligible for membership. Mr. James' moderator salary is \$25 annually.

Future meetings:

September 30, 2008 at 8:30 am – regular meeting

October 19 – 22, 2008 – MACRS Fall conference

October 28, 2008 at 8:30 am – regular meeting

Early November – Advisory Council's annual meeting (in the evening)

November 25, 2008 at 8:30 am – regular meeting

Late November/Early December – election for "Third Member" to the board

December 23, 2008 at 8:30 am – regular meeting

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JULY 29, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson and Patricia Auchard present. David Gendron entered the meeting at 8:31 am. Paul Mokrzecki was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the minutes of June 24, 2008.

Dave Gendron arrived at this point in the meeting at 8:31

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$387,950.90
Refunds warrant in the amount of	\$43,810.71
Transfer warrant in the amount of	\$54,736.23
Bills warrants in the amount of	\$66,453.15
For a total of:	\$552,950.99

#### Cash Transfer between Investments and Bank –

With assessments received in July, there is an excess of cash in the money market account. Greg McNeillie, Dahab Consultant, recommends transferring the cash to investments and dividing it to meet the allocation targets determined by Board policy. After the motion, second, and discussion, the vote was tabled until after the presentations by investment managers and further opportunity for discussion with Greg later in this meeting.

#### New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to approve new and existing members as follows:

NAME	UNIT	DATE OF HIRE
Brown, Susan L.	FRCOG	7/07/08
Johnson, Glenn W.	FRCOG	6/16/08
Matthews, Timothy E.	OGE	6/05/08
Oakes, Clifford W.	MNR	7/01/08
Poirier, Lawrence R.	MOH	5/05/08
Sprague, Brittani M.	MOH	5/12/08
Vysocky, Brian S.	OGE	6/16/08
Wall, Justin R.	STB	7/01/08

#### Existing Members – Different Units

Gervais, Sheryl L.	FRN	6/23/08
Weston, Audrey L.	DER	4/23/08

#### New Retirees

On a motion made by P. Auchard and a second by D. Gendron, the Board voted to approve the Superannuation, Option C retirement of Donna Eddy, Town of Conway, effective June 30, 2008.

#### Disability Retirees

On a motion made by D. Gendron and a second by H. Sanderson, the Board voted to approve the Ordinary Disability Retirement, Option A of Karen Sall, Mohawk Trail Regional School District, effective November 9, 2007.

#### Accept Liability for Buyback through other system:

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted to accept the liability for the following buyback through another system:

Miller, Christine – Massachusetts Teachers' Retirement System, on behalf of former member, requests FRRS to accept 1 year, 1 month, 8 days liability for creditable service upon payment to MTRS for refund

given 12/10/1991 for \$796.13 for contributions between 09/04/1990 and 10/11/1991. Service was with the Frontier Regional School District.

#### Buy Backs and Make-ups:

The board expressed strong concerns regarding the potential deleterious effect on unfunded liability when elected officials are granted a full year's service with very little contribution. The possibility of getting the law amended will be discussed with the board legal counsel, Michael Sacco.

On a motion made by P. Auchard and a second by H. Sanderson, the Board voted to approve the purchase of the following make-up of creditable service:

Fydenkevez, Thomas – current member in the Town of Sunderland, has requested a make-up of his elected service from May, 1999 through December 2007. Total creditable service allowed is 9 years at a cost of \$2,877.95 if paid by August 31, 2008 otherwise interest will accrue as allowed by law.

On a motion made by D. Gendron and a second by P. Auchard, the Board voted to approve the purchase of the following buybacks and make-ups:

McNay, Christine – current member in Mohawk Trail Regional School District. Hampshire County Retirement System will accept the following four periods:

- 6 months liability for creditable service upon payment to FRRS for refund given on 2/27/81 for \$525.34 for contributions between June 1977 and February 9, 1978. Re-payment if made by August 31, 2008 is \$1,545.17. Interest will accrue as allowed by law if payment made at a later date.

- 6 months liability for creditable service upon payment to FRRS for non-membership service in the Hampshire Council of Governments between April 7, 1983 and March 1984. Total cost of purchase is \$1,805.34 if completed by August 31, 2008 otherwise interest will accrue as allowed by law.

- 2 months liability for creditable service upon payment to FRRS for non-membership service in the Hampshire Council of Governments between July 14, 1980 and December 16, 1980. Total cost of purchase is \$631.55 if completed by August 31, 2008 otherwise interest will accrue as allowed by law.

- 2 months liability for creditable service upon payment to FRRS for non-membership service in the Hampshire Council of Governments between November 30, 1976 and May 1977. Total cost of purchase is \$494.69 if completed by August 31, 2008 otherwise interest will accrue as allowed by law.

#### Military Buybacks:

On a motion made by H. Sanderson and a second by P. Auchard, the Board voted to approve the following requests for purchase of creditable service for active military duty:

Lyons, James C. – current member of the Town of Leverett has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 3 years, 7 months, 3 days. The total cost of his buyback based on his first 12 months of earnings as a member of the State Board of Retirement is \$17,358.89. Interest does not accrue on this balance. (1st year salary was \$48,333.00.)

Deaths - No deaths reported

#### General Business:

- 1) Transfer \$3,000 from audit to pay Wellness invoice

On a motion made by P. Auchard and a second by H. Sanderson, the Board voted to approve the transfer of \$3000 from the audit line of the 2008 budget to the 'Staff Teambuilding Line' to pay for the Wellness Invoice.

## 2) System Software – PTG Security Issues

On a motion made by H. Sanderson and a second by P. Auchard, the Board voted to authorize the staff to move forward with the installation of the PTG pension software.

## 3) MV Denials

On a motion made by D. Gendron and a second by P. Auchard, the Board voted to deny the applications to have the "personal use value of an employer-supplied motor vehicle included as regular compensation in the calculation of retirement benefits." The following members/retirees who either submitted applications and/or submitted deductions in expectation of the benefit are specifically included in this motion: Mark DeJackome, Gary Sibilis, Richard Kilhart, David Frye, Brian Spear, Dennis Annear.

## 4) Appoint Election Officer – Autumn 2008

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted to appoint Dale Kowacki, Executive Director, as the election officer for the 2008 Board elections.

## Director's Report:

Independent Audit – Dale Kowacki reported that Melanson Heath & Co. have recently completed the on-site part of the 2007 financial audit. Arrangements are being made for Pat Squillante, a Principal in the Company, to attend a Board meeting and present the findings. One of those findings will be the need for a "Policy Manual" of Board voted policy and procedure.

Shirley Barrus – PERAC Chief Auditor Harry Chadwick visited the office on July 24, 2008 to discuss the Barrus case. Ms. Barrus is in the process of a 'Restoration to Service' from an Ordinary Disability Retirement and it is expected that at the successful conclusion of the process, she will return to work and immediately retire with a superannuation allowance that is approximately three times her current disability allowance.

Ada Andrews – Mr. Chadwick reported receiving a phone call from Mrs. Andrew's attorney, Mr. Bishop. The PERAC audit department has no bearing on this issue.

Office Space – the new air conditioning unit is in process of installation. The project is not progressing at a reasonable pace.

## 5) Investment Managers

9:30 Mark Degenhart, Rothschild Asset Management was invited to join the meeting to discuss the performance of the mid-cap manager. His presentation lasted for 30 minutes.

9:30 Greg McNeillie – Dahab Associates was invited to join the meeting to listen and comment on the presentations of the investment managers and to review the performance of the FRRS portfolio.

10:00 Dave Cirilli, Income Research & Management was invited to join the meeting to discuss the performance of the fixed income manager. His presentation lasted for 30 minutes.

10:30 At the conclusion of the manager's reports, Greg McNeillie reported on the 2008 second quarter performance of the whole portfolio.

Cash Transfer between Investments and Bank –

During his time meeting with the board, Greg McNeillie discussed the merits of holding on to cash while equity values are down, and reiterated the benefits of “buying low”, as well as the importance of sticking to the board’s long-range investment policy. As a result of this recommendation, the board voted the following:

On a motion made by P. Auchard and second by D. Gendron, the majority of the Board voted aye, with H. Sanderson voting no, to transfer \$1,435,000 from the TDBanknorth money market to investments as soon as can be arranged, as follows: \$300,000 to Rhumblin, \$400,000 to Rothschild, \$235,000 to Daruma, and \$500,000 to PRIT.

Dave Gendron left the meeting at 11:41

The Chair asked that in October, at his regular visit with the Board, Greg McNeillie be prepared to present his ideas about switching from a pooled fund to an actively managed portfolio for the Large Cap portion of the system’s investments.

Future meetings:

August 17, 2008 to August 19, 2008 – PERAC Institute at UMASS Amherst

August 26, 2008 at 8:30 am – regular meeting

September 30, 2008 at 8:30 am – regular meeting

## FRANKLIN REGIONAL RETIREMENT SYSTEM SPECIAL BOARD MEETING

JUNE 30, 2008

A special meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 9:30 AM by Board Chair Sandra Hanks, with Board members David Gendron, Paul Mokrzecki, and Herbert Sanderson present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Attorney Michael Sacco, legal counsel to the board; Michael Pellin, applicant, Thomas Downey, Attorney for the applicant, Walter Turati, Head Custodian, Shutesbury Elementary School, supervisor to the applicant.

The Chair of the Board stated that this meeting is an evidentiary hearing on the Accidental Disability Retirement application of Michael Pellin and asked Mr. Pellin and his Attorney, Thomas Downey if they wished the meeting be in Executive Session to which they answered in the affirmative.

At 9:35 AM:

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted to move into Executive Session: Mokrzecki – aye, Sanderson – Aye, Gendron – Aye, Hanks – Aye.

In executive session:

On a motion by D. Gendron, and a second by P. Mokrzecki, the Board voted to submit the Accidental Disability Application of Michael Pellin to PERAC for a medical panel review.

A motion to come out of executive session was made at 10:30 am by D. Gendron, and a second by P. Mokrzecki and accepted by roll call vote. Roll Call Vote: Gendron – Aye, Hanks – Aye, Mokrzecki – Aye, Sanderson - Aye

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

JUNE 30, 2008

The release of these minutes has not been approved by the Board.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

JUNE 24, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:33 AM by Board Chair, Sandra Hanks with Board members, Herbert Sanderson and Patricia Auchard present. Paul Mokrzecki entered the meeting at 8:35 am. David Gendron was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by S. Hanks, the Board voted to approve the minutes of May 28, 2008.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by P. Auchard, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$378,603.72
Refunds warrant in the amount of	\$57,122.73
Transfer warrant in the amount of	\$2,329.54
Bills warrants in the amount of	\$25,745.13
For a total of:	\$463,801.12

#### Cash Transfer between Investments and Bank

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to transfer \$391,000 from the TDBanknorth money market to Daruma Investment Managers as soon as can be arranged.

#### New Members

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted to approve new members as follows:

NAME	UNIT	DATE OF HIRE
Adams, Melissa L.	FRCOG	5/5/08
Rhodes, Megan M.	FRCOG	5/27/08
Reed, Janet M.	FCH	5/19/08
St. Peters, Bruce A.	DER	5/6/08
Williams, Thomas M.	FRCOG	5/20/08

#### Existing Members – Different Units

McDonough, John P.	COL	5/19/08
Mousseau, Stacy L.	PNR	5/12/08

#### New Retirees

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the Superannuation Option A retirement of Gloria Jean Purinton, Town of Charlemont, effective April 7, 2008.

#### Buy Backs and Make-ups:

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the following request for creditable service make-up:

Eddy, Robert – Current member in the Town of Bernardston (Board of Health) has requested a make-up of prior elected years of service, from May 1994 through 2000 for a total of 7 years. Total cost of make-up is \$342.27 if paid by July 31, 2008 otherwise interest will accrue as allowed by law.

#### Military Buybacks:

On a motion made by P. Mokrzecki and a second by H. Sanderson, the Board voted to approve the following requests for purchase of creditable service for active military duty:

Baker, Roger – current member in the Town of Deerfield, Mr. Baker produced a DD214 showing 1 year, 11 months active duty between April 8, 1965 and March 15, 1967. He became a member of the system on 10/6/86. The Deerfield Treasurer provided earnings information for the 12 month period between 10/6/86 and 10/5/87 equal to \$16,544.90. Cost of this military purchase of creditable service is \$1,654.49 per year for a total of \$3,171.16.



Deaths - Carol Colon, Option B retiree from the Town of Orange since 6/30/1990 died on 5/24/08. There are no benefits remaining.

#### General Business:

##### 1) PTG Contract for software

PTG has provided a contract for the use and support of PTG software for retirement system recordkeeping. Attorney Sacco has reviewed the contract, including additional language which provides that PTG will supply a weekly back-up disk of FRRS data and a copy of the data at termination of the contract, and delivery of the PTG Privacy Plan.

The Board requested a further review of the section 10(A) "PTG shall not be responsible for any damage caused by unauthorized destruction, loss, interception, or alteration of any Customer Data by unauthorized persons.". The Board further requested it be determined which entity would pay damages, or be insured to pay damages, when Customer Data was loss or stolen, and if it were the retirement system's responsibility, if the retirement system is covered or could purchase insurance coverage. The Board would also like more research done regarding the security of PTG's chosen subcontractor "Rackspace" and the "SAS 70 Type II Certification", with a focus on determining to what degree Customer Data is secure, and does "Rackspace" have insurance that will pay damages.

##### 2) Music in the office

On a motion made by P. Auchard and a second by H. Sanderson, the Board voted to strike the following language from the Personnel Policy section 'Maintenance of Work Areas': The Board requests that each employee not play a radio in open spaces during normal business hours.

##### 3) Independent Audit

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board voted to accept the proposal of and enter into a contract with Melanson Heath & Company, PC to conduct a financial audit of the year 2007.

#### Buyback/Make-up Payments Regulations

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the following regulation concerning liability for buyback and make-up creditable service:

When a member seeks, and is approved, to purchase both refunded membership service (a buyback) and non-membership service (a make-up), and the member chooses to make partial payments, the payments will be applied to membership service first, starting with the most recent, and then non-membership service, starting with the most recent. Payments must be made within five years from the date the board votes the approval of a buyback and/or make-up (separately or together) unless a greater time period is approved by the board. At the conclusion of five years from the date the board votes the approval (or an approved longer period), or if the member transfers to another retirement system, or if the member terminates service, or if the member retires; prorated service will be given and applied as a purchase of the most recent service first, and the approval for any balance of unpurchased service will be cancelled, after which, the member can re-request board approval, with the appropriate retirement board, for the unpurchased service.

##### 5) Rescind 1995 Membership Regulation

On a motion made by P. Auchard and second by P. Mokrzecki, the Board voted to rescind the membership regulation approved on December 18, 1995 which reads as follows:

The board considers that all permanent employees working 20 or more hours on a regular basis must belong to the Franklin County Retirement System. Effective 1/1/96, no temporary employees or

employees working less than 20 hours per week on a regular basis shall be considered eligible for membership in the system, except that elected officials may elect to become members as provided by G.L. c 32.

Director's Report:

Scanning – Staff is making timely progress on the scanning project including the preparation and actual scanning of investment, accounting and member folders.

Ada Andrews – No court date has been set as yet. Michael Sacco's office responded to the document request from Ms. Andrews' attorney with documentation supplied by this office.

Office Space– Construction continues slowly next door in the new office area. Interior walls as well as parts of the air conditioning system have been installed. Paul Viens has done as much as he can while he waits for the town to resolve issues and issue the building permit.

Roy Page – Mr. Page responded by telephone to a letter from this office. He stated that he has no assets to reimburse the system for the overpaid allowance he received. He was informed that he will receive a letter from Michael Sacco asking for documentation of his financial assets.

Future meetings:

June 30, 2008 (Monday) at 9:30 – disability hearing

July 29, 2008 at 8:30 am – regular meeting Investment managers – Dahab, IR&M, Rothschild

August 17, 2008 to August 19, 2008 – PERAC Institute at UMASS Amherst

August 26, 2008 – regular meeting

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

MAY 28, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board members, David Gendron and Patricia Auchard present. Paul Mokrzecki entered the meeting at 8:38 am. Herbert Sanderson was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by D. Gendron, the Board voted to approve the minutes of:

April 15, 2008 – Executive Session

April 29, 2008 – Regular meeting

May 13, 2008 – Creditable Service Regulations meeting

May 13, 2008 – Executive Session

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of           \$375,963.96

Refunds warrant in the amount of \$22,769.81  
 Transfer warrant in the amount of \$78,909.39  
 Bills warrant in the amount of \$43,549.46  
 For a total of: \$521,192.62

**Cash Transfer between Investments and Bank**

On a motion made by P. Auchard and second by D. Gendron, the Board voted to transfer \$239,000.00 from the PRIT Fund to TDBanknorth money market for the purpose of covering the June warrants as soon as can be arranged.

**New Members**

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve new members as follows:

NAME	UNIT	DATE OF HIRE
Billings, Marleen M.	MHR	5/07/08
Fydenkevez, Thomas D.	SND	5/04/08
Malanson, Walter A.	FCH	4/28/08
McAndrew-Taylor, Marie	SND	4/22/08
Tommila, Danette M.	OGE	4/04/08
Tower, Lillian I.	FCH	5/05/08

The Board denied the application of Peter R. James (DER unit) per MGL c. 32 §3(2)(d), as his elected moderator position is compensated at less than \$200.00 per year.

**Existing Members – Different Units**

On a motion made by P. Mokrzecki and second by P. Auchard, the Board voted to approve existing members enrolling in different units as follows:

NAME	UNIT	DATE OF HIRE
Braccia, Elizabeth J.	FRCOG	4/10/08
Watson, Kimberly R.	DER	2/19/08

**Disability Retirement**

Malcolm Caron - On a motion made by D. Gendron and second by P. Auchard, the Board, on the recommendation of its attorney, Michael Sacco, voted to approve the application for disability retirement for Malcolm Caron.

Michael Pellin - On a motion made by D. Gendron and second by P. Mokrzecki, the Board, on the recommendation of its attorney, Michael Sacco, voted to hold an evidentiary hearing for the application for Accidental Disability Retirement for Michael Pellin, also to request the presence of Head Custodian Walter Turati at the hearing and to obtain a copy of the video tape taken by the workman's compensation insurance company.

**Accept Liability for Buybacks through other Systems**

Loretta Bergquist - On a motion made by D. Gendron and second by P. Auchard, the Board voted to accept the creditable service liability for Loretta Bergquist of 3 years, 8 months, 2 days upon payment to State Board of Retirement for prior service from 10/5/1981 to 06/07/1985.

Ms. Bergquist was paid by Title 1 Grant and worked Monday through Friday, over 20 hours per week. Ms. Bergquist was omitted from membership due to administrative error. Service was with the Town of Orange School Department.

**Buy Backs and Make-ups:**

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve the following requests for creditable service make-up:

Chechile, Ellen – Current member in the Leverett unit. Ms. Chechile has requested a make-up of service for time worked between 10/9/2001 and 6/28/2002 when she was a long-term substitute (regular 37.5 hour week while school was in session) in the elementary school system. The Leverett treasurer provided payroll information. Full-time creditable service will be allowed. Creditable service will be 8 months, 19 days at a cost of \$3,309.44 if paid by June 30, 2008.

Gelinas, Linda – Current member in the Orange unit. Ms. Gelinas has requested a make-up of service for time worked during the school years between 1986 and 1991 when she enrolled in the system. The Orange School Treasurer provided payroll information for the period. The total allowable creditable service will be actual time worked for 1 year, 2 months, 7 days at a total cost of \$2,491.28 if paid by June 30, 2008 otherwise interest will accrue as allowed by law.

May, Gail – Current member in Rowe. Ms. May has requested a make-up of service for time worked prior to her enrollment date of 9/2/90. The Rowe Treasurer has provided payroll information for service between 10/4/1985 through 7/13/1990 when this member was a substitute in the schools (cafeteria, teacher and custodian), a regular employee in the cafeteria and an SYE (Summer Youth Employment) supervisor with the DPW. The total allowable creditable service will be actual time worked for 2 years, 2 months, at a total cost of \$3,900.24 if paid by June 30, 2008 otherwise interest will accrue as allowed by law.

#### General Business:

##### 1) New retirement software

On a motion made by D. Gendron and second by P. Auchard, the Board voted to enter into an agreement with PTG (Pension Technology Group) for the use and support of PTG software for retirement system recordkeeping, contingent upon receipt of PTG's privacy policy, inclusion in the agreement of a separation plan, availability of data back-up diskettes for FRRS, and review of said agreement by Attorney M. Sacco.

##### 2) PERAC Institute at UMASS –

It was agreed that the retirement office should be closed on Monday and Tuesday, August 18th and 19th, 2008 so that all staff could attend the PERAC Public Pension Institute, an educational symposium, to be held at UMASS Amherst.

##### 3) Roy Page –

In 2001, it was determined, and affirmed in a DALA decision, that Mr. Page, a C.32§12(2)(d) survivor had been overpaid retirement benefits in the amount of \$22,513.76 due to the re-marriage clause in effect at the time of his original allowance approval. Steps to recover the overpayment in 2001 were not completed. The Board agreed that a certified letter should be sent to Mr. Page and asked that Attorney Sacco be involved in the collection of the overpaid benefits.

##### \$200 Minimum –

On a motion made by D. Gendron and second by P. Auchard, the Board voted to set policy adhering to C.32§ 3(2)(d) in that "...any person holding a position for which the annual compensation is fixed in an amount of two hundred dollars or less shall not be eligible for membership except by vote of the board...".

##### 5) Supplemental Regulations

On a motion made by D. Gendron and second by P. Auchard, the Board voted to accept the Membership Policy and the Creditable Service Policy as written and included in whole part in these minutes as Addendums A, B & C.

#### Director's Report:

Upcoming Board Elections - The terms of Sandra Hanks, Chair, and Herbert Sanderson, Appointed Advisory Council member expire on 12/31/2008. Both of these positions are appointed and will not require an election process. The election for the 3rd Member position on the Board, held by Patricia Auchard, also expires on 12/31/2008. The election process for this position will begin in late July, and culminate in early December.

Summer Hours for Staff – The staff will have the option of working an additional ½ hour each weekday, (8:00 – 8:30 am) in order to leave early on Friday afternoons through September 2008.

Motor Vehicle usage as compensation – On May 21, 2008 the Supreme Judicial Court opined in the matter of Kenneth C. Pelonzi v. Retirement Board of Beverly that the personal use value of an employer-supplied motor vehicle is not regular compensation. Four FRRS members and one FRRS retiree have contributed deductions using the estimated value of an employer-supplied motor vehicle as part of their regular compensation. The SJC decision effectively “closes” the issue of motor vehicle usage as compensation and so these deductions will be refunded.

Ada Andrews – This legal case is in the discovery stage. Staff has been putting together a package of the various documents requested by the defendant's attorney.

Office Space– Construction has begun in the office space next door including demolition of walls and installation of the air conditioning system.

#### Future meetings:

June 1, 2008 to June 4, 2008 – MACRS conference, Hyannis

June 24, 2008 at 8:30 am - regular meeting

July 29, 2008 at 8:30 am – regular meeting

August 17, 2008 to August 19, 2008 – PERAC Institute at UMASS Amherst

#### Addendum “A”

for May 28, 2008 Board Meeting

## MEMBERSHIP POLICY

December 18, 1995 membership regulation:

“The Board considers that all permanent employees working 20 or more hours on a regular basis must belong to the Franklin County Retirement System. Effective 1/1/96, no temporary employees or employees working less than 20 hours per week on a regular basis shall be considered eligible for membership in the system, except that elected officials may elect to become members as provided by G.L. c. 32.”

Beginning July 1, 2008, any individual, who is permanently employed twenty (20) or more hours per week with any member unit or units of the Franklin Regional Retirement System, shall become a member of the Retirement System. Upon becoming a member of the System, a member must maintain the status of being permanently employed 20 or more hours per week to continue contributing to the

System and accruing additional creditable service, consistent with the Board's creditable service regulation.

This policy will also apply to any individual who is already a member prior to July 1, 2008, but on July 1, 2008 was an inactive member.

Any individual who is already a member prior to July 1, 2008, and on July 1, 2008 is an active member, shall remain an active member, regardless of the number of hours worked, or regardless of subsequent reduction(s) of hours to less than 20 per week, until such time that they retire, or transfer to another system, or take a refund of their contributions, or their membership status changes to inactive for all positions that were held on July 1, 2008. .

Addendum "B"  
for May 28, 2008 Board Meeting

CREDITABLE SERVICE POLICY

March 31, 1997 creditable service regulation:

"An employee, either full time or part time, receiving a salary or wage for prescribed periods of employment is to be given creditable full time service retroactive to the date of membership. Retroactive clause is effective for all members active on or after February 27, 1997. Settlement of small allowances in one sum shall be regulated by MGL Chapter 32, Section 13."

For the purposes of clarification, the application of the board's March 31, 1997 creditable service regulation is interpreted as follows:

Full time creditable service will be given to members working full-time or part-time in positions where the work schedule was predetermined and followed a regular pattern. Members working occasionally and sporadically with no clear pattern of a regular work schedule, will be given creditable service equal to the actual time worked. Examples include, but are not limited to: substitute teachers, seasonal coaches, and other employees working occasional shifts.

In the case of School Department employees whose full-time employment requires them to work from on or about September 1st to on or about June 30th , including but not limited to cafeteria workers, clerical and secretarial staff, teacher's assistants and teaching professionals, such as therapists, said employees shall receive one month of creditable service for each full month the employee is receiving regular compensation, with ten (10) months being the equivalent of one (1) year of creditable service, based on the following conversion: the number of months worked in a ten month year is multiplied by 1.2 to yield the twelve month equivalent and the creditable service to be given. This conversion will apply in partial years worked as well, whether due to lay-off, resignation, transfer or retirement.

Notes:

It is the intent of the board to grant full creditable service only to employees who work in a position with regularly scheduled hours, even if the schedule is less than 20 hours per week, as long as the schedule exhibits a clear pattern over a logical period of time. Employees working for small amounts of time sporadically do not fit the understanding of what a full member would be, and therefore would not be given full creditable service. This clarification of the creditable service regulation applies to the March 31, 1997 regulation only and does not apply to any future regulations that replace or modify the March 31, 1997 regulation unless expressly stated.

Addendum "C"  
for May 28, 2008 Board Meeting

CREDITABLE SERVICE REGULATION

Beginning July 1, 2008, new members of the Franklin Regional Retirement System shall receive creditable service, for each position worked, in prorated increments, in the following manner:

Weekly hours worked are:		Creditable service
not less than	not greater than	percentage given
20	23	50%
23	26	60%
26	29	70%
29	32	80%
32	35	90%
35	40	100%

Weekly hours worked are:		Creditable service
not less than	not greater than	percentage given
0	5	10%
5	10	20%
10	15	35%
15	20	45%

Any individual who is already a member prior to July 1, 2008, and on July 1, 2008 is an "active" member, shall receive full creditable service regardless of the number of hours worked, for any and all positions they were working in as of July 1, 2008, except that members working occasionally and sporadically with no clear pattern of a regular work schedule will be given creditable service equal to the actual time worked. Additional positions started on or after July 1, 2008 will receive prorated creditable service as per the above table(s).

In the application of this regulation, membership and positions allowed will be consistent with board policy regarding membership.

In the case of School Department employees whose full-time employment requires them to work from on or about September 1st to on or about June 30th, including but not limited to cafeteria workers, clerical and secretarial staff, teacher's assistants and teaching professionals, such as therapists, said employees shall receive one month of creditable service for each full month the employee is receiving regular compensation, with ten (10) months being the equivalent of one (1) year of creditable service, based on the following conversion: the number of months worked in a ten month year is multiplied by 1.2 to yield the twelve month equivalent and the creditable service to be given. This conversion will apply in partial years worked as well, whether due to lay-off, resignation, transfer or retirement.



FRANKLIN REGIONAL RETIREMENT SYSTEM  
SPECIAL BOARD MEETING

MAY 13, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board members David Gendron, Herbert Sanderson, Patricia Auchard and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

General Business:

Changes to board regulations – The board discussed proposed changes to its regulations regarding membership and creditable service, working through amendments to the wording of the membership portion. Before beginning a discussion of proposed changes to the creditable service regulation(s), the board agreed to postpone further discussion until the regular board meeting on May 28, 2008.

Executive Session:

On a motion made by H. Sanderson, and a second by D. Gendron, the Board voted to go in to executive session at 10:15 am, “to conduct a strategy session in preparation for negotiations with non-union personnel.”

Roll call vote:

David Gendron – aye

Paul Mokrzecki – aye

Herbert Sanderson – aye

Patricia Auchard – aye

Sandra Hanks - aye

The board came out of executive session at 10:30 am.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

MAY 13, 2008

The release of these minutes has not been approved by the Board.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

APRIL 29, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:37 AM by Board Chair, Sandra Hanks with Board members, Paul Mokrzecki, Herbert Sanderson and Patricia Auchard present. David Gendron was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Auchard, the Board voted to approve the minutes of March 25, 2008 Special Meeting and March 25, 2008 Regular meeting.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$376,175.98
Refunds warrant in the amount of	\$53,145.19
Transfer warrant in the amount of	\$6,859.55
Bills warrant in the amount of	\$144,045.54
For a total of:	\$580,226.26

#### Cash Transfer between Investments and Bank

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to transfer \$260,000.00 from IR & M to TDBankNorth money market for the purpose of covering the May warrants as soon as can be arranged.

#### New Members

On a motion made by H. Sanderson and a second by P. Auchard, the Board voted to approve new members and existing members enrolling in different units as follows:

NAME	UNIT	DATE OF HIRE
Adam, Steven E.	OGE	4-1-08
Holmes, Abigail	PNR	3-4-08
Jacobson-Carroll, Elizabeth M.	BUC	3-3-08
Kilgallen, Catherine A.	FRN	3-24-08
McCrary, Colenn T.	ERV	3-17-08
Robinson, Jared W.	MHR	3-17-08

#### Existing Members – Different Units

Llamas, Andrea P.	BUC	3-3-08
-------------------	-----	--------

#### Disability Retirement

On a motion made by H. Sanderson and a second by P. Mokrzecki, the Board, on the recommendation of its attorney, Michael Sacco, voted to approve the application for disability retirement for Karen Sall and to table the decision on the application for an accidental disability for Malcolm Caron pending legal review of the medical panel reports.

#### Buy Backs and Make-ups:

On a motion by P. Auchard and a second by H. Sanderson, the Board voted to approve the following request for creditable service make-up:

Eaton, Harold – Current member in the Deerfield unit. Mr. Eaton requested a make-up of service from June 7, 1973 to his enrollment on September 1, 1973. The total allowable creditable service will be actual time worked for 3 months, 1 day at a total cost of \$287.00 if paid by May 31, 2008 otherwise interest will accrue as allowed by law.

#### Military Buybacks:

On a motion by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the following request for a buyback of military service:

Dennis S. Wetherby – current member of the Town of Northfield requested a purchase of his military active duty time. A DD214 has been provided showing a total of 3 years, 11 months, 11 days. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$12,862.74. Interest does not accrue on this balance. (1st year salary was \$32,590.00.)

Deaths – The following retiree/member deaths were reported by staff.

Judy LaChapelle – Option A retiree from the Hawlemont unit, effective 9/5/03, passed away on April 13, 2008. The balance in the annuity reserve fund of approximately \$7800.00 will remain with the system.

General Business:

1) Annual reports to PERAC

On a motion by P. Auchard and a second by H. Sanderson, the Board voted to accept the Annual Report as presented and forward the signed report to the Public Employees Retirement Administration Commission.

2) Executive session minutes –

On a motion by P. Auchard and a second by H. Sanderson, the Board voted to release the following Executive session minutes: March 29, 2001, July 26, 2001, November 19, 2004, February 22, 2006, August 3, 2006.

9:00 am – The board's investment consultant, Barry Bryant of Dahab Associates joined the meeting for a presentation and discussion of the Franklin Regional Retirement System's portfolio.

9:30 am – Kevin Smith, Principal, and Eric Sabol, Senior Analyst, joined the meeting for a presentation and discussion of FRRS's investments held by PRISA, Prudential Real Estate Investments.

10:15 – Mariko Gordon, Portfolio Manager and Brad McGill, Senior Research Analyst, joined the meeting for a presentation and discussion of FRRS's investments held by Daruma.

Director's Report:

Scanning – Chrissy Billiel has begun scanning the back files. Progress will be reported to the Board each month. The project is expected to be completed by May, 2009.

Retirement software – The staff will be evaluating two software packages, PERA Series (formerly TACS-Ret32) and PTG Group, during the month of May and expect to have a recommendation for purchase by the May meeting.

Ada Andrews – No new developments

Office Space– The landlord, Paul Viens, has reported that he is closer to obtaining a building permit for renovations to increase the office space for the system.

Future meetings:

May 13, 2008 – Creditable Service regulations

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

APRIL 15, 2008

The release of these minutes has not been approved by the Board.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
SPECIAL BOARD MEETING

MARCH 25, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Board Chair, Sandra Hanks with Board members David Gendron, Herbert Sanderson and Patricia Auchard present. Paul Mokrzecki was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

On a motion by D. Gendron and second by H. Sanderson, the Board approved the Retiree COLA increase at 3% effective July 1, 2008. (See PERAC memo #2/2008)

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

MARCH 25, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Board Chair, Sandra Hanks with Board members David Gendron, Herbert

Sanderson and Patricia Auchard present. Paul Mokrzecki was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve the minutes of February 26, 2008.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$376,403.02
Refunds warrant in the amount of	\$42,151.04
Transfer warrant in the amount of	\$154,256.79
Bills warrant in the amount of	\$26,679.22
For a total of:	\$599,490.07

Cash Transfer between Investments and Bank

On a motion made by P. Auchard and second by D. Gendron, the Board voted to transfer \$240,000.00 from the PRIT fund to TDBankNorth money market for the purpose of covering the April warrants as soon as can be arranged.

New Members

On a motion made by P. Auchard and a second by H. Sanderson, the Board voted to approve new members and existing members enrolling in different units as follows:

NAME	UNIT	DATE OF HIRE
Atherton, Jennifer L.	PNR	2-11-08
Bourassa, Frederick M.	DER	2-25-08
Cleveland, Sheri L.	OGE	1-24-08
Farley, Susan M.	LEV	1-28-08
Gilbert, Nathan C.	COL	2-10-08
Lobik, John F.	FRN	3-10-08
Staryos, Michelle M.	MOH	1-22-08
Stegner, Bree	CHT	2-19-08
Sweet, Matthew G.	DER	2-18-08

Existing Members – Different Units

Hartwright, Kenneth R.	BER	2-26-08
McDonough, John P.	CHT	1-01-08
Walker, Cathlin S.	DER	2-19-08

New Retirees:

No new retirees to report

Buy Backs and Make-ups:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted to approve the following request for creditable service make-up:

Billings, Catherine – Massachusetts Teachers’ Retirement System, on behalf of former member, requests FRRS to accept 1 year, 21 days liability for creditable service upon payment to MTRS for refund given 06/26/1984 for \$990.11 for contributions between 02/10/1982 and 03/24/1984. Service was with Franklin County Housing.

Buy Backs and Make-ups:

On a motion by P. Auchard and a second by D. Gendron, the Board voted to approve the following request for creditable service make-up:

Sherri Fiske, current member in the Town of Orange, School Department, has requested a make-up of service for time worked as a substitute in the Mahar Regional School District and the Orange Elementary School between September 1979 and March 1982. Total creditable service allowed is 9 months, 22 days for a cost of \$1,015.09 if paid by April 30, 2008, otherwise interest will accrue as allowed by law.

Military Buybacks:

none

Deaths – The following retiree/member deaths were reported by staff.

Frank S. Brown – a member in-active, worked just over nine years as a transfer station attendant with the Town of Shelburne, died February 17, 2008. His annuity savings will go to his listed beneficiaries.

General Business:

1) Executive session minutes – A motion was made, seconded and tabled without a vote until the April 29, 2008 meeting, to release the following Executive session minutes: March 29, 2001, July 26, 2001, November 19, 2004, February 22, 2006, August 3, 2006.

The Board requested that staff contact board counsel and ask if perhaps the board should not release the minutes that include employee disciplinary hearings; and also, in regard to the suggestion to include more detail in the minutes whether counsel meant that the minutes should be redone, add a cover explanation, or just remain mindful to include more detail in the future.

2) Annual reports to towns

Staff brought to the attention of the board that M.G.L. 32 §20 requires the system to provide an annual report to the governmental units. The Board agreed that a full copy of the annual report should be mailed to each governmental unit as well as offer an electronic copy and/or a shorter, more concise version, if requested.

Director's Report:

Scanning – the scanning software has been installed and tested. The staff is pleased with the package and scanning of the files will begin soon.

Retirement software – The current software, Ret32, owned by Tyler Technologies will no longer be supported after April 8, 2008. Tyler has been developing a new package, the PERA Series, and it is a significant upgrade from the original Ret32. A new company, PTG, has also been developing a retirement software package that is competitive with the PERA Series. The staff is reviewing both packages and hope to have a recommendation for purchase by the May meeting.

Ada Andrews – No new developments

Motor Vehicle - Attorney M. Sacco will be attending a hearing on April 8, 2008 on this issue.

Creditable Service Regulations – the Executive Director provided Board members with a package for discussion that included a proposed Membership Eligibility Policy and a proposed Creditable Service Policy. Spreadsheets detailing the cost of these policies in terms of individual retirement allowances in various scenarios were included. After some discussion, the Board tabled the matter until a time when all Board members could be present.

D. Gendron left the meeting at 10:45 am

Future meetings:

April 29, 2008 – Investment managers

Dahab (9:00 am) with - Daruma (9:30 am) and Prudential (10:00

905



FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

FEBRUARY 26, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Board Chair, Sandra Hanks with Board members David Gendron, Paul Mokrzecki and Patricia Auchard present. Herbert Sanderson was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by P. Auchard, the Board voted to approve the following minutes:

December 14, 2007

December 14, 2007 – Executive Session

December 18, 2007

January 29, 2008

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$382,341.76
Refunds warrant in the amount of \$5,777.87	
Transfer warrant in the amount of \$12,538.49	
February, 2008 Bills warrant in the amount of	\$57,951.80
2007 Late Bills warrant in the amount of \$25,547.51	
For a total of:	\$484,157.43

Cash Transfer between Investments and Bank

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted to transfer \$160,000.00 from the PRIT fund to TDBankNorth money market as soon as can be arranged.

New Members

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to approve new members and existing members enrolling in different units as follows:

NAME	UNIT	DATE OF HIRE
Antonellis, Mary A.	STB	1-07-08
Bouchie, Lisa M.	MHR	1-28-08
Forbes, Gwendolyn	FCH	12-3-07
Lee, Joann C.	DER	1-25-08
Lilly, Kristin A.	ERV	2-04-08
Mead, David F.	DER	1-14-08
Sinistore, Jennifer S.	HLT	12-18-07
Vasquez, Margaret	HLT	12-18-07
Wonzy, John H.	DER	1-25-08

Existing Members – Different Units

Baker, Adam A.	CON	1-16-08
Blowers, Areih	DER	2-15-07
Braccia, Elizabeth J.	ERV	1-3-08

Hancock, Barbara J.	DER	1-25-08
Malek, Joe T.	MOH	11-08-07
Watroba, Kathleen J.	DER	1-15-08

**New Retirees:**

On a motion by D. Gendron and a second by P. Auchard, the Board voted to approve the following new retirees:

James Sturgeon, from the Town of Colrain, Highway Department. Superannuation Option A, effective 1/1/2008. PERAC approval received 1/21/08.

Douglas Oakes, from the Town of Monroe, Highway Department. Superannuation, Option A, effective 12/31/2007. PERAC approval received 2/14/08.

Robert Kelley, from the Town of Deerfield, School Department, Superannuation Option A, effective 1/15/08. PERAC approval received 2/21/08.

**Buy Backs and Make-ups:**

On a motion by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the following request for creditable service make-up:

Keith Fiske, current member in the New Salem/Wendell Unit, has requested a make-up of creditable service for time worked in the school system between 3/15/76 – 12/31/76. Total creditable service allowed is 9 months, 17 days at a cost of \$772.17. Please see breakdown below:

3/15/76 –	\$518.94	Full time work paid by CETA grant. Interest accrues on this balance because it was temporary position.
6/30/76		
7/1/76 –	\$253.23	Full time work paid by school budget. Should have been a member. No interest charged or accrued on this balance between 7/1/76 and 3/31/08
12/31/76		

On a motion by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the following request for creditable service make-up:

Dorothy Lyman, current member in the Mohawk Trail Regional School District, has requested a make-up of service for time worked as a substitute aide in the Mohawk District and Monroe schools between September 1973 and June 1980. Total creditable service allowed is 1 year, 6 months, 16 days for a cost of \$1,748.78 if paid by March 31, 2008, otherwise interest will accrue as allowed by law.

On a motion by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the following request for creditable service make-up. D. Gendron abstained from the vote because he was Mr. Parent's direct supervisor during the time worked.

Leo Parent - Current member with the Town of Erving Board of Health, has requested a make-up of service from May 1978 to December 31, 1980 for part-time work with the police department. The total allowable creditable service is for actual time worked of 6 months, 28 days. The total cost of the purchase is \$753.02 if paid by March 31, 2008 otherwise interest will accrue as allowed by law.

**Military Buybacks:**  
none

**Deaths –** The following retiree/member deaths were reported by staff.

Gary Dihlmann, Option B retiree from Shutesbury, effective 9/30/99. Died on 12/20/07. Payment of remaining annuity balance is expected to be rolled into his beneficiary's IRA. Balance is approximately \$26,000.

Edward D. Crafts, County Employee, retired 12/31/81 with an Option B allowance, died on 1/31/08. There are no remaining funds in his annuity.

Doris Snow, survivor of John Wells, a Leyden employee, retired 9/21/67, died on 2/5/08.

General Business:

1) Clean up 2007 budget line items

On a motion by P. Auchard and a second by D. Gendron, the board voted to transfer excess funds from the 2007 budget, line item Retirement Assessment, to cover deficits in other 2007 budget line items:

Board Stipends	749.94
Salaries and Wages	1,262.60
Payroll Taxes	5,576.26
Custodial Fees	3,527.25
Legal	2,015.00
Insurance	208.00
Utilities	352.77
Total:	13,691.82

2) Purchase scanning software

Executive Director, Dale Kowacki, made the request, "please consider approving the purchase of the SmartSearch document management suite, and transfer the amount of \$2,875 from the Rent Expense line item to pay for it"

On a motion by D. Gendron and a second by P. Mokrzecki, the board voted to approve the purchase of scanning software called SMARTSEARCH, for \$2,875.00.

3) Re-open Military Buyback opportunity

On a motion by D. Gendron and a second by P. Mokrzecki, the board voted to deny a request from member Stephen B. McConley Sr., to allow an additional opportunity to purchase active duty military service towards his creditable service.

4) Board Approach to Manager Reviews

On a motion by D. Gendron and a second by P. Mokrzecki, the board voted to have a letter sent to Greg McNeillie, the board's investment consultant, informing him that it is the board's position that solicitations for proposals from investment managers be approved by the board before being posted or advertised.

5) Addendum to lease (access to office by landlord)

On a motion by D. Gendron and a second by P. Auchard, the board voted to approve the draft letter presented (attached to these minutes as "addendum A" be mailed to PDV, Inc, requesting a revision of the terms of the Lease Agreement, Section 12 – Lessor's Access.

6) Independent Audit

On a motion by P. Mokrzecki and a second by D. Gendron, the board voted to post a Request for Proposals for an Independent Financial Audit for the calendar years 2007 and 2008.

8) Disposal of old copier

On a motion by D. Gendron and a second by P. Auchard, the board voted to donate the Ricoh Afcio 250 by first offering it to member towns and districts and then to non-profits in Franklin County.

If there are multiple replies to the offer, the Board will review the responses and make the final decision. The machine will be offered in its current condition and the recipient must make arrangements to pick it up from 278 Main Street, Greenfield.

Director's Report:

PERAC Administrator survey – The Executive Director provided the Board with information as to where FRRS ranked in PERAC's Chief Retirement Administrator's - Job Responsibilities & Compensation Survey.

Office Space – PDV, Inc has stated that progress is expected in moving forward with the town in working out the obstacles to the renovation project.

Retirement software – PTG (Pension Technology Group) will be installing a demo model of their software this week. The staff will run it parallel to the current version of TACS/Tyler for a few months. In addition,

Tyler will be offering the staff an onsite demo on March 6th to review their updated software. If staff thinks it is worth pursuing, they will arrange to have the Tyler software loaded for further testing.

Ada Andrews – a draft of the complaint against Ms. Andrews, written by Attorney Sacco, was provided for Board review as well as correspondence communicating clarity that the board was not aware of the issue in 1998, contrary to the assumption they were because of the draft letter found on file. It has not been determined if the letter was ever sent, and board minutes for that time period make no mention of the issue.

Future meetings:

March 25, 2008 – Special meeting for retiree COLA increase.  
Regular meeting to include Board regulations for creditable service; 2007 Annual report  
April 29, 2008 – Investment managers

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JANUARY 29, 2008

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Vice Chair, Herbert Sanderson with Board members Paul Mokrzecki and Patricia Auchard present. Chair Sandra Hanks and Board member David Gendron were absent. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and DAHAB Vice President Greg McNeillie.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

All minutes noted on the agenda for approval were tabled until the next monthly meeting.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by P. Auchard, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$372,933.61
Refunds warrant in the amount of	\$19,457.45
January, 2008 Bills warrant in the amount of	\$100,860.79
2007 Late Bills warrant in the amount of	\$52,830.61
For a total of:	\$546,082.46

New Members

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to approve new members and existing members enrolling in different units as follows:

NAME	UNIT	DATE OF HIRE
Blanchette, William J.	WEN	12-09-07
Bock, David A.	WEN	10-30-07
Chyz, Brian M.	DER	12-03-07
Cunningham, Michele	STB	02-05-07
Engstrom, Julie A.	PNR	12-10-07
Gagne, David D.	MNR	12-17-07
Harrington-Woodard, Kyle D.	PNR	11-05-07
Lauder, Rachel K.	WTY	12-03-07

McDowell, Jessica L.	NSW	10-29-07
Weimar, William Cameron	FRCOG	12-31-07
Wickland-Shearer, Sharon A.	MOH	10-22-07
Young, James D.	WCK	12-01-07

Existing Members – Different Units

Cox, Michele L.	SND	08-29-07
Cox, Michele L.	DER	08-29-07
Dean, Robert A.	FRCOG	12-31-07
Muszynski, Anthony J.	SND	04-01-07
Peters, Sally A.	DER	09-10-07
Purington, Nancy M.	COL	04-01-07
Sojka, Laura J.	DER	09-07-07

New Retirees:

On a motion by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the following new retiree:

Martinelli, Arlene , Option A retiree from the Town of Orange, effective 12/31/07.

Buy Backs and Make-ups:

On a motion by P. Mokrzecki and a second by P. Auchard, the Board voted to approve the following request for creditable service make-ups:

Ingeborg Kuhlka – Current member in the Pioneer Valley Regional School District, has requested a make-up of time worked prior to enrollment in the system. She was a part-time classroom aide from 10/3/2002 – 6/30/2003 and then began work as a full-time classroom aide on 09/01/2003. Information provided indicates that she was eligible for membership as early as 09/01/2003, but was not enrolled until 06/15/2007, due to administrative error. Creditable service for the part-time service is 4 months, 5 days (based on hours worked). Creditable service for the full-time service prior to membership is 3 years, 9 months, 14 days. Total creditable service allowed is 4 years, 1 month, 19 days at a cost of \$4,956.88 if paid by February 29, 2008; interest to date has only been calculated on the part-time classroom aide work. If Ms. Kuhlka chooses installment payments interest will accrue on the full balance going forward.

Military Buybacks:

none

Deaths – The following retiree/member deaths were reported by staff.

Mary Mileski – Survivor of Frank Mileski, Superannuation Option C effective 11/30/79 from the Town of Sunderland. Died on 1/7/08.

Edna Beattie - Option A retiree from Frontier Regional School District effective 7/31/81. Died on 1/16/2008.

Gary Dihlmann, Option B retiree from Shutesbury, effective 9/30/99. Died on 12/20/07. Payment of remaining annuity balance is expected to be rolled into his beneficiary's IRA. Balance is approximately \$26,000.

General Business:

1) MACRS meetings – travel approval

On a motion by P. Auchard and a second by P. Mokrzecki, the Board voted to approve travel to the MACRS conference to be held in June, 2008 in Hyannis, MA.

## 2) Retiree COLA for July 1, 2008

On a motion by P. Auchard and a second by P. Mokrzecki , the Board voted to pursue the process of determining a 3% COLA, with a meeting properly posted and called specifically for this purpose to be held on 3/25/08 at 8:30 am.

## 3) Transfer to Investments –

On a motion by P. Auchard and a second by P. Mokrzecki , the Board voted to transfer \$1,321,000.00 , as soon as can be arranged from TDBankNorth money market account to investments and allocate \$661,000 to PRIT; \$436,000 to Rhumblin; \$224,000 to IRM.

At 9:10 AM, Greg McNeillie, Vice President of DAHAB Investment Managers, presented the 4th quarter portfolio review.

At 9:50 AM, Wayne T. Owen, Rhumblin Managing Partner and Julie C. Lind, Portfolio Manager joined the meeting for the annual review of the Board's Rhumblin investment.

At 10:20, Michael Reardon, Senior Client Service Officer joined the meeting for the annual review of the Board's PRIT investment.

## 4) Ada Andrews Update –

Dale Kowacki updated the Board on the exchange of attorney's letters in this case. Attorney Sacco suggests that having refused the counter offer made by the Andrews', the next step is to file a complaint for the full amount of the liability.

All other agenda items were tabled until the next regular meeting of the Board.

Future meetings:

February 26, 2008 – regular monthly meeting

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

DECEMBER 18, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair Sandra Hanks, with Board members David Gendron, Herbert Sanderson. Board member Paul Mokrzecki arrived at 8:52 am. Patricia Auchard was absent. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to accept the minutes of the regular board meeting held on November 27, 2007.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D. Gendron, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$373,103.54
Refunds warrant in the amount of	\$36,701.12
Transfers warrant in the amount of	\$176,368.99
Bills warrant in the amount of	\$17,210.49
January, 2008 Bills warrant in the amount of	3,562.29
For a total of:	\$606,946.43

#### New Members

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to approve new members and existing members enrolling in different units as follows:

NAME	UNIT	DATE OF HIRE
Crowningshield, Matthew R.	ROW	11-19-07
Fisher, Rebecca R.	OGE	10-16-07
Flematti, Amanda G.	OGE	09-05-07
Hammond, Bridget A.	PNR	11-05-07
Herzig, Tara N.	MOH	11-19-07
Kennedy, Colleen M.	PNR	10-26-07
Nunez, Kristina M.	ASH	10-12-07
Rose, Carole, A.	PNR	11-05-07
Shea, Christie A.	MOH	11-26-07
Yazminski, Sally T.	FRN	11-15-07

#### Existing Members – Different Units

Ames-Zamojski, Melanie	SND	10-19-07
Lane, Debra A.	OGE	10-15-07

#### New Retirees: -

PERAC has approved a recalculation of benefits for retiree Carol Kushi from Sunderland. Last month's board vote for Sunderland Cafeteria workers allowed an increase in Ms. Kushi's creditable service resulting in the increased allowance.

#### Buy Backs and Make-ups:

On a motion by D. Gendron and a second by H. Sanderson, the Board voted to approve the following request for creditable service make-ups:

Blackmer, Bruce – Current member in the Orange unit. Mr. Blackmer has requested a make-up of service from April 21, 1971 to his enrollment on April 18, 1973. The Orange Treasurer provided payroll records for the time period. The total allowable creditable service will be actual time worked for 1 year, 2 months, 7 days at a total cost of \$895.75 if paid by January 31, 2008 otherwise interest will accrue as allowed by law.

#### Military Buybacks:

On a motion by H. Sanderson and a second by D. Gendron, the Board voted to approve the following request for Military Buyback:

George J. Platek – current member of the Pioneer Valley Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 3 years, 9 months, 2 days. The total cost of his buyback based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$9,667.96. Interest does not accrue on this balance. (1st year salary was \$25,743.60.)

Paul Mokrzecki arrived at this point in the meeting. – 8:52 am

Deaths – Filomena Valeski died on 11/29/07. She was a survivor of Stanley, receiving an Option C allowance. No further payments are due.

James Dike died on 12/5/07. Mr. Dike was an Option A retiree effective 10/1/96. There is a small balance in his annuity reserve that will be transferred into the Pension Reserve Fund.

#### General Business:

##### 1) Additional budget for management fees in 2007 –

On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted to increase the 2007 budget for management fees by \$200,000 to a total of \$430,000.

In addition to this vote, the Board inquired whether Mr. McNeillie, of Dahab Associates had provided any analysis or opinion on the Rothschild account based on October returns, and also requested that he be prepared to discuss different options for the Mid-Cap allocation.

##### 2) Copier and Scanning –

###### First:

On a motion by D. Gendron and a second by P. Mokrzecki, the Board voted to rescind the 9/25/07 vote that approved the purchase of a Sharp MX-2300N Multi-Function Imager, contingent on the cost of the Doc2Net scanning software.

###### Second:

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted to approve the purchase of a Sharp MX-2300 Multi-Function Imager with built in SharpDesk Scanning software and with the annual security and maintenance agreement, total cost of purchase not to exceed \$8,000.

3) Unemployment method – In August, the method by which unemployment contributions are paid was discussed, with a possible change from the quarterly payments to the reimbursable method. Based on the 2008 rate, the Board will be required to pay in at 2.9% of payroll, or approximately \$5,815 during 2008. After further discussion, the Board decided to continue payments at the MaDUA required rate and not change to the reimbursable method at this time.

4) PERAC audit response – D. Kowacki presented to the board for review and approval, the management response letter for the PERAC audit.

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted to approve the Management Response Letter to the PERAC Audit 2006 with the following change – page 2, finding #4 – add "...in the form of a written manual" at the end of the final sentence.

5) Addendum to lease Office Space – The Board reviewed the draft of a letter to PDV, Inc specific to Section 12 of the Lease dated October 19, 2007 and offered comment on revisions. The final draft will be presented at the January meeting for signature.

6) Board Regulations on Creditable Service - This conversation continued from the December 14, 2007 meeting. The Board directed the Executive Director to provide suggested changes to the regulations that could then be addressed by the Board.

7) Ada Andrews – On a motion by P. Mokrzecki and a second by H. Sanderson, the Board voted to direct Attorney Sacco to request of Ada Andrews, the amount of \$30,000 as re-payment of the debt owed to the Franklin Regional Retirement System.

Board member D. Gendron left the meeting at 10:18 a.m.

#### Director's Report:



Listed system with IRS – PERAC warns us this is coming and might be expensive

Investment Managers 2008 – quarterly meetings have been scheduled for 2008

Office Space – renovations have not begun yet

Future meetings:

January 29, 2008 – Greg and two investment managers.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
SPECIAL BOARD MEETING

DECEMBER 14, 2007

A special meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair Sandra Hanks, with Board members Patricia Auchard, Paul Mokrzecki, and Herbert Sanderson present. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, Attorney Michael Sacco, legal counsel to the board; Malcolm Caron and James Dolan, attorney for Mr. Caron.

The Chair of the Board stated that this meeting is an evidentiary hearing on the Accidental Disability Retirement application of Malcolm Caron and asked Mr. Caron and his Attorney, James Dolan if they wished the meeting to be held in Executive Session to which they answered in the affirmative.

At 8:33 AM:

On a motion by P. Mokrzecki and a second by P. Auchard, the Board voted to move into Executive Session: Mokrzecki – aye, Sanderson – Aye, Auchard – Aye, Hanks – Aye.

Board member D. Gendron entered the meeting at 8:38 AM.

The Board adjourned the Executive session and resumed the regular meeting at 9:25 AM.

A vote was taken in Executive Session to forward Malcolm Caron's application for accidental disability to PERAC for review by a medical panel.

Board member P. Mokrzecki left the meeting at 9:28 AM.

Ada Andrews – D. Kowacki informed the Board that Ms. Andrews hand delivered the requested financial information and a letter requesting a waiver of repayment on the overpaid retirement allowance. The information has been reviewed and it has been determined that the Andrews' are currently living on a limited income but do have some assets. Various options for collection were discussed with Attorney Sacco. . The matter will be further discussed with the full board at the 12/18/07 meeting.

Board member D. Gendron left the meeting at 10:15 AM.

Creditable Service – Various consultants, and most recently, the PERAC auditors, have raised concern about the amount of creditable service that the Board allows for part time work. With Attorney Michael Sacco in attendance, the Board discussed creditable service in general and whether its regulation needs to be revised. Attorney Sacco opined that the Board has broad power regarding creditable service regulations. The discussion will continue with the full board at the next meeting.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

DECEMBER 14, 2007

The release of these minutes has not been approved by the Board.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

NOVEMBER 27, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:33 AM by Board Chair Sandra Hanks, with Board members Patricia Auchard, David Gendron, Paul Mokrzecki, and Herbert Sanderson present. Also present were Executive Director Dale Kowacki, and Assistant Director Susan Bobe

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by D. Gendron, the Board voted to accept the minutes of the regular board meeting held on October 30, 2007.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D. Gendron, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$374,354.55
Refunds warrant in the amount of	\$895.83
Transfers warrant in the amount of	\$2,410.44
Bills warrant in the amount of	\$31,948.99
For a total of:	\$409,609.81

New Members

On a motion made by P. Auchard and second by D. Gendron, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
Bernier, Larry	SFF	11-6-07
Boudah, Sandy M.	DER	8-31-07
Cicia, Nancy M.	DER	9-6-07
Doherty, Ryan P.	ERV	10-15-07
Dow, Dorothy L.	OGE	9-24-07
Green, Angela G.	OGE	8-29-07
Hicks, Jacqueline H.	OGE	8-29-07
Koerten, Kathryn E.	STB	10-9-07
McDonough, John P.	SHB	7-1-07
Mitchell, Suzanne M.	SND	10-29-07
Momaney, Linda R.	NTD	9-17-07
Pace, Arthur J.	ERV	10-16-07
Rovatti-Leonard, Angela E.	NTD	10-16-07
Rumrill, Megan S.	MHR	10-22-07
Thompson, Lillian P.	OGE	9-17-07
Tinto, Pamela J.	LEV	8-27-07
Tower, James S.	SND	10-1-07
Truesdell, Ruth E.	OGE	9-14-07

Existing Members – Different Units

NONE

New Retirees: -

On a motion made by P. Auchard and second by P. Mokrzecki, the Board voted to accept the following new retirees:

Toth, James – Option A retiree from FRCOG, Engineering Department. Effective 10/31/07. PERAC approval received 11/21/07.

Buy Backs and Make-ups:

On a motion by P. Mokrzecki and a second by D. Gendron, the Board voted to approve the following requests for creditable service make-ups:

Martinelli, Arlene – Current member in the Town of Orange unit. Ms. Martinelli has requested a make-up of service from 1971 to her enrollment on 2/1/1998, discounting 14 months for a leave of absence. In reviewing compensation records provided by the Orange Treasurer, it was discovered that Ms. Martinelli should have become a member in 1988 when she earned over \$2000. The total creditable service make-up allowed for this member is 10 years, 11 months, 2 days at a cost of \$7,448.76 if paid by December 31, 2007, otherwise interest will accrue on the partial balance (1971 through 09/31/1987 = \$3,529.72).

Heidkamp, Rosemary - Current member in Town of Wendell unit. Ms. Heidkamp has requested a make-up of service for her work on the Board of Health (elected) and in her library position, for the years between 1987 and her enrollment on 7/1/1991. The make-up of creditable service is 4 years, 6 months for a cost of \$731.59 if paid by December 31, 2007. Ms. Heidkamp should have been made a member in 1989 as required by the supplemental regulations as her earnings were over \$2000. Interest will not be charged for any service after 1988.

Deaths – John Moseley passed on October 30, 2007. Mr. Moseley was an Option D survivor of Margaret Moseley and has been receiving benefits since 1957. There is no beneficiary option.

General Business:

1) Payment for sympathy flowers –

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board approved a payment for expenses for sympathy flowers delivered to P. Carlino, TDBankNorth VP on the FRRS account.

## 2) Board Meeting schedule – 2008

On a motion by H. Sanderson and a second by D. Gendron, the Board approved the 2008 Meeting Schedule as presented: meetings to be held on the last Tuesday of the month with the exceptions of May 28, 2008 and December 23, 2008.

## 3) Payment Plan Minimum Waiver

On a motion by D. Gendron and a second by H. Sanderson, the Board denied a request by Kathryn Kroll to waive the minimum payment allowed on a buyback installment plan.

## 4) Sunderland Cafeteria Workers

On a motion by D. Gendron and a second by P. Auchard, the Board voted, with one abstention, to grant full creditable service for calendar year 2003 to the two Sunderland Elementary School cafeteria workers that experienced reduced employment due to closure of the school because of a collapsed roof.

## 5) Staff Evaluations

On a motion by H. Sanderson and a second by P. Mokrzecki, the Board voted to grant a 3.27% merit increase to employees Dale Kowacki, Susan Bobe and Deborah Frentzos, effective January 1, 2008.

The Board members remarked that the staff is doing an excellent job and expressed their appreciation for the pleasant atmosphere and teamwork apparent in the office.

## Director's Report:

Board Regulations regarding Membership and Service – packet enclosed in preparation for December 14, 2007 meeting with Michael Sacco

Ada Andrews – Attorney Sacco and the Andrews' attorney have exchanged letters. Mrs. Andrews has been asked to submit a financial record to this office along with her written request for a waiver of repayment.

Clark, Rebecca – Update from last month: The Board voted to allow a makeup for this former member if Attorney Sacco opined that it was within Board regulations to do so. The Supplemental Regulations, voted 11/19/98 state: "Individuals who are not current members of the system will not be allowed to buy back creditable service for time the individual was employed by a member unit but not eligible for membership in the Franklin County Retirement System." It was determined that this regulation allows the board to grant the makeup for Ms. Clark as she was eligible for membership but erroneously omitted. Attorney Sacco's opinion was not necessary at this time. Office Space – work was to start Monday November 26, 2007 and as of this morning it has not. Dale will inquire with the landlord as to the delay and will also draft a letter of concern regarding Section 12 of the lease -Lessor's Access.

Copier and Scanning – In September, the Board voted to approve the purchase of a Sharp imaging product and software, however, new developments in availability of that particular software and equipment delayed the purchase. Dale is reviewing other software products for document management and expects to have a second demonstration model of the RICOH imager available on site shortly. A decision to purchase is expected for the December 18th Board meeting.

David Gendron left the meeting at 10:45 am.

Change in Unemployment Contributions – In August, the method by which unemployment contributions are paid was discussed, with a possible change from the quarterly payments to a reimbursement method. The Board discussed the implications of the change and postponed a decision until the 12/18/07 meeting in expectation of receiving the 2008 rate for quarterly payments.

Future meetings:

December 14, 2007 at 8:30 am – Disability hearing (Caron) with Attorney Sacco, combined with discussion of change in board regulations regarding membership and creditable service.  
December 18, 2007 – Regular Board meeting. Agenda items: 2007 add'l budget vote, scanning/copier project(s), creditable service regulations

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

OCTOBER 30, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair Sandra Hanks, with Board members Patricia Auchard, David Gendron, and Herbert Sanderson present. Board member Paul Mokrzecki arrived at 8:39 am. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe and Member Services Accountant Deborah Frentzos. Town of Orange Treasurer Leigh Deveneau-Martinelli was in the audience.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by D. Gendron, the Board voted to accept the minutes of the regular board meeting held on September 25, 2007.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by P. Auchard, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$374,393.58
Refunds warrant in the amount of	\$17,661.20
Transfers warrant in the amount of	\$26,942.14
Bills warrant in the amount of	\$89,697.80
For a total of:	\$508,694.72

### New Members

On a motion made by P. Auchard and second by D. Gendron, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
BIELUNIS, CHRISTY A.	SND	08-29-07
BOLDUC, MELISSA M.	MHR	08-27-07
GALER, LISA E.	DER	08-29-07
GASPAR-DAMON, MARY G.	ERV	09-24-07
HARDY, BENJAMIN F.	FRN	09-17-07
HICKS, LINDA A.	PNR	09-01-07
HUBBARD, ASHLEY R.	DER	08-28-07
KAMINSKI, LEAH C.	MOH	08-27-07
KOCOT, DANIELLE M.	SND	08-27-07
KOVACEVIC, BENJAMIN J.	OGE	08-06-07
KREFTING, MATTHEW R.	LEV	08-27-07
LAWRENCE, JENNIFER M.	WEN	08-30-07
MANSON, HOLLY M.	PNR	09-01-07
MCGRAIL, DANIEL A.	FRN	09-10-07
MOSHER, SUSAN F.	LEV	08-27-07
NAKARI, DOUGLAS G.	PRN	10-04-07

NATALE, KATHERINE M.	MOH	09-06-07
PARADIS, DANIELLE L.	NSW	08-27-07
PIESCIK, JENNIFER F.	PNR	09-07-07
RICHTER, CHERYL A.	PNR	09-04-07
SKRIBISKI, ROBERT W.	SND	07-01-07
SMITH, PATRICIA A.	FRCOG	09-08-07
STRACCO, JON-PAUL	MOH	09-06-07
WALKER, CATHLIN S.	SND	08-20-07
WOODS, ANDREA M.	FRCOG	10-11-07

#### Existing Members – Different Units

ALLIS, CAROL S.	LEV	09-19-07
RICHARD, TAMMARA J.	NSW	08-27-07
SMEAD, VERONICA	MOH	08-27-07
TRUESDELL, PETER D.	WTY	08-29-07

#### New Retirees: -

On a motion made by P. Auchard and second by D. Gendron, the Board voted to accept the following new retirees:

Kushi, Carol – Option A retiree from the Town of Sunderland, Elementary School cafeteria. Effective July 19, 2007. PERAC approval received 10/10/07.

Stevens, Carrie – Option B retiree from Franklin Regional Retirement System, effective 10/3/07. PERAC approval received 10/19/07.

Paul Mokrzecki arrived at this point in the meeting. – 8:39 am

#### Change in Retiree Payments

Andrews, Ada – Retiree's September allowance was voided and pension payments were terminated as per PERAC determination of ineligibility.

#### Buy Backs and Make-ups:

##### Accept Liability for Buybacks through other Systems:

On a motion made by P. Auchard and second by D. Gendron, the Board voted to accept liability for the following buybacks through other retirement systems and buybacks and makeups, with approval for Rebecca Clark's makeup contingent on the board's legal counsel opinion confirming that the granting of a makeup to a former member in compliance with board regulations, and the minutes state the reason for the distinction for approval of Rebecca Clark even as a former member.

Porlier, Deborah – Former member Deborah Porlier was a full-time cafeteria worker at the Erving Elementary School from 9/1/90 to 9/15/99. She took a refund on March 30, 2000 for \$7,901.67. Upon redeposit of the funds in the Greenfield Contributory Retirement System, FRRS will accept liability for a total of 9 years, 14 days creditable service.

Clark, Rebecca – Massachusetts Teacher's Retirement System, on behalf of former member, requests FRRS to accept 3 years liability for creditable service upon payment to Massachusetts Teacher's Retirement System for prior service from 09/01/1988 to 8/31/1991. Creditable service figured on contract of 40% part-time of full-time equivalent. Ms. Clark was omitted from membership due to administrative error. Service was with the Mohawk Trail Regional School District. Board supplemental regulations allow former members to do a makeup for prior service. The regulations only exclude employees "not eligible for membership" at the time of such employment

#### Buy Backs and Make-ups:

Kroll, Kathryn – Current member in the Franklin County Housing unit. Ms. Kroll has requested a buyback of service for a refund of \$15,454.84 taken from the State Board of Retirement on 5/8/98. The State Board will accept 5 years, 1 month, 6 days liability for creditable service for Kroll for work at the Pioneer Valley Planning Commission for the period between 10/11/91 and 2/25/98 at a cost of \$22,584.28 if paid by November 30, 2007. Otherwise interest will accrue as allowed by law.

Kaepfel, Bruce – Current member in the Shelburne and Leyden units, Mr. Kaepfel has requested a make-up of time served in his elected position in the Town of Leyden. Elected position held 1984 – 1987 and again beginning 1995 through his enrollment 7/1/2007. Total creditable service allowed is 16 years 8 months for \$2,893.59 if paid by November 30, 2007 otherwise interest accrues as allowed by law.

Peck, Virginia – Current member in the Shelburne unit, Ms. Peck has requested a make-up of service for her first years of service prior to enrollment in the system. She was elected as the town treasurer on 5/5/98 and did not enroll until 7/1/2000. Total creditable service allowed for this period is 2 years, 6 months at a cost of \$4,856.36 if paid by November 30, 2007 otherwise interest will accrue as allowed by law. Ms. Peck receives a full year of service for 1998 due to the 'elected position.' The treasurer position was changed to appointed on July 1, 1999 and consequently any subsequent service would be only for the period worked.

Deaths – Jeanette Hill passed on September 20, 2007. Ms. Hill retired from the Town of Colrain on December 16, 1979 with a Superannuation option B retirement allowance. The annuity savings reserve was depleted. No payment will be made to the beneficiary.

General Business:

#### 1) Disability Retirement Applications

Malcolm Caron – Accidental Disability Retirement Application submitted. Attorney Sacco has reviewed and advises the board hold an evidentiary hearing on this case.

On a motion by P. Mokrzecki and a second by D. Gendron, on the advice of its attorney, the board voted to schedule an evidentiary hearing, with Attorney Sacco present, for the Accidental Disability Retirement application of Malcolm Caron.

Karen Sall – Ordinary Disability Application submitted. Attorney Sacco has reviewed and advises that this application be forwarded to PERAC for a Medical Panel Review.

On a motion by P. Mokrzecki and a second by P. Auchard, on the advice of its attorney, the board voted to forward the application for Ordinary Disability Retirement, submitted by Karen Sall, to PERAC for a Medical Panel Review.

#### 2) 2008 Budget -

Discussion: The total operations budget for CY 2008 is less than CY2007 by just over \$7000. The investment expense is significantly higher as a direct result of a growing investment portfolio. There was some discussion regarding the funds available this year for the copier/scanner and whether or not that line should be carried over at the end of the year if not expended or if an amount should be budgeted in that line.

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to approve the CY2008 Budget for a total of \$974,832.00.

Leigh Deveneau-Martinelli left the meeting at the end of the budget discussion and vote at 9:30 a.m.

#### 3) DAHAB

Greg McNeillie joined the meeting at 9:30 to present and discuss the third quarter performance review of the investments. As of September 30, 2007 the total portfolio is valued at \$79,485,449. Of note in the discussion was the Board's concern regarding the mid cap manager's underperformance to the index. Mr. McNeillie suggested that the Board review the October returns before discussing future changes and possibly even wait until the final quarter is closed. He will make sure the October returns are available to Board members.

#### 4) Board Regulations regarding Membership and Service

Due to difficulty with the copier, the study materials were not available for distribution this morning. Dale will have them in the mail soon for the Board's review and discussion. Included will be the current regulations, PERAC letters, some Board minutes regarding the regulations and a proposal from Attorney Sacco. It is expected that this subject will be discussed at a special meeting called in November or December, along with the evidentiary hearing for the disability application of Malcom Caron.

5) Sunderland Cafeteria Workers – The Board requested that staff review and present to the Board at the November meeting, a representative selection of past practice for granting creditable service for

interrupted, intermittent, or part-time employment, with further decisions regarding the creditable service for the Sunderland Cafeteria workers to be based on the findings.

#### Director's Report:

##### PERAC Auditors

Frank Valeri, newly appointed Deputy Executive Director of Operations, Harry Chadwick, Interim Chief Auditor, and Robert Maddison, Senior Auditor joined the meeting at 11:12 a.m. to present and discuss the draft of the recently concluded audit for the years 2004 through 2006. Mr. Valeri was pleased to make the special trip here because he wanted to convey to the board in person how pleased the directors at PERAC are with the quick improvement in the systems operations. Significant changes have been made since the last audit and this system has undergone a remarkable turnaround. Dale made a special point to thank PERAC for the timely support and attention the auditors gave the system during the transition, and it is a fine example of how a good working relationship with PERAC brings benefit to the system. Harry Chadwick said the next steps in finalizing the audit report are: PERAC Senior Management will review the findings and recommendations, the Board will have an opportunity to respond to the findings, and the Final Audit will be printed and distributed with the Board responses.

##### Office Space

During October, negotiations for a lease at either location were concluded and a lease for the expanded space at the current location was signed by Sandra Hanks, Board Chair, and Paul Viens, signatory for PDV, Inc.. (The other location considered was at the Greenfield Corporate Center, 143 Munson Street.) The board members were provided copies of the lease in their agenda packets and were able to comment on the particulars. David Gendron expressed concerns about Section 12 – Lessor's Access – and suggested agreement be secured with Paul Viens that access be available anytime only if there are "exigent circumstances", otherwise permission to enter the retirement office is obtained from Lessee in advance. David stated that staff and board members are liable if sensitive files and information are viewed by others, especially if left out on desks overnight, and limiting access is an important step in securing private information.

Ada Andrews update – a letter requesting payment was mailed certified return receipt requested. No response has been received. It is expected that we will hear from an attorney representing Mrs. Andrews.

Rebecca Clark – PERAC offered an opinion, dated October 12, 2007 on this case, that was supportive of MTRS. However, Attorney Sacco points out that PERAC cites a case that is now in appeal, and so advises the Board to continue to wait for the case to be litigated to conclusion, before taking any action. P. Mokrzecki suggested that Dale ask Sacco if FRRS should join the appeal as a "Friend" on the side of Middlesex in the case.

Election – David was the sole nominee and therefore will be declared elected by the Advisory Council.

Annual meeting of the Advisory Council – set for Wednesday, November 14, 2007 at the newly named restaurant 'Jillian's on the Two', formerly Countree Living.

#### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

SEPTEMBER 25, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM by Board Chair Sandra Hanks, with Board members Patricia Auchard, Herbert



Sanderson and Paul Mokrzecki present. Board member David Gendron arrived at 11:15. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on August 28, 2007.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$374,658.19
Refunds warrant in the amount of	\$88,656.35
Transfers warrant in the amount of	\$22,558.66
Bills warrant in the amount of	\$20,551.93
For a total of:	\$506,425.13

#### New Members

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
ABDUL, RASHEED	FRONTIER	8-29-07
ANZUONI, NICHOLAS M.	COLRAIN	5-5-07
BALL, SILAS E.	LEVERETT	7-18-07
BILLIEL, CHRISTINE J.	FRRS	9-17-07
BOURQUE, KRISTINE	FRONTIER	8-29-07
BROWNING, HEATHER	FRONTIER	8-29-07
BURKE, JULIE D.	FRONTIER	8-30-07
CUEVAS, GLENDA J.	SUNDERLAND	8-29-07
CURTIS, STACEY A.	FRONTIER	8-29-07
FEATHERS, KATHRYN	FRONTIER	8-28-07
GATELY, EDWARD, III	FRONTIER	8-29-07
GODFREY, JAMES T.	SHELBURNE	9-10-07
GODIN, AMANDA J.	ERVING	8-30-07
HOUSE, TINA M.	ORANGE	8-31-07
HUNTER-MARSHALL, TAMMY	MAHAR	9-12-07
JIGARJIAN, ARLENE R.	ORANGE	8-29-07
LACLAIRE, DONNA E.	ERVING	8-27-07
LYMAN, NANCY J.	ORANGE	9-6-07
PRUNER, CHARMAGNE S.	DEERFIELD	8-28-07
RIEF, MARY C.	WHATELY	8-29-07
ROSENTHAL, LISA A.	FRONTIER	8-29-07
ROWELL, DONALD J.	CONWAY	10-4-07
SABOL, BARBARA A.	SUNDERLAND	8-27-07
SELICIOUS, MICHAEL C.	SHUTESBURY	8-28-07
SMITH, DIANA L.	MOHAWK	8-27-07
STAFFORD, MARY L.	MOHAWK	8-23-07
STROUD, SARAH C.	SHUTESBURY	8-13-07
SULLIVAN, VALERIE A.	FRONTIER	8-29-07
TAYLOR, STEPHEN D.	DEERFIELD	8-27-07
TUTTLE, CATHLEEN M.	PIONEER	8-28-07

WATSON, KIMBERLY R. CONWAY 8-29-07  
WESTON, AUDREY L. SUNDERLAND 8-28-07  
YOUNGEN, CATHERINE SHUTESBURY 8-27-07

Existing Members – Different Units

ANNEAR, MELISSA S. MOHAWK RSD 7-2-07  
ARSENAULT, WILLIAM C. WARWICK 9-4-07  
BEGOS, AMANDA M. NEW SALEM/WENDELL 8-27-07  
CROCE, LAUREN M. DEERFIELD 8-29-07  
KAEPPEL, BRUCE LEYDEN 7-1-07  
LIVELY, LOIS A. WHATELY 8-29-07  
MILLER, DANIEL J. ROWE 9-4-07  
RAMSDELL, LAWRENCE WENDELL 7-16-07  
WHITE, ROBERT E. COLRAIN 9-4-07  
WHITNEY-LUSSIER, FAYE COLRAIN 7-13-07  
WILLIAMS, ROGERS P. BUCKLAND 8-14-07

New Retirees: -

On a motion made by P. Auchard and second by P. Mokrzecki, the Board voted to accept the following new retirees:

Carey, Kevin – Option C retiree from the Town of Shutesbury, Highway Department, effective 6/30/07. PERAC approval received 8/28/07.

Musacchio, Wanda – Option B retiree from the Mohawk Trail Regional School District, serving as a library aide, effective 6/29/2007. PERAC approval received 8/28/07.

Buy Backs and Make-ups:

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted to approve a make-up payment for:

Leduc, Denise – Current member in the Franklin County Housing unit, Ms. Leduc requested a make-up of service for her time as the elected assessor in the Town of Chesterfield. The Hampshire County Retirement Board denied liability for creditable service for Leduc because she had not elected to become a member of their system. M.G.L. c. 32, §3(5)(c) requires the current board to allow the make-up of service, accepting liability. Creditable service allowed is 4 years for the period between May 7, 1990 and May 3, 1993 at a cost of \$391.14 if paid by October 31, 2007. Otherwise interest will accrue as allowed by law.

Director's Report:

Deaths – None to report

Other Items–

PRIM e-mail reports – PRIT is moving towards email distribution of the monthly reports. Dale agreed to forward the PRIT emails to all board members as they are received.

Legislative letter of support for Retiree COLA increase – All board members signed letters of support for Senate bill No. 2234 which will be mailed to state senators, representatives and the Governor.

Pioneer make-ups –

On a motion made by H. Sanderson and a second by P. Auchard, the Board voted to accept the following policy:

Upon notification of an erroneous omission to membership, the FRRS will inform the member of the error by sending a certified letter. The letter will describe the omission and the potential gain of creditable service as well as the limited opportunity (90 days) in which to respond to the make-up offer to purchase said service based on deductions only.

The member will have 90 days to respond to a certified letter mailed to the address of record.

The member may purchase the creditable service based on the Board's current policy of lump sum payment, rollover from a qualified plan, or 5 year payment plan, either payroll deductions or personal payment.

If the member does not respond to the notification, any future request to purchase the noted creditable service will include an interest calculation from closing date of the initial offer to the actual date of purchase.

This policy will be invoked for any member who was omitted from membership by administrative error.

The member will have 30 days to pay in full from the date of board approval of the purchase request, otherwise interest will accrue as allowed by law.

Copier Proposal –

On a motion made by P. Auchard and a second by P. Mokrzecki, the Board voted to approve the purchase of a Sharp MX-2300N Multi-Function Imager with the security and maintenance agreement as provided in the bid proposal dated 8-14-07 by KBC Business Products, Inc., 8 North Circle, Greenfield, MA 01301 provided that the Doc2Net software, a document management software package is available at a cost of less than \$10,000.

Scanning Bids – The Board decided to table the issue of the scanning bids until the copier purchase is finalized and the exact price of the document management software is known.

David Gendron arrived at this point in the meeting – 11:15 am.

Sunderland Cafeteria Workers - In February 2003, part of the Sunderland Elementary School roof collapsed making the building unsafe for use. Two cafeteria employees who were not placed elsewhere in the system were without wages, and thus lost creditable service time they might have accrued had the incident not occurred. Under discussion was c. 32, §4(1)c wherein the Board has the option to allow up to one month of creditable service for uncompensated absence. Also discussed was the possibility that the Town of Sunderland, or the school system, might pay them for the time out of work, from which retirement deductions could be taken and service credited. It was the consensus of the board to hold off on granting the one month of service under C. 32, §4(1)c, and would revisit the option when and if Sunderland paid the employees for the break in service. The board also agreed that FRRS would not play a prominent role in promoting or advocating to the Town of Sunderland how, or whether it should, decide to pay the employees. Staff would be available to all parties to answer questions. Herb Sanderson would be involved in his capacity as the treasurer for the Town of Sunderland.

Ada Andrews – Mrs. Andrews, originally approved for a section 12B retirement allowance in 1968, has been receiving this allowance in error, as determined by PERAC (see letter dated 9/13/07), since her youngest child reached 18 years of age in 1977. Attorney M. Sacco has been asked to review the case as well, and in a phone call placed to Attorney Sacco this morning, he opined that the Board should cease payment of the allowance immediately.

On a motion made by D.Gendron and second by P. Mokrzecki, on advice by Attorney Sacco, the Board voted (3 ayes, 1 abstention) to stop payment of the retirement allowance for Mrs. Ada (Der) Andrews immediately, to send a certified letter informing Mrs. Andrews of the Board's decision and their intent to pursue repayment of the allowance paid in error, and her right to request a waiver of such repayment.

Patricia Auchard left the meeting at 11:25 am.

Preliminary Budget 2008 - A budget revised from the 8/28/07 meeting was provided. Total proposed budget is now \$411,408.00 for Operations; \$568,500 for Investment Expense for a total budget of \$979,908.00.

In response to a PERAC auditor request, Dale provided a 2007 Expenditure Budget Report and a test report for a Budget Subcategory detailing the Professional/Technical expenses in that line.

#### Other Business:

Office Space – Dale has lease proposals from both PDV, Inc., our current space, and the Greenfield Corporate Center space at 143 Munson Street. There is some concern that the current landlord is not able to provide the changes needed to this space in a timely fashion and therefore, we continue to pursue the space at the Center. The Board expressed support to move to the Center. Dale and the Chair will review and decide on leases.

PERAC Auditors – The auditors will hold an exit conference with the board chair and the executive director on 10/1/07. Presentation to the full board will be on 10/30/07 at 9:00 am at the regular meeting.

Upcoming Election – two sets of nomination papers have been requested for the “third member” elected position on the Board. David Gendron submitted his papers to Dale upon his arrival at this meeting. The deadline for submission is 9/27/07 at 4:00 p.m.

Annual Advisory Council Meeting - is scheduled for Wednesday, November 14, 2007 at the Countree Living Restaurant, Erving. Dinner will precede the meeting.

#### FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

AUGUST 28, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:31 AM by Board Chair Sandra Hanks, with Board members Patricia Auchard, David Gendron and Herbert Sanderson present. Board member Paul Mokrzecki arrived at 9:05. Also present was Executive Director Dale Kowacki.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to accept the minutes of the regular board meeting held on July 31, 2007.

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to accept the minutes of the special board meeting held on August 7, 2007.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Auchard and second by D. Gendron, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$373,879.65
Refunds warrant in the amount of	\$20,017.26

Transfers warrant in the amount of	\$0.00
Bills warrant in the amount of	\$37,930.11
For a total of:	\$431,827.02

### New Members

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
DYER, REGINA M.	PIONEER	8-28-07
GROSS, WENDY	FRONTIER	8-29-07
HATHAWAY, DONNA L.	FRONTIER	8-13-07
INGRAM, KIMBERLY J.	SHUTESBURY	8-27-07
JASIENOWSKI, JOHN	ORANGE	7-30-07
KANE, MERRILEE	SHUTESBURY	8-27-07
PAAS, ROBERT W.	MAHAR RSD	8-27-07
REES, FRED A.	COLRAIN	7-30-07
ROGERS, TRACY A.	GILL	7-23-07
WARGER, HEIDI	FRTA	7-30-07 (Rfnded 2/28/07)

### Existing Members – Different Units

BURT, CAROL M.	WHATELY	6-25-07 (summer only)
CLARKE, KARLA J.	DER/SND/WTY	8-30-07 (sub. teacher)
HENDRICKS, AMY L.	NORTHFIELD	6-1-07 (summer only)
SMITH, ZACHARY	SUNDERLAND	7-24-07
RAMSDELL, LAWRENCE	NEW SALEM	7-16-07
RAYMOND, BARBARA A.	MOHAWK RSD	7-9-07 (summer only)
VAN DYKE, BARBARA	MOHAWK RSD	6-25-07 (summer only)

### New Retirees: -

On a motion made by D. Gendron and second by P. Auchard, the Board voted to accept the following new retirees:

Deleo, Susan – Option C retiree from the Orange School Department, effective 7/13/07. PERAC approval received 8/23/07.

Golembeski, Mary Ann – Option A retiree from the Town of Erving, effective 6/30/2007. PERAC approval received 7/30/07.

Hill, Linda – Option A retiree from the Pioneer Valley Regional School District, effective 6/30/07. PERAC approval received 7/30/07.

Hursh, Patricia – Option B retiree from the Shutesbury unit, effective 6/30/2007. PERAC approval received 7/30/2007.

Pasteris, Susan – Option A retiree from the Pioneer Valley Regional School District, effective 6/30/2007. PERAC approval received 7/30/2007.

Otto, Patrick – Option B retiree from Town of Deerfield, effective 8/1/2007. PERAC approval received 8/1/2007.

Phillips, Judith – Option A retiree from the Frontier Regional School District, effective 6/30/2007. PERAC approval received 08/09/2007.

### Change in Retiree Payments

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to accept the change for the following retiree:

Ormond, Robert - Option C pop-up. PERAC approval received.

### Accept Liability for Buybacks through other Systems:

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to accept liability for creditable service for:

Howard, Cynthia – Hampshire County Retirement System, on behalf of former member, requests FRRS to accept 10 years, 7 months, 2 days liability for creditable service upon payment to Hampshire County Retirement System for refund given 04/24/1997 for \$7,338.42 for contributions between 10/05/1983 and 1996. Service was with Leverett Elementary School and Shutesbury Elementary School.

Buy Backs and Make-ups:

On a motion made by H. Sanderson and second by P. Auchard, the Board voted to approve a make-up payment for:

Kushi, Carol – Current member in the Sunderland unit, however, application for superannuation has been submitted for a retirement effective 7/19/07. Mrs. Kushi has requested a make-up for service between 6/20/1988 and 6/22/1990 during which time she served as a substitute cafeteria employee and subsequently, as a regular cafeteria employee. Mrs. Kushi was employed less than 5 hours per day on a regular basis. Total creditable service allowed is actual time worked for a total of 6 months at a cost of \$876.65. Payment will be requested by 9/14/2007 for inclusion in the retirement benefit calculation.

Director's Report:

Deaths –

Robert Fiske – Option B retiree from Orange since 7/1/1989. No balance remaining in Annuity Reserve for beneficiary.

Other Items–

Status of pension software – We will hold off on any changes until April of 2008, when we are done closing 2007, and can then assess both Tyler's upgrade and the new vendor, PTG. The eight months between now and then, will also give the two vendors time to get the bugs out and prove themselves in the real world.

PERAC audit exit conference in September – PERAC auditors, Harry Chadwick and Robert Maddison, will attend the September board meeting and report on the results of their audit. They will provide a copy of their first draft, after which it will be reviewed (and perhaps edited) by the directors and department heads at PERAC, then returned to FRRS for review and comments on the edited version. FRRS will then have the opportunity to give written responses to the audit, for inclusion with the final report to be published.

Deductions/membership review – Sometimes what comes to us on the monthly deduction reports from the treasurers does not “add up”. We have been getting prepared to address the issue(s), and during these next few months will be looking to work with the treasurers to improve the system.

Review of creditable service regulations – We have recognized that our supplemental regulations regarding creditable service “leave something to be desired” as far as being clear. Most importantly, both Larry Stone and the PERAC auditors would like us to take a closer look at the amount of creditable service we grant to part-timers. To that end, we are organizing and plan to meet with Michael Sacco to work out the legalese before we bring it to the board for a full discussion in November(?).

\*9:05 – Board member Paul Mokrzecki arrived now.

Investing Locally – The concept of somehow investing some of the FRRS funds locally was discussed. No action planned.

Retirees COLA – The board discussed state senate bill S2234 which raises the maximum base for state and teacher retirees to \$16,000 (from \$12,000), and proposes future increases to the maximum base by indexing the maximum base to the maximum Social Security base.

On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to instruct staff to draft a letter of support for state senate bill S2234 of the 185th legislative session.

DAHAB conference – The board declined the invitation from DAHAB Associates to attend their client appreciation conference in October.

PRIM audits – We wondered who and how often the PRIT fund is audited. It appears as if an annual audit is done by an outside, independent auditor each year; and PERAC last did an audit of years 2000 through 2004.

Gathering of salary info for Assessment calculation – during September and October staff will be conducting the annual survey of salaries in order to calculate the assessments to be paid by the towns in FY2009.

#### Other Business:

##### Transfer cash to Investments (IR&M)

On a motion made by P. Auchard and second by D.Gendron, the Board voted to transfer the sum of seven hundred and fifty thousand dollars (\$750,000) from the money market account with TDBanknorth to the investment account with Income Research and Management, as per the advice given by the board's investment consultant, Greg McNeillie, at the August 7, 2007 board meeting.

##### Annual Advisory Council Meeting

The board discussed dates and locations to host the annual meeting of the advisory council and decided to have it at the Country Living restaurant in Erving, on the evening of either the 13th, 14th or 15th of November 2007. Staff will contact Country Living to determine the date.

##### Pioneer School District member make-ups

Staff presented information to the board regarding multiple instances at the Pioneer school district where part-time employees that started out less than 20 hours per week were overlooked for membership when their hours increased to greater than 20 hours per week. Staff asked the board how it would like to proceed with regard to allowing the members to do interest-free make-up payments, but by a certain deadline. There was much discussion, and enough additional concerns and questions were raised by the board, that the issue was tabled until next month's meeting to allow staff to research the answers.

##### Preliminary 2008 Budget

A cursory review and discussion was made on the preliminary budget presented to the board by staff. Knowledgeable members of the board suggested to staff that FRRS could switch to "pay-as-you-go" from paying a percentage towards unemployment. The switch can happen in November of each year.

The issue of health insurance for board members and retired staff was discussed, and it was decided to bring the issue back for further discussion at the September 25, 2007 board meeting.

It was explained that the PERAC auditors believe that seminar fees and board education costs should be combined with and paid from the travel and dues account. The board did not agree and would like to continue to show the different line items as a way to report in detail the different expenses.

It was asked and explained that an amount for scanning was included because there is a possibility that the scanning project will be split between two years.

The estimate for investment management fees was reviewed, and it was understood by all that the increase in fees had a direct correlation to the increasing balances of investments, and that the expense of the fees, when compared to the returns for the year, was a very small percentage of the returns.

##### Staff COLA for 2008

On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to approve a 2.73 percent cost-of-living increase in staff salaries for 2008.

##### Retirement Celebration for Carrie Stevens

Deb Frenzoz has offered to host a party for board members and staff to celebrate Carrie's upcoming retirement. The board expressed enthusiasm for the idea and gave some indications as to available dates. The date and time will be discussed and determined via email.

##### MACRS Fall conference

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted to approve attendance by staff and board members at the fall MACRS conference on October 14 through 17, 2007.

#### “Sick-Time” Pool

The board declined to create a system where staff could donate sick-time to a “pool” for other staff to use in dire circumstances. The board believes there is plenty of sick-time given to each employee, and if an extreme situation arose, the board will consider it’s options.

## FRANKLIN REGIONAL RETIREMENT SYSTEM SPECIAL BOARD MEETING

AUGUST 7, 2007

A special meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair Sandra Hanks, with Board members Herbert Sanderson and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki. Board members David Gendron and Patricia Auchard were absent.

#### Investment Advisor and Managers:

Greg McNeillie, Dahab Associates – The board’s investment advisor presented a report of investment performance during the second quarter of 2007. During the discussion, Dale said there would be possible excess cash of \$750,000 at the end of August. When asked, Greg advised a transfer to Income Research and Management.

Rothschild Asset Management - Mary Jane Cullinan and Mark Degenhart presented their annual review of the investment fund. In the course of the presentation, the board was asked permission to use the FRRS name in promotional materials.

On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted to allow Rothschild Asset Management to use the Franklin Regional Retirement System name in its promotional list of representative clients.



Income Research & Management – Brian Houle and Dave Cirilli presented their annual review of the investment fund.

Prudential Investment Management – Kevin Smith and Eric Sabol presented their annual review of the investment fund.

Prudential: change in fee schedule – With Kevin Smith available to explain, the board was made aware of an increase in Prudential's fee schedule that occurred in the second quarter of 2005. Prudential had timely notified the system, but the fact was not reported to the board because it all coincided with the departure of the previous board administrator. The omission was just discovered. The board accepted the explanation by Kevin Smith, and acknowledged the change.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JULY 31, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32 AM by Board Chair Sandra Hanks, with Board members Patricia Auchard, David Gendron and Herbert Sanderson present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe. Board member Paul Mokrzecki was absent.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to accept the minutes of the regular board meeting held on June 26, 2007.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to approve the warrants as follows:

Retirees Payroll warrant in the amount of	\$367,909.53
Refunds warrant in the amount of	\$17,543.42
Transfers warrant in the amount of	\$1,672.74
Bills warrant in the amount of	\$61,093.94
For a total of:	\$448,219.63

### New Members

On a motion made by D. Gendron and second by P. Auchard, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
HOLLOWAY, PATRICIA J.	FC HOUSING	6-18-07
HUBBARD, DAWN	PIONEER	6-1-07
KUHLKA, INGEBORG	PIONEER	6-15-07

LUX, BETH A.	ERVING	5-7-07
SERVISS, DONNA L.	PIONEER	6-15-07
SPAULDING, ROBERT K.	SHUTESBURY	7-16-07
SZAFRAN, ROBERT A.	SHELBURNE	5-27-07
Existing Members – Different Units		
HUNTLEY, CHRISTINE	WHATELY	6-26-07

New Retirees: -

On a motion made by P. Auchard and second by H. Sanderson, the Board voted to accept the following new retirees:

Goodfellow, Anne Marie – Option A retiree from the Ralph C. Mahar Regional School District, effective 6/30/2007. PERAC approval received 7/6/07.

Ross, Margaret – Option A retiree from New Salem/Wendell Unit, effective 6/30/07. PERAC approval received 7/19/07

Buy Backs and Make-ups:

On a motion made by P. Auchard and second by D. Gendron, the Board voted to approve the following make-up and buyback payments:

FRRS Buy Backs and Make-ups:

Lyman, Dorothy A. – Current member in Mohawk Trail Regional School District, Ms. Lyman took a refund of contributions from MTRB on 6/21/1966. MTRB will accept 8 months of service (.8 years on a 10-month schedule) upon repayment of the refund to FRRS. Total cost of buyback is \$918.38 if paid by August 31, 2007. Interest will accrue as allowed by law.

Military Buybacks:

Bunker, Gary R. – Current member of the R.C. Mahar Regional School District has requested a purchase of his military active duty time. A DD214 has been provided showing a total of 1 year, 9 months, 21 days. The cost of his buyback, based on his first 12 months of earnings as a member of the Franklin Regional Retirement System is \$12,235.08. Interest does not accrue on this balance. (1st year salary was \$67,689.33.)

Other Creditable Service:

Julie McGahan – FRRS transferred this member's funds to MTRS on 2/28/1980 with 4.5 months of creditable service. Ms. McGahan recently inquired as to why she did not receive a full year of service for work in the Town of Northfield October 1976 thru June 1977. After a review of her record, the staff recommends a revised liability of 6 months creditable service based on actual time worked.

Director's Report:

Deaths –

Anne Burnap – DOD 5/26/07. Option C retiree from Mohawk Trail Regional School District, effective 6/30/2006. Spouse David began receiving option C survivor benefits with the June payroll.

Doris Woods – DOD 5/27/07. Option B retiree from Frontier Regional School District, effective 6/3/1993. There are no survivor benefits available.

Edgar Gould - DOD 6/29/07. Option A retiree from the Franklin Regional Council of Governments, effective 7/1/1996. No payout with an Option A.

George Howes – DOD 7/5/07. Option B retiree from Leyden, effective 8/31/1989. There are no survivor benefits available.

Ken Alden – DOD 7/14/07. Option C retiree from Warwick, effective 7/5/06. Spouse Martha will receive an Option C benefit beginning with the July payroll.

Other Business:

Rebecca Clark – As expected, the MTRS has appealed to the Contributory Retirement Appeal Board "CRAB", our denial of approximately 12 years creditable service related to time Ms. Clark worked in the

Mohawk school system. We maintain the time should have been as membership with the MTRS. CRAB will schedule a hearing and will notify both parties as to the date and time. Currently CRAB is scheduling out 11 to 12 months.

Daruma Cash Position – As expected, the temporary variance on the cash position with investments held at Daruma is now realigned with contractual levels of not more than 5%.

Below are details of the cash position since the issue was first discussed:

As of:	Percent:
6/30/07	6.8%
7/9/07	5.0%
7/23/07	3.2%

PERAC Audit – The PERAC audit is going well. There have been no major issues to report, only suggested refinements. It is believed that the auditors will be done by the end of August.

Lease for Office Space:

D. Kowacki is waiting to hear from Paul Viens on a lease agreement for the expanded space and improvements at 278 Main Street. In addition, Dale created a draft floorplan for the available space at the Greenfield Corporate Center and asked the property owner, to develop a lease price for that space.

Copiers:

The staff is in the process of testing new copiers with scan, print and fax capabilities to replace the current Ricoh. Several vendors have been contacted for pricing on a variety of machines and CBS Blooms out of Springfield has provided on-site, week-long trials of a RICOH 2510 and a Xerox WorkCentre Pro 123. In August, we hope to test-drive a CopyStar from Baker Office Supply. The network printing features of the newer machines will reduce the need for separate printers and toner cartridges, resulting in significant cost savings. In addition, the network scanning feature will allow staff to easily and effectively scan member and retiree folders going forward, as part of the larger scanning project. Staff expects to narrow the search by next month and present quotes for a purchase and/or lease agreement to the board.

Scanning Records - This month, staff pushed forward with the project to get all of the most important documents scanned as a failsafe against a catastrophe that might destroy them. At a minimum, we want to have scanned files that can be stored off-site and brought back if we lose the originals. With an eye towards the future, we also want the scanned images to be usable on our network and, if we ever decide to, usable via the internet. We did two things this month. We called and/or emailed around to other systems to see what they have done so far, and met with three different vendors to hear about their service and get a quote. Two vendors have sent a project description with pricing. This project is expected to be brought to the board next month for further review.

Software – The Tyler software upgrade (Ret32 to PERA Series) has stalled somewhat, partly because we have a network issue that we expect to resolve soon, but mostly due to the Tyler upgrade not being ready. When the person came to load the upgrade, he told us that it was not ready, and that we were to “play” with it and keep a list of the problems we found. It was unclear when the program would be finished and/or stable enough to trust. They have billed us and are asking us for payment, but the executive director is unwilling to pay until we are satisfied with the final product. The support bill has been paid for this calendar year.

Other Business:

Hiring new Administrative Assistant

Seventeen resumes have been received in response to the advertisement for this position. It is expected that four candidates will be chosen for an interview which will be scheduled for August 3, 2007. The Board Chair has agreed to participate in the selection of candidates and the interviews. The staff anticipates the new employee to begin mid-September.

Upcoming Election – “Fourth Member” (David Gendron’s seat)

On a motion made by H. Sanderson and second by P. Auchard, the Board voted to appoint Dale Kowacki, Executive Director, as the Election Officer for the Election of the Fourth Member. D. Gendron abstained from voting on this motion.

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING

JUNE 26, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, on the first floor of 278 Main Street, Greenfield, MA. on the above date was called to order at 8:45 AM by Board Chair Sandra Hanks, with Board members Paul Mokrzecki and Herbert Sanderson present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by S. Hanks, the Board voted to accept the minutes of the regular board meeting held on May 30, 2007.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to approve the June warrants as follows:

Retirees Payroll warrant in the amount of	\$359,746.20
Refunds warrant in the amount of	\$90,687.90
Transfers warrant in the amount of	\$4,491.26
Bills warrant in the amount of	\$21,254.14
For a total of:	\$476,179.50

Board member David Gendron arrived at 8:57 am.

New Members

On a motion made by H. Sanderson and second by D. Gendron, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
ABRAMSON, WENDOLYN	PIONEER	6-15-07
BURNETT, MELANIE J.	ERVING	5-9-07

CARPENTER, JAMES	ERVING	5-7-07
HATCH, MARYELLEN	PIONEER	6-15-07
HOFFSOMMER, SETH	PIONEER	6-15-07
HOLLOWAY, MICHAEL J.	PIONEER	6-15-07
LILLY, RUSSELL H.	MOHAWK	6-4-07
PORTER, MELISSA A.	PIONEER	6-15-07
VEARLING, E. PETER	PIONEER	6-15-07
WHELAN, GRACE	ORANGE	5-30-2007
WILLIAMS, THERESA	PIONEER	6-15-07
WRIGHT, SUSAN M.	PIONEER	3-15-07

#### New Retirees: -

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to accept the following new retirees:

Peter Burek – Option C retiree from the Town of Deerfield, effective retirement date of 12/31/2006. All PERAC approvals were received and first payment was made 1/30/07.

Wesley Dickinson – Option C retiree from the Town of Deerfield, effective retirement date of 12/31/2006. All PERAC approvals were received and first payment was made 1/30/07.

Bonsignore, Fenna Lee – Option A retiree from the Town of Leverett, effective retirement date of 6/1/07. PERAC approval received 6/6/07

William Gran – Option C retiree from the Franklin Regional Council of Governments, effective retirement date of 6/1/2007. PERAC approval received 6/12/2007.

#### Buy Backs and Make-ups:

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to approve the following make-up and buyback payments:

#### Accept Liability for Buybacks through other Systems:

Schell, Patricia – State Board of Retirement, on behalf of former member, requests FRRS to accept 1 year, 9 months, 12 days liability for creditable service upon payment to State Board of Retirement for refund given 08/19/1991 for \$1,244.48 for contributions between 09/05/1989 and 06/17/1991. Service was with the Town of Sunderland.

#### FRRS Buy Backs and Make-ups:

Deleo, Susan - Current member, employed in the Town of Orange, has requested a make-up of time worked as a Federal Project Aide for the Athol-Royalston School System. The Athol Retirement System will accept 5 years 10 months liability for creditable service upon payment of \$4,928.53 to FRRS. In addition, Ms. Deleo has requested a make-up of creditable service for her substitute teaching service between 1980-82 and 1989-94, a total of 8 months, 8 days is available at a cost of \$1,254.23 for which FRRS will accept liability for creditable service upon payment. Both parts of the make-up payment include interest in the calculation. Ms. Deleo plans on retiring as of July 31, 2007.

Gilbert, Sandra – Current member of Mohawk Trail Regional School District took a refund of accumulated deductions on 5/28/98 for service in Hawlemont between 9/3/86 and 6/30/91. The refund amount was \$2536.30 and creditable service was 4 years, 9 months, 27 days. Total cost of the buyback if paid by 7/31/07 is \$3,634.97 otherwise interest will accrue as allowed by law.

Hursh, Patricia – Current member, employed by the Town of Shutesbury, Hursh has requested a make-up of time worked in the Boston Public Schools as a substitute. Boston will accept 1 year 1 months liability for creditable service upon payment to FRRS of \$1,185.87 if paid by July 31, 2007. Ms. Hursh plans on retiring as of June 30, 2007. This make-up includes interest in the calculation.

#### Director's Report:

#### PERAC Audit:

Harry Chadwick and Robert Madison, PERAC auditors, arrived for the initial meeting of the audit for 2004, 2005 and 2006, on June 12, 2007. They expect to be here through the summer months.

#### Election news:

D. Kowacki reported that today is the final day of the election to fill the remainder of Sandy's term (third member) and ballots must be postmarked by today, 6/26/07. Tabulation of votes will be conducted on 7/2/07 and the successful candidate will take office at the conclusion of the election.

#### Other Business:

Rebecca Clark – creditable service update:

Attorney Sacco has written a letter to MTRB denying liability for the creditable service of Rebecca Clark. We have not received a response from MTRB yet.

#### Appointment of Fifth Member:

Paul Mokreczki has served as the appointed fifth member of the board ever since the position was required by section 24 of Chapter 306 of the acts of 1996. He affirmed that he would very much like to continue as the appointed fifth member.

Hearing no other nominations for the position:

note: Paul Mokrezecki recused himself from the following vote.

On a motion made by H. Sanderson and second by D. Gendron, the remaining three members of the Board voted unanimously to appoint Paul Mokreczki to the fifth position on the board for the three year term July 1, 2007 through June 30, 2010.

#### Daruma cash position:

The board was provided copies of email notification from Anna Carlucci, Vice President of Daruma Asset Management, that they have exceeded the 5% cash position stipulated in the agreement with FRRS. The notification states that the excess cash position, which is currently at 9%, was caused by the timing of advantageous selling opportunities and the lag time to process new purchases. Daruma anticipates the purchases will occur in June, finalize in July, and bring the cash position back down to the agreed upon 5%.

The entire board was in agreement that it was satisfied with the explanation and accepted the fact of the overage. The board will review the matter again at its July 31, 2007 meeting.

#### Health Insurance for Board Members:

The board was presented with a package, regarding health insurance for elected officials, that included information on MGL 32B §2, 9, and 9B, as well as an informal survey of whether other regional retirement systems offer insurance, additional information collected from John Lillis, Director of the Franklin Hampshire Insurance Trust, and the FRRS personnel policy.

After some discussion, the chair requested the issue be tabled to allow for further review by the board members and requested the topic be brought back for discussion at a regular fall meeting of the board.

#### Lease for Office Space:

D. Kowacki presented three options for office space, both in a written presentation and a slide show.

After discussing all options,

On a motion made by D. Gendron and second by P. Mokreczki, the Board requested the Executive Director to begin lease negotiations with the landlord at 278 Main Street, including the expansion of current office space into an adjoining section of the building; and, if negotiations at 278 Main Street are not acceptable, to then enter into the negotiations for the development and lease of space at the Greenfield Corporate Center, Munson Road, Greenfield, MA.

MAY 30, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 10:05 AM by Board Chair Sandra Hanks, with Board members David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted to accept the minutes of the regular board meeting held on April 24, 2007 and the special board meeting held on April 30, 2007.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted to approve the April warrants as follows:

Retirees Payroll warrant in the amount of	\$357,416.96
Refunds warrant in the amount of \$17,000.88	
Transfers warrant in the amount of	\$0.00
Bills warrant in the amount of	\$55,974.81
For a total of:	\$430,392.65

#### New Members

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
BURNETT, MARK W.	SHUTESBURY	3-22-07
DONOVAN, AMY B.	FSWM	4-30-07
FINN, MELISSA M.	MOHAWK	3-26-07
FOISY, BRITTANY	FRONTIER	4-23-07
PARKER, GERALD W.	MAHAR	4-30-07
ROBINSON, DANA C.	WARWICK	4-11-07
ROTH, JOHN E.	F.C. HOUSING	3-14-07
SKRIBISKI, EDWIN S.	SUNDERLAND	4-2-07
TONDEUR, XAVIER A.	SUNDERLAND	4-13-07
WARYAS, ALYSSA M.	F.C. HOUSING	4-2-07
WILLIAMS, ROGER P.	BUCKLAND	4-1-07

#### Existing Members – Different Units

ALDEN, JANICE C.	WARWICK	4-1-07
------------------	---------	--------

#### New Retirees: -

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve the accidental disability retirement of Robert J. Fisher, Option C, effective 5/1/07

#### Buy Backs and Make-ups:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve the following make-up and buyback payments:

Hepburn, Kathleen, current member in the Sunderland School Department, has requested a make-up of time worked in Sunderland prior to enrollment in the system. She was a substitute cafeteria worker from 09/12/1986 to 10/23/1986 and then began work as a full-time assistant in the lunch program on 11/3/1986. Information provided indicates that she was eligible for membership as early as 11/3/1986, but was not enrolled due to administrative error until 9/18/1987. Total creditable service allowed is 10

months, 17 days at a cost of \$275.34 if paid by June 30, 2007; interest will accrue as allowed by law only on the make-up allocated to the substitute work.

Lively, Lois , current member in the Pioneer unit has requested a buyback of a refund from Montague Retirement System taken in 2003. Montague Retirement System will accept 5 years, 10 months, 1 day liability for service in the Gill Montague School System between August 29, 1995 and June 30, 2001, and Franklin Regional Retirement System accepts 24 months liability for service in the Town of Erving between 1991 and 1992. Total creditable service allowed is 7 years, 10 months, 1 day at a cost of \$6,638.02 if paid by June 30, 2007. This includes interest.

Hatch, Shelly, State Board of Retirement, on behalf of former member, requests FRRS to accept 1 year, 9 months, 26 days liability for creditable service upon payment to the State Board of Retirement for refund given 11/25/1986 for \$588.64. Service was with the Warwick unit.

Bonsignore, FennaLee, current member in the Town of Leverett has requested a make-up of elected service as follows: School Committee, 1972 to 1975, Board of Health, 1981 to 1985, Selectboard, 1989 to 1990. She became a member in 1991. Total creditable service for Franklin Regional Retirement System to accept is 11 years for a total of \$274.09 if paid by June 30, 2007.

Director's Report:

Election news:

D. Kowacki reported that four candidates submitted the appropriate paperwork and are on the ballot for the election to fill the open position. Ballots will be mailed June 6 and must be postmarked by June 26, 2007 in order to be counted. Tabulation of votes will be conducted on 7/2/07 and the successful candidate will take office immediately following.

Ethics Commission:

Former chair and election candidate P. Auchard, contacted the Ethics Commission to verify that she could use the current chair's name in her campaign letter. It was confirmed that she could but in the course of the conversation, the lawyer with whom she was speaking, questioned the legality of her candidacy based on MGL 268A, section 20. After some discussion between D.Kowacki and the attorney, the issue was resolved, based on membership in the system being a prerequisite to election to the board. However, the question extends to the First and Fifth members of the board. The question revolves around whether or not the First and Fifth members can serve on the board and work for any of the member units simultaneously. The attorney for the Ethics Commission has indicated that the determining factor is whether the system is a "municipal agency" of each town, or a separate governmental entity. A letter, requesting an opinion will be sent to the state ethics commission.

PERAC Auditors:

The PERAC Auditors will be on site beginning June 12, 2007 to audit the system for 2004, 2005 and 2006.

Transfer from Investments:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to transfer \$200,000 from the PRIT Fund to the TDBankNorth Money Market on June 1, 2007 in expectation of June warrants.

Other Business:

Rebecca Clark

Ms. Clark began her membership in FRRS in July, 1991, serving as a part-time art instructor at Mohawk Trail Regional School District. In 1994, she became eligible for MTRB, however, due to administrative error, her contributions continued to flow into FRRS until November 2006 when the error was discovered. FRRS transferred her funds to MTRB, accepting liability for only the 3 years, 2 months creditable service prior to her eligibility with MTRB. MTRB has responded, quoting a court decision (the 'Nurses' Case'), suggesting that FRRS is required to accept liability in this case. FRRS Attorney M. Sacco disagrees with MTRB's opinion.

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted, per Attorney Sacco's advice, to deny liability for the creditable service of former member Rebecca Clark for any service after 9/1/1994 connected to her position at Mohawk Trail Regional School District.



### Appointment of Fifth Member

The board began discussing the process to appoint the Fifth Member for July 1, 2007 (to June 30, 2010), and tabled the issue until the full board is available for a vote at the June 26, 2007 meeting.

### Governor's Proposal

The board reviewed the drafted letter (attached as addendum), addressed to the Honorable Benjamin B. Downing, Senate Chairman, and the Honorable Jay R. Kaufman, House Chairman, stating the board's concerns with Section 5 of House Bill #3749. Versions of the letter will also be mailed to the Governor and the respective state senators and representatives that serve the membership of the retirement system.

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted to approve, and have all board members sign, a letter stating their concerns with Section 5 of House Bill #3749, which requires the transfer of a system's funds to PRIT if certain benchmarks are not met.

### Independent audit 2006.

Two firms, Melanson, Heath & Company, P.C.; and Roselli, Clark and Associates, responded to the requests for proposals for an independent financial audit of 2006, 2007 and 2008. The board discussed whether it was necessary to have an independent audit in the same year that PERAC was doing an audit, and concluded that it was not and decided to discuss it again next year in regards to an audit of 2007.

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to postpone the independent audit until May, 2008 and go only with the PERAC audit, due to begin in June, 2007 for the years 2004, 2005 and 2006.

### Custodial Banks

After a review of proposals from the two banks offering custodial services (Investor's Bank & Trust; and State Street Bank, Institutional Investor Services), it was determined that it was less expensive to stay with the current arrangement where we continue with our present custodial bank, State Street Bank and Trust, Fiduciary Investor Services, and staff produces the PERAC reports in-house.

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to maintain the current custodial bank relationship at this time.

### GIC Health Insurance

The legislation that converted the system from a county to a regional system also provided that the state's Group Insurance Commission "GIC" would be available to the board and staff of the system. The board discussed the availability of health insurance for elected board members during their service and upon their retirement from FRRS board. The staff was asked to research the issue and report back to the board. The board also discussed whether the system would switch to GIC from its present arrangement with the Hampshire County Group Insurance Trust, and the board voted to stay with the Hampshire Group.

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to maintain the health insurance options provided by the Hampshire County Group Insurance Trust and not switch to GIC provided insurance at this time.

A special meeting of the Franklin Regional Retirement Board duly posted to be held in the Office of the Retirement System, 278 Main Street, Greenfield, MA. on the above date was called to order at 10:50 AM by Board Chair Sandra Hanks, with Board members David Gendron and Paul Mokrzecki present. Also present were Executive Director Dale Kowacki and Assistant Director Susan Bobe.

The meeting was called for the single purpose of approving a refund warrant.

**Refund Warrant**

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted to approve a refund warrant (RA0430 ) in the amount of \$5,415.41.

**FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING**

**APRIL 24, 2007**

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM by Board Chair Sandra Hanks, with Board members David Gendron, Herbert Sanderson, and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board’s review: monthly financial statements and member and retiree files related to items on the agenda.

**Review and Acceptance of Meeting Minutes**

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to accept the minutes of the regular board meeting held on March 27, 2007.

**Payroll, Refunds, Transfers and Bills Warrants**

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to approve the April warrants as follows:

Retirees Payroll warrant in the amount of	\$358,011.26
Refunds warrant in the amount of	\$28,544.85
Transfers warrant in the amount of	\$63,926.74
Bills warrant in the amount of	\$1,157,177.71
For a total of:	\$1,607,660.56

It was noted that the invoice for the State Board of Retirement 3(8)C payment was included in the Bills Warrant and covered amounts owed from 2000 through 2006.

**New Members**

On a motion made by H. Sanderson and a second by D. Gendron, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
COUGHLIN, SHAUN	BERNARDSTON	2-28-07

RAMSDELL, LAWRENCE R.	NEW SALEM/WENDELL	9-5-06
SCHEMPP, CAROL	MOHAWK	3-19-07
VOAS, JEANETTE	FRCOG	4-2-07
WOZNAK, ALICE	COLRAIN	3-5-07
Existing Members – Different Units		
DUPELL, DOUGLAS	ORANGE	1-1-07
ROSE, KEITH E.	SHELBURNE	3-26-07
SIMOS, MARGARET	DEERFIELD	2-22-07

#### New Retirees: -

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to approve the superannuation retirement of:

Douglas Mollison, Option C, from the Mohawk Trail Regional School System, effective 4/10/07

Penelope Mollison, Option C, from the Mohawk Trail Regional School System, effective 4/1/07

#### Disability Retirees

It was reported that the Accidental Disability Retirement Allowance of David Gondela, having been approved by the Board at the 12/19/06 regular meeting, affirmed by PERAC in January, 2007, and calculated with approval by PERAC, will begin with the April, 2007 retiree payroll.

#### Buy Backs and Make-ups:

On a motion made by P. Mokrzecki and second by D. Gendron, the Board voted to approve the make-up payment of:

Svoboda, John J. – current member in the Ashfield unit for the buyback of a refund from the Hampshire County Retirement System taken in 2000. Hampshire County Retirement System will accept 3 years, 5 months liability for service in the Town of Williamsburg and Goshen between June 1989 and June 26, 2000. Total cost of the buyback is \$6,958.21 if paid by May 31, 2007 otherwise interest will accrue as allowed by law.

#### Administrator's Report:

##### Retiree Deaths –

Roberta A. Swan – DOD 3/30/07, Option A retiree since 6/30/2001

Marjorie Sitterly – DOD 4/5/2007, Option C survivor of Roger, retired 8/14/75, died in 1981.

Raymond Bergiel – DOD 4/9/07, Option B retiree since 4/1/1980. No beneficiary payment.

##### Meetings -

FRRS and Greenfield Retirement System are co-hosting the spring meeting for the Western Mass retirement boards. It will take place on 5/3/07 at the Countree Living Restaurant. Dan Owens, Director of the Holyoke Retirement System and Pat Brock, Chair of the Hampshire Regional Retirement System, will be the guest speakers and will be discussing the Governor's proposed requirements of forced participation in the PRIT fund. Board members are asked to attend.

PERAC will hold a Disability Training for Retirement Boards on May 23 in the COG conference room at 278 Main Street, Greenfield. The Board was invited to attend.

#### Other Business

DAHAB - Greg McNeillie, Consultant from DAHAB presented the quarterly performance review beginning at 9:00 am.

There was some discussion regarding the Board's large cap investment allocation in an indexed fund versus an 'enhanced index fund' and it was noted that McNeillie agreed to have large cap allocation options available for discussion at the next quarterly review.

Daruma - at approximately 9:45 am, Mariko Gordon, Founder and CIO, and Anna Carlucci, COO of Daruma Investments began their annual presentation.

David Gendron excused himself from the meeting at 10:25 am.

Prudential – Kevin Smith, Principal for Prudential invited to attend this meeting, postponed his visit due to illness. D. Kowacki will reschedule Smith for the June meeting.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

MARCH 27, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:37 AM by Board Chair Patricia Auchard, with Board members David Gendron, Herbert Sanderson, and Paul Mokrzecki present. Also present was Executive Director Dale Kowacki and Assistant Director Susan Bobe.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements and member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on February 27, 2007.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to approve the February warrants as follows:

Retirees Payroll warrant in the amount of	\$355,286.94
Refunds warrant in the amount of	\$21,266.31
Transfers warrant in the amount of	\$25,469.34
Bills warrant in the amount of	\$32,905.92
For a total of:	\$434,928.51

### New Members

On a motion made by D. Gendron and a second by P. Mokrzecki, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
BLOWERS, ARIEH	CONWAY	8-26-06
ELIE, JENNIFER L.	FRONTIER	2-26-07
CAMPBELL, DEBORAH J.	SHUTESBURY	9-13-06
HAYDOCY, SARAH-JANE	ERVING	9-11-06
KIMBALL, RHONDA	MAHAR	3-5-07
LENO, CHRISTINA H.	SUNDERLAND	2-26-07
MUSZYNSKI, ANTHONY	DEERFIELD	12-14-06
RUSH, LILLIAN A.	MOHAWK	1-29-07
SPENCER, LINDSAY	MOHAWK	1-22-07
THORNE, LAURA J.	F.C. HOUSING	2-5-07
WHITE, JOSHUA W.	WENDELL	2-12-07

Existing Members – Different Units

**New Retirees: -**

On a motion made by D. Gendron and second by H. Sanderson, the Board voted to approve the superannuation retirement of:

Florence Veber, Option B, effective 2/18/07 from the Town of Rowe

**Disability Retirees**

On a motion by H. Sanderson and a second by D. Gendron, the Board voted (with 1 abstention) to approve the Involuntary Accidental Disability Retirement of Robert J. Fisher having received an unanimous opinion indicating a permanent incapacity to perform the essential duties of his job caused by personal injury sustained on-the-job. The Board's approval will be submitted to PERAC with substantiating data for their approval.

**Buy Backs and Make-ups:**

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve the make-up payment of:

Stephen Schmidt - Assessor, current member Town of Leverett and Shutesbury. of 3 months, 18 days creditable service for part-time work in Leverett prior to enrollment. Total cost of purchase is \$851.52 if paid by April 30, 2007 otherwise interest will accrue as allowed by law.

And

Nina Betinis – Franklin Regional Retirement System will accept 1 year, 15 days creditable service upon redeposit of her refund to the State Board of Retirement. Refund made on 3/30/94 in the amount of \$1,352.62 for contributions between 8/30/1992 and 9/15/1993.

**Administrator's Report:****Retiree Deaths –**

Beda Langevin, 2/21/2007, Option B retiree since 12/11/1979. There is no remaining balance available in the annuity reserve fund to disperse to the beneficiary.

Beverly Woodward, 3/11/2007, Option A retiree since 9/30/1988. There is no payout with Option A retirees.

**Appointment Board Chair**

Patricia Auchard stepped down as chair and recused herself from this vote. Herb Sanderson, Vice Chair, presided over this vote.

On a motion made by P. Mokrzecki and a second by D. Gendron, the Board voted to appoint Sandra Hanks as Chair of the Franklin Regional Retirement System, starting immediately, until the end of the current term 12/31/2008.

The Board members thanked Patricia Auchard for her years of service as Chair of Board.

**Elections**

The appointment of Sandra Hanks as Chair of the Board leaves her elected position vacant and a special election must be held.

On a motion by D. Gendron and second by P. Mokrzecki, the Board voted to appoint Executive Director, Dale Kowacki, as the Election Officer.

The election timeline and a sample package of the nomination instructions and papers were reviewed by the Board. It was determined that the unit treasurers would receive an Election Notice, an announcement of the election would be placed in The Recorder and mailed to retirees with their March retirement allowance, and nominations papers would be available in the office immediately. A meeting of the Advisory Council will be scheduled.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

FEBRUARY 27, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:37 AM by Board Chair Patricia Auchard, with Board members David Gendron, Herbert Sanderson, and Paul Mokrzecki present. Also present was Administrator Dale Kowacki.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements and member and retiree files related to items on the agenda.

Note: Sandra Hanks was in from 8:00 to 8:30 AM to review payrolls, warrants, and other related paperwork. She then waited in the Retirement offices while the Board discussed the salary and the appointment of the board chair. She joined the meeting at 9:00.

While Sandra Hanks was away from the meeting:

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D. Gendron, the Board voted to approve the February warrants as follows:

Retirees Payroll warrant in the amount of	\$359,041.95
Refunds warrant in the amount of	\$31,370.47
Transfers warrant in the amount of	\$210,274.23
Bills warrant in the amount of	\$39,180.92
2006 Late Bills warrant in the amount of	\$15,345.36
For a total of:	\$655,212.93

### Board Chair

Appointment procedure - The remaining members of the board discussed what procedure they would like to follow in appointing a new Board Chair. As Sandra has expressed her desire to be appointed to the position, they agreed that they would like to see a résumé from Sandra before the next regular meeting of the Board on March 27, 2007. They will continue the discussion at that meeting.

Salary of Chair – On a motion by H. Sanderson and second by D. Gendron the Board voted to increase the salary for the next Board Chair to five thousand dollars (\$5,000.00) per year.

Sandra joined the meeting at this point (9:00 AM)

### Elections

The Board discussed the possibility of combining two elections into one. The regular election scheduled to be held in the latter half of this year and the election to fill the unfinished term of a vacated seat on the board. The Board requested the Administrator send a letter to PERAC and ask if the regular election could be held earlier. The letter should make it known that the Board will be discussing the matter again at its March 27, 2007 meeting and would like to include PERAC's response in the discussion.

David Gendron left the meeting at this point (9:30 AM)

## Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to accept the minutes of the special board meeting held on February 13, 2007.

## New Members

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
BRECHNER, ROGER K.	FRCOG	2-8-07
BUCKLEY, CAROLYN	CONWAY	1-2-07
GILMAN, EMILY R.	CONWAY	9-1-06
HANNA, SUSAN	SHUTESBURY	1-2-07
KAEPPEL, BRUCE A.	SHELBURNE	1-22-07
KROLL, KATHRYN A.	F.C. HOUSING	1-16-07
LABELLE, JOHN A.	ASHFIELD	1-2-07
MELUSKY, AMANDA N.	SHUTESBURY	1-29-07
MILLER, STEVEN E.	WENDELL	11-6-06
MILNE, KEITH C.	DEERFIELD	1-2-07
MIZULA, RUSSELL P.	CONWAY	3-7-07
NORRIS, JESSICA R.	WHATELY	1-16-07
PETERSON, JOHN R.	FRCOG	1-24-07
REHMUS, JONATHAN	MOHAWK	1-2-07
SIDDONS, ANN	BERNARDSTON	1-2-07
SMIAROWSKI, KATHLEEN	FRONTIER RSD	2-26-07
SONIER, KAREN L.	DEERFIELD	9-25-06
SULLIVAN, JEAN A.	DEERFIELD	8-30-06
UNAITIS, BARBARA J.	DEERFIELD	8-30-06
WASKIEWICZ, RONALD	DEERFIELD	1-1-07
WILLIAMS, HELEN M.	WENDELL	1-10-05
Existing Members – Different Units		
AYERS, GLEN	FRCOG	1-22-07
BARONAS, TRACEY	LEYDEN	10-5-06
FAIRMAN, TIMOTHY	WARWICK	11-25-06
SOKOLOSKI, ADAM P.	GILL	2-1-07
VOELKER, GABRIELLE	MAHAR	2-7-07
WALKER, STEVEN	SHELBURNE	1-2-07

## Buy Backs and Make-ups:

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the make-up payment of:

- Albert Olmstead, for prior years of elected service on the Deerfield school committee between 1983 and 1990 for a total of 8 years creditable service at a make-up cost of \$141.11 if paid by March 31, 2007 otherwise interest will accrue as allowed by law.

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the make-up payment of:

- Robert Brown, for part-time hours worked in the office of the Massachusetts Teachers Retirement Board between March 20, 2001 and November 2, 2001. As per MGL 32 § 3(5), the total creditable service is 2 months and 12 days at a cost of \$493.21 if paid by March 31, 2007.

#### Administrator's Report:

##### Retiree Deaths –

Joseph Martino, 2/11/2007, retired 11/1991 with an Option B allowance. No funds remained in his annuity for distribution to beneficiaries.

Grace Stafford, 2/12/2007, retired 12/31/72 with an Option A allowance. No annuity balance distribution with an option A allowance.

##### Other Business:

###### 1) TDBanknorth Luncheon

Sandy will attend, Paul, Pat and Herb will not. Dale will forward the R.S.V.P.

###### 2) Staff Organizational Chart

On a motion by S. Hanks and second by H. Sanderson, the Board voted to reclassify Dale Kowacki's position as Administrator to Executive Director and remove Administrator from the organizational chart of the system; also change the title of Susan Bobe's position to Assistant Director and remove Assistant Administrator/Accountant from the organizational chart of the system; and also adopt a new staff organizational chart of Executive Director, Assistant Director, Member Services Accountant, and Administrative Assistant.

##### Governor's "Municipal Partnership Act"

The board reviewed and discussed the Governor's proposed legislation to move the investments of underperforming retirement systems to the PRIT fund, and agreed to monitor the issue and decide on any action or response at a later date.

##### 4) 2006 Expenses

On a motion by S. Hanks and second by H. Sanderson, the Board voted to transfer amongst the 2006 budget expense accounts the following:

Transfer \$4,057.18 from Salaries and Wages to Payroll taxes.

Transfer \$11,748.37 from Group Insurance with \$5,000 to Investment Consultant and \$6,748.37 to Legal.

Transfer \$5,589.56 from Audit Expense to Professional/Technical.

Transfer \$2,049 from Postage and \$2,156 from FRCOG Extra Services for a total of \$4,205 to Retirement Assessment.

Transfer \$750 from Members Education to Actuarial Services.

Transfer \$1,118.50 from Capital Outlay to Misc. Furniture & Equipment

##### 5) Personnel Policy – Health Insurance after Departure

The Board discussed ideas to change the personnel policy in the Group Health and Life Insurance section where it states: "This coverage will continue for one month after termination of employment.". It was decided to hold off on any action until the full Board was together.



## BOARD MEETING

FEBRUARY 13, 2007

A special meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:42 AM by Chairperson Patricia Auchard, with Board members Herbert Sanderson, Sandra Hanks, and Paul Mokrzecki present. David Gendron was absent. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on January 30, 2007.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to approve the refund warrant for member Antoni Sakowicz in the amount of \$27,118.27.

### Administrator's Report:

#### State Board of Retirement 3(8)(c) invoice

It was reported to the board that the most current 3(8)(c) invoice received from the State Board of Retirement has been reduced by \$588,557 through calendar year 2005, due to the recalculation done by PERAC that resulted in retroactive adjustments to the shared costs between FRRS and State Retirement, for retiree benefits. No retiree's benefit was reduced, only the proportionate share between the two systems was modified. We are waiting for the last request for recalculation to be returned by PERAC before paying the bill.

### Primary Business:

#### 1. Personnel Policy revisions

On a motion made by P. Mokrzecki and second by S. Hanks, the Board voted to accept the changes made on the revisions in the Personnel Policy presented to the Board with the exception of the Performance Evaluation and the Compensation/Salary Adjustment sections.

As recommended by Attorney M. Sacco, Sandra Hanks excused herself from the meeting at 10:30 a.m. and will not participate in the discussions of the Board Chair's duties or the increase in salary due to her interest in being appointed to the position of Board Chair.

#### 2. Board Chair and Executive Director position descriptions

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to accept the job descriptions for Board Chair and Executive Director as presented and amended.

3. Salary of the Chair – discussion on this topic was tabled until the regular meeting on 2/27/07 due to the absence of D. Gendron.

## FRANKLIN REGIONAL RETIREMENT SYSTEM BOARD MEETING

JANUARY 30, 2007

A meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Vice Chairperson Herbert Sanderson, with Board members David Gendron, Sandra Hanks, and Paul Mokrzecki present. Also present, Assistant Administrator Susan Bobe, Dahab Consultant Barry Bryant,

Rhumblin Managing Partner Wayne Owen and Portfolio Manager Julie Lind, PRIT Senior Client Service Officer Michael Reardon.

#### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by D. Gendron, the Board voted to accept the minutes of the regular board meeting held on January 9, 2007.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by D. Gendron, the Board voted to approve the January warrants as follows:

Retirees Payroll warrant in the amount of	\$358,380.99;
Bills warrant in the amount of	\$113,710.94
2006 Late Bills warrant in the amount of	\$37,976.59
For a total of:	\$510,068.52

#### New Members

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
BATCHELDER, TIMOTHY	LEVERETT	12-26-06
BOIVIN, TODD A.	SHELBURNE	11-27-06
BROWNING, KARIN	PIONEER	12-11-06
CONLON, SEAN J.	FRONTIER	12-18-06
CROWNINGSHIELD, BRIAN	ROWE	12-29-06
CUSACK, MARY T.	MOHAWK	11-20-06
HERMANN, KRISTEN N.	PIONEER	12-5-06
HOWE, ROBIN J.	DEERFIELD	10-17-06
LYNDS, JUNE M.	MOHAWK	10-31-06
MILLER-KING, JOHN	MOHAWK	11-13-06
MINCKLER, SCOTT	NORTHFIELD	12-19-06
RICHARD, TAMMARA J.	LEVERETT	8-29-06
WETHERBY, DENNIS S.	NORTHFIELD	12-11-06
WINSLOW, WILLIAM P.	FRONTIER	12-11-06

#### Existing Members – Different Units

ALLIS, CAROL S.	WHATELY	12-18-06
RAMON, MARY A.	DEERFIELD	6-15-06
SPRAGUE, BRANDON	MOHAWK	12-18-06

#### New Retirees: -

On a motion made by D. Gendron and second by S. Hanks, the Board voted to approve the superannuation retirements of:

Parker Cleveland, Option A, effective 1/1/07 from the Town of Wendell and

Warren Kirkpatrick, Option C, effective 12/1/06 from the Town of Ashfield Highway Department.

#### Buy Backs and Make-ups:

On a motion made by D. Gendron and second by S. Hanks, the Board voted to approve the make-up payment of:

- Albert Olmstead, for prior years of elected service on the Deerfield school committee between 1977 and 1982 and again between 1997 and his current enrollment date of May, 2006 for a total of 15 years creditable service at a make-up cost of \$211.50 if paid by February 28, 2007 otherwise interest will accrue as allowed by law;

and:

- A military buyback for Kathryn Abbott of 4 years creditable service between the years of 7/23/85 and 7/23/89 as shown on her DD214, for a purchase cost of \$6,507.69. Interest does not accrue on this balance.

#### Administrator's Report:

##### Retiree Deaths –

James Hannigan – 12-19-06, Option B beneficiary. Mr. Hannigan's spouse has requested a payment of the remaining annuity savings account.

Anne Witty – DOD: 1-17-07. Option C Survivor. No payout required.

Office Space 2006 - Susan briefly reviewed with the Board some of the alternative spaces available for office rent by the Retirement System.

New Board Chairman – the Board received a copy of the State Ethics Commission opinion on MGL 268A regarding the appointment of a current member to the Chair's position.

##### Other Business:

###### 1) MACRS Annual Meeting

On a motion by S. Hanks and second by P. Mokrzecki, the Board approved the travel and conference expense for the annual MACRS meeting typically held the first weekend in June in Hyannis, Massachusetts for Board members and assigned staff.

###### 2) Retiree COLA increase

On a motion by D. Gendron and second by P Mokrzecki, the Board approved the Retiree COLA increase at 3% effective July 1, 2007. (See PERAC memo #3/2007)

##### Investment Managers

At 9:15 am, Barry Bryant joined the Board at the table and provided a year end Performance Review. The 2006 annual return on investments was 13.2%.

At 10:08 am, Managing Partner Wayne Owen and Portfolio Manager Julie Lind joined the Board at the table and reviewed the annual performance of the Board's investment with Rhumblin.

At 10:35 am, Senior Client Manager Michael Reardon joined the Board at the table and reviewed the annual performance of the Board's investment with PRIT.

David Gendron excused himself from the meeting at 10:45 due to a prior commitment.

Paul Mokrzecki excused himself from the meeting at 11:07 due to a prior commitment. At this time the Board did not have a quorum and the regular meeting ended.

Next meeting of the Retirement Board will be February 13, 2007 at 8:30 AM

JANUARY 9, 2007

A special meeting of the Franklin Regional Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:44 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herbert Sanderson present. Also present, Administrator Dale Kowacki, Assistant Administrator Susan Bobe, Treasurers Mary Stokarski and Elizabeth Braccia

#### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to accept the minutes of the regular board meeting held on December 19, 2006.

#### Administrator's Report:

The Board members received a copy of Attorney Michael Sacco's letter regarding the DALA decision for Steven Wilson v. Franklin County Retirement System. DALA affirmed the Board's decision to deny an accidental disability retirement.

#### Other Business

**Board Chair** – The Board discussed the responsibilities of the chair's position in preparation for a new appointment to that position. The chair's responsibilities as defined in the Personnel Policy were reviewed and the Board directed the Administrator to draft a revised Policy interchanging "the Administrator" and "Board", for "the Chair" in the appropriate places. The Administrator was also asked to review and modify the job description of the Administrator position to reflect the changes to the personnel policy. Further discussion is pending an opinion from the Ethics Commission about appointing a current member to be Chair and review of the revised Personnel Policy.

#### Meetings with Investment Managers – The Board members agreed that they:

Want to have the quarterly meetings with the Investment Advisor and managers at regular monthly meetings.

Want to allow ample time for presentation and discussion, the agenda for those meetings will only be the advisor and manager. Separate, special meetings will be scheduled for other, urgent topics, if necessary.

Manager visits will only be included in the first three quarters of the year (January, April, and July). The advisor will attend those meetings also, as well as the fourth quarter alone (October).

Will meet with one "active" manager (PRIT, Daruma, Rothschild) and one indexed/lighter manager (IR&M, Rhumbline, Prudential) each time.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

DECEMBER 19, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 AM by Chairman Patricia Auchard, with Board members, Herbert Sanderson, and Sandra A. Hanks present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe. Absent: Paul Mokrzecki, David Gendron

The following items were available for the Board's review: monthly financial statements and member and retiree files related to items on the agenda.

#### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to accept the minutes of the regular board meeting held on November 28, 2006.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the December warrants as follows:

Retirees Payroll warrant in the amount of \$355,533.72;  
Refunds warrant in the amount of \$11,174.69;  
Transfers warrant in the amount of \$120,192.69;  
Bills warrant in the amount of \$31,138.32  
2007 Early Bills warrant in the amount of \$1,198.95  
For a total of: \$519,238.37

#### New Members

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
BOUSQUET, DEBORA	ORANGE	10-25-06
CAREY, JASON	WENDELL	10-4-06
GELINAS, MICHAEL E.	SHUTESBURY	10-18-06
KOOPMAN, TERI L.	FRCOG	12-6-06
ROWAN, CLARA L.	HOUSING AUTH.	11-27-06
THOMAS-ADAMS, JENNIFER	DEERFIELD	10-20-06
WALSH, PETER R.	ORANGE	11-27-06

#### Disability Retirement:

The Board reviewed the PERAC medical panel certificates in which a majority opinion of three physicians indicated that Mr. David Gondela has suffered a permanent incapacity to perform the essential duties of his job, as the result of a personal injury sustained on-the-job.

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to approve the disability retirement of David Gondela with the provision that he follow the PERAC re-examination guidelines.

#### Accepting Liability from Other Systems:

On a motion by H. Sanderson and a second by S. Hanks, the Board approved the make-up payment for Peter Burek, employee in Deerfield, for service performed between 4/17/79 to 10/1/79, at a cost of \$1,013.77 if paid by December 31, 2006, to be paid to the Franklin County Retirement System and the State Board of Retirement to accept the creditable service liability of 5 months, 15 days.

#### Administrator's Report:

Deaths - none to report

Office Space – lease or rent – the staff reported on responses received to the advertisement and mailing of a request for information on available space to lease or purchase. The staff expects review and tour options in January.

#### Other Business:

Partial payment to State Board for 3(8)c obligation – The staff was directed by the Board to continue to work towards an accurate invoice for the State 3(8)c list and not to make a payment against the current balance until such time as corrections are complete. The Board reiterated the position that payment will be made in full to the State Board when the results of PERAC’s re-calculations have been received and changes have been made to the invoice. Dale stated that he would contact PERAC to check on the status of the recalculations, and staff would notify the State Board of the FCR Board’s decision.

Staff Evaluations –

On a motion by H. Sanderson and a second by S. Hanks, the Board voted to approve a 3% merit raise across the board to Franklin County Retirement System employees, effective January 1, 2007.

Board chair – The chair’s position was discussed at some length but it was determined that an additional meeting should be called in mid January when the full board could be present. Staff was directed to consult with Attorney M. Sacco to determine the correct process should a current Board member seek appointment as Chair.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

NOVEMBER 28, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:37 AM by Chairman Patricia Auchard, with Board members, Herbert Sanderson, Paul Mokrzecki, David Gendron and Sandra A. Hanks present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

The following items were available for the Board’s review: monthly financial statements, bank reconciliations, cash flow statements, and member and retiree files related to items on the agenda.

Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on October 31, 2006.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the November warrants as follows:

- Retirees Payroll warrant in the amount of \$360,531.71;
- Refunds warrant in the amount of \$54,663.94;
- Transfers warrant in the amount of \$14,020.24;
- Bills warrant in the amount of \$37,322.67.
- For a total of: \$466,538.56

New Members

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Annear, Melissa S.	Hawlemont	8-28-06

Bartak, Jennifer D.	Deerfield	5-20-06
Boothroyd, James H.	Warwick	8-1-06
Burt, Robin M.	Mohawk	8-28-06
Costa, Toni	Shutesbury	10-10-06
Donaldson, Melanie J.	FRTA	11-13-06
Galluzzo, Rebecca A	Orange	10-24-06
Nutter-Truehart, Mary-Helen	Orange	9-5-06
Plante, Debbie-Ann	Mohawk	9-16-06
Truesdell, Peter D.	Hawlemont	8-29-06
Wetherby, Gary A.	Bernardston	10-25-06
Wilson, Amanda L.	Pioneer	9-25-06
Youngen, Catherine	Leverett	9-1-06

#### Existing Members – Different Units

Booth, Robin	Heath	9-1-06
Palmeri, James E.	Bernardston	11-13-06
Gaspar-Damon, Mary	Leverett	9-26-06

#### New Retirees:

On a motion by S. Hanks and second by P. Mokrzecki, the Board voted to approve the superannuation option B retirement of Donald Storozuk, effective September 29, 2006 and the superannuation option B retirement of Valerie Dow, effective September 30, 2006.

#### Buy Backs and Make-ups:

Janet Stellman - On a motion by D. Gendron, and a second by P. Mokrzecki, the Board voted to amend their vote of October 31, 2006 for Janet Stellman's buyback/make-up from:

Total creditable service allowed is 8 months, 29 days at a cost of \$1,175.75 if paid by November 30, 2006; otherwise interest will accrue as allowed by law.

To:

Total creditable service allowed is 1 year, 2 months, 14 days at a cost of \$696.70 if paid by December 31, 2006; otherwise interest will accrue as allowed by law.

Dana Johnson - On a motion by D. Gendron, and a second by S. Hanks, the Board voted to approve the following make-up for Dana Johnson, current employee in Shelburne/Charlemont:

Division of Conservation and Recreation— for 6394 hours between 1971 and 1980 the FCRS accepts creditable service of 3 years, 3 months, 6 days at a cost of \$5,412.88 if paid by December 31, 2006.

Shelburne PD - for 1294 hours between 1977 and 1980

The board accepts creditable service of 7 months, 28 days at a cost of \$1,161.55 if paid by December 31, 2006.

#### Administrator's Report:

##### Retiree Deaths -

Braman, Ernest J. – Died 10-6-06; Option D survivor since 10-24-95, \$707.95 will be transferred to pension reserve

Field, Ada – Died 10-3-06; Option B since 4-30-78, no remaining balance in her annuity savings

Peterson, Josephine – Died 10-16-06, Option B since 5-23-80, no remaining balance in her annuity savings

Page, Madelyn – Died 11-17-06, Option B since 3-31-80, no remaining balance in her annuity savings

Lively, Frederick, - Died 11-19-06, Option B since 8-31-97, named beneficiaries will receive

remaining balance of his annuity savings.

##### Other Business:

PERAC is having an open house on November 30 and December 1, 2006. Dale and Susan will attend on Friday, December 1, 2006.

The Board agreed to continue the 'last Tuesday of the month' schedule for regular meetings in 2007. Staff will mail a notice to unit clerks and treasurers. The Board also noted a preference to schedule additional meetings for topics that merit a lengthy discussion.

TACS Software Upgrade - On a motion by P. Mokrzecki and second by S. Hanks, the Board voted to move \$7,653.44 from the Group Insurance line item of the 2006 Budget to pay for the TACS upgrade.

Office Space – The Board is interested in all options. Staff was directed to review the estimated expenses of either purchasing office space or leasing a larger office space; contact Hampshire County Retirement to discuss their purchase experience; and contact real estate agents to determine existing available space.

Chair of the Board, Patricia Auchard offered a brief report on a disability retirement appeal hearing she attended for former employee Steve Wilson. Results of the hearing should be available within 60 days.

P. Auchard announced her decision to resign from the Board as of December 31, 2006. As a regional retirement system, the position of chair would no longer be a function of her Director of Finance position at the FRCOG, yet all of the same responsibilities would transfer. She expressed concern that she would not have sufficient time to devote to the chair's responsibility. Other Board members asked her to reconsider her decision and inform the Board at next month's meeting.

Pension Obligation Bonds for Unfunded Liability – The Board indicated interest in gathering additional information on this subject. Staff will contact PERAC and the Executive Office of Administration and Finance to get opinions about how regional systems would proceed. The Board will continue the discussion at a future meeting.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

OCTOBER 31, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Chairman Patricia Auchard, with Board members, Herbert Sanderson, Paul Mokrzecki, David Gendron and Sandra A. Hanks present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe, Lawrence Stone of Stone Consulting, the Board's investment consultant Greg McNeillie of Dahab Associates, Kevin P. Smith, Principal at Prudential Real Estate Investors, Jack Sommers, CFA and Brian Houle, CFA of Income Research & Management.

The following items were available for the Board's review: monthly financial statements, bank reconciliations, cash flow statements, member and retiree files related to items on the agenda.

### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on September 26, 2006.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve the October warrants as follows:

Retirees Payroll warrant in the amount of \$381,623.95;

Refunds warrant in the amount of \$28,821.58;

Transfers warrant in the amount of \$42,198.72;

Bills warrant in the amount of \$70,348.11.

For a total of: \$522,992.36



On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the postage warrant dated June 30, 2006 in the amount of \$256.83 and the postage warrant dated September 25, 2006 in the amount of \$500.00.

#### New Members

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Beauregard, Gail A.	Shutesbury	9-27-06
Channing, Cynthia F.	Mohawk	8-30-06
Davidson, Amanda M.	Orange	9-5-06
Hollister, Kevin J.	Mohawk	10-7-02
Howard, Norman B.	Bernardston	10-5-06
Johnson, Gina M.	Pioneer	7-21-06
Killay, Colin P.	Warwick	8-1-06
Kurtigian, Cindy	Mohawk	10-11-05
Lapointe, Michael P.	Orange	10-5-06
Leclerc, Rebecca J.	Erving	8-30-06
Marian, Bernadette	Shutesbury	9-6-06
Muka, Joyce L.	FRCOG	10-1-06
Richard, Stephen D.	Orange	9-25-06
Rieseberg, Jennifer A.	Sunderland	8-30-06
Rodriguez, Tracy	Deerfield	10-4-06
Scoble, Peter Z.	Sunderland	9-30-06
Stever, Phyllis E.	New Salem	7-1-06
Yankowski, Jennifer	Conway	10-2-06

#### Existing Members – Different Units

Baronas, Tracey L.	Warwick	8-31-06
--------------------	---------	---------

#### New Retirees:

On a motion by D. Gendron and second by P. Mokrzecki, the Board voted to approve the superannuation option c retirement of Mark DeJackome, effective August 25, 2006 and the recalculated accidental disability retirement allowance for retiree Frederick Bixby.

#### Disability Retiree

On a motion by P. Mokrzecki and second by D. Gendron, the Board agreed to forward the involuntary retirement application of Robert Fisher, Orange Police Officer, to a regional medical panel review as recommended by its attorney, Michael Sacco.

#### Buy Backs and Make-ups:

On a motion by D. Gendron, and a second by P. Mokrzecki, the Board voted to accept liability for buybacks through other systems as noted here:

Kostiuk, Margaret – MTRS, on behalf of former member, requests FCRS to accept 9 months, 24 days liability for creditable service upon payment to MTRS for refund given 8/19/1991 for \$378.05. Service was with the Frontier unit.

Wakefield, James – MTRS, on behalf of former member, requests FCRS to accept 14 years, 6 months, 28 days liability for creditable service upon payment to MTRS for refund given 8/4/1992 for \$21,897.23. Service was with the Conway unit.

On a motion by D. Gendron, and a second by P. Mokrzecki, the Board voted to approve the following buybacks and make-ups:

Belanger, Steven, current member of the Orange Housing Authority, has requested a make-up of creditable service for time worked prior to enrollment in the FCRS. Between February 1 and April 30,

2001 Mr. Belanger worked for a total of 64.5 hours and was hired as a regular part-timer on May 1, 2001. Due to administrative oversight he was not enrolled until November 1, 2003. Total Creditable Service allowed is 2 years, 6 months, 12 days at a cost of \$5,495.83. All but \$92.94 (12 days) is interest free. Stellman, Janet, current member in the Frontier Regional School District has requested a make-up of service for time worked prior to her February 1988 enrollment. She was a teacher's aide, cafeteria helper and school secretary, all part-time intermittent, between 12/6/85 and 1/31/88. Total creditable service allowed is 8 months, 29 days at a cost of \$1,175.75 if paid by November 30, 2006, otherwise interest will accrue as allowed by law.

Gralenski, Michael, current member in Erving (BOH) has requested a make-up of service for time worked as a part-time police officer between March, 1983 and December 1986. Total creditable service allowed is 1 year, 1 month, 19 days at a cost of \$2,139.89 if paid by November 30, 2006, otherwise interest will accrue as allowed by law.

Hartwright, Kenneth, current member in Shutesbury, has requested a make-up of service for time worked as part-time police officer in Sunderland and Shutesbury, between 7/1/2004 and 4/12/2006. Total creditable service allowed is 3 months, 16 days at a cost of \$932.75 if paid by November 30, 2006, otherwise interest will accrue as allowed by law.

#### Administrator's Report:

The staff has been working on collecting and analyzing the town salary information for submittal to PERAC. The report will be mailed today.

Progress continues on both the 3(8)c and the COLA projects with correspondence received from the State Board.

The auditors spent two days in the office reviewing recommendations made on their prior report. They appeared pleased with the progress made in all areas of concern.

#### Other Business:

Daniel Atkins monthly payment request –

On a motion by D. Gendron and a second by S. Hanks, the Board voted to approve the excess earnings repayment (MGL c32 §91A) schedule of withholding \$703.53 per month from Daniel Atkins' retirement allowance until fully recovered with the understanding that if repayment is required in future years, payment by the retiree will be in one lump sum or full reduction of his retirement allowance until the debt is paid.

2007 Budget - a revised budget was provided to Board members. A short discussion ensued.

On a motion by D. Gendron, and a second by P. Mokrzecki, the Board voted to approve the calendar year 2007 budget in the amount of \$667,680.00.

At 9:15, Lawrence Stone took a seat at the table to discuss the January 1, 2006 Actuarial Valuation.

Mr. Stone presented a report to all present around the table. Based on his findings, Stone offered suggestions on building some flexibility into the valuation either by reducing the length of time until full funding or reducing the amortization used in the calculation. The higher returns on investment during 2003, 2004 and 2005 will allow for such an easement and will cushion any future years when the return is less than the actuarial stated interest rate.

On a motion by P. Mokrzecki and a second by D. Gendron, the Board approved in the majority, to adjust the amortization rate from 4.50% to 3.50% and maintain the funding schedule through 2028 and, an 8.00% actuarial interest rate for the January 1, 2006 actuarial valuation.

Vice Chairman Herbert Sanderson excused himself from the meeting at 10:20 am.

Investment Managers –

At 10:20 a.m. IR&M representatives Jack Sommers and Brian Houle spoke to the Board on its Client Services, the change in the company ownership and its Bond Investments with their company.

At last months meeting, a motion was approved regarding a letter of consent received from IR&M. Mr. McNeillie of Dahab was asked to inquire of PERAC as to whether the Board would be required to review its investment agreement with IR&M based on this change of ownership. Mr. McNeillie reported that per Bob Dennis, no action was needed on the part of the Board. The Chair asked for this information in writing.

At 10:49 a.m. Prudential representative Kevin Smith spoke to the Board on its Real Estate investments with his company.

Board member David Gendron excused himself from the meeting at 11:00 am.

Greg McNeillie of Dahab Associates presented the quarterly investment report.

Further Business:

Transfer to investments

On a motion by P. Mokrzecki and a second by S. Hanks, the Board voted to approve the transfer of \$750,000 in cash from the operating account at TD BankNorth, for allocation to the Prit Core Fund as recommended by the Board's investment advisor.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

SEPTEMBER 26, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:40 AM by Chairman Patricia Auchard, with Board members, Paul Mokrzecki, and Sandra A. Hanks present. Herbert Sanderson arrived at 9:20 AM. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe, the Board's investment consultant Greg McNeillie of Dahab Associates, Mary Jane Cullinan, CFA and John C. Thomas, Esq. of Rothschild Asset Management Inc., and Mariko O. Gordon, Portfolio Manager and Noreen McKee, Chief Operating Officer from Daruma Asset Management Inc.

Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on August 29, 2006.

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the regular minutes of the board meeting held on September 12, 2006.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the September warrants as follows:

Retirees Payroll warrant in the amount of \$348,578.74;

Refunds warrant in the amount of \$27,798.85;

Transfers warrant in the amount of \$17,469.45;

Bills warrant in the amount of \$42,884.06.

For a total of: \$436,731.10

## New Members

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
AMSTEIN, MARK A.	FRONTIER	8-30-06
ANDERSON, MARY E.	MAHAR	8-28-06
ARSENAULT, KATHARINE	MAHAR	8-28-06
BARTON, SAMANTHA L.	LEVERETT	8-29-06
BEAUDET KEARNS, ELIZABETH	FRONTIER	9-5-06
BUNTIN, CATHLEEN O.	SHELBURNE	9-5-06
CHARLES, JEANNE F.	MOHAWK	8-24-06
COLLER, GRACE E.	MOHAWK	8-28-06
CONANT, BARBARA S.	PIONEER	8-28-06
CONNOR, JAMIE L.	FRONTIER	8-30-06
COUTURE, KATHRYN M.	PIONEER	8-29-06
COX, MICHELE L.	WHATELY	8-30-06
CROCE, LAUREN M.	SUNDERLAND	8-30-06
DANCER, MARY E.	SUNDERLAND	8-29-06
DUPREY, NICOLE J.	FRONTIER	8-28-06
FOSTER, KATHLEEN M.	SUNDERLAND	8-29-06
HAMM, ERIC K.	NEW SALEM	6-1-06
HARTY-HILL, MARY K.	DEERFIELD	8-03-06
HENRY, JONATHAN	DEERFIELD	8-30-06
MCNAY, KERRIE	MOHAWK	8-28-06
RICHARDSON, WAYNE J.	MAHAR	9-1-06
SOBOLIK, RANDEE L.	MAHAR	8-28-06
SOJKA, LAURA J.	FRONTIER	8-30-06
TOMLINSON, RAMONA	WHATELY	8-30-06
WOLFRAM, KATY L.	SUNDERLAND	8-30-06

## Existing Members – Different Units

ANNEAR, TINA L.	ERVING & LEVERETT	9-1-06
DUARTE, VIRGINIA M.	PIONEER	8-30-06
RAYMOND, BARBARA A.	FRONTIER	8-30-06
SAKOWICZ, ANTONI J.	CONWAY	8-25-06
WADLEIGH, KATHRYN E.	CONWAY	9-5-06

## New Retirees:

On a motion made by P. Mokrzecki and second by S.Hanks, the Board voted to approve 12(2)(d) survivor benefits for Deborah Schafer-Valvo, spouse of member Paul Valvo, who died as a member-in-service.

## Buy Backs and Make-ups:

On a motion by P. Mokrzecki, and a second by S. Hanks, the Board voted to approve the following for current member Richard Calisewski:

Buyback of a refund from the MTRB in 1977 at a cost of \$2,695.88 if paid by October 31, 2006 otherwise interest will accrue at a rate allowable by law, with MTRB accepting liability for 1.24 years creditable service for his teaching service between 3/1/76 and 6/30/77.

Make-up of time served prior to enrollment in FCRS including 3 years as an elected official in Deerfield from 1979 to 1981 and an additional 10 months, 17 days as a part-time/on-call health inspector in Deerfield, beginning in 2001 until his enrollment on 11/20/2003 for a total cost of \$3,386.32 if paid by October 31, 2006 otherwise interest will accrue at a rate allowable by law.

#### Military Buybacks:

On a motion by S. Hanks, and a second by P. Mokrzecki, the Board voted to approve a four year military buyback for Wesley Dickinson, current member in Deerfield, at a cost of \$6,212.35 based on his first year salary with Frontier Regional School District beginning July 1, 1987.

#### Administrator's Report:

##### Deaths –

Lois Johnson, Retiree, Option B 1981. There are no funds remaining in her annuity reserve account for a beneficiary payment.

Arthur E. Nelson, Member-in-Service. Member is vested however there is no option D beneficiary. A distribution of his annuity savings account is expected.

#### Other Business:

Report on Insurance Coverage – the Board received a detailed report on the insurance coverage for the retirement system.

Vice Chairman, H. Sanderson joined the meeting at this point.

#### Regionalization –

The Board received confirmation from Attorney M.Sacco that the Franklin County Retirement System should move forward with the technical aspects of changing from a county retirement system to a regional retirement system.

On a motion by S.Hanks and second by P.Mokrzecki, the Board voted to change the name of the Franklin County Retirement System to the Franklin Regional Retirement System, which will henceforth be administered by the Franklin Regional Retirement Board beginning on January 1, 2007.

H. Sanderson, Vice-Chair, presided over the following Board action:

On a motion by P.Mokrzecki and a second by S. Hanks, the Board affirmed the appointment of Patricia E. Auchard as Chair of the Board to a term that shall expire on December 31, 2008.

P.Auchard resumed as chair of the meeting:

On a motion by S.Hanks and a second by H.Sanderson, the Board affirmed the appointment of Paul J. Mokrzecki as the fifth member of the Board to a term that shall expire on June 30, 2007.

Advisory Council Annual Meeting – The Board determined that this year's Annual Advisory Council Meeting will be held as a dinner meeting on Tuesday, November 2, 2006 beginning at 5:00 PM with a social hour, a 6:00 PM dinner start, and a 7:00 PM meeting start. The FCRS Staff will determine the location.

#### Investment Managers –

The team from Rothschild Asset Management Inc. spoke to the Board for approximately 30 minutes on the performance of the Board's managed mid-cap investment.

The team from Daruma Asset Management Inc. spoke to the Board for approximately 30 minutes on the performance of the Board's managed small-cap investment.

IR&M – The Chair discussed a letter received from the IR&M managers regarding the transfer of shares from one member of their management team to another. The letter requests the confirmation of receipt of such letter and the Board's consent.

On a motion by P.Mokrzecki and a second by S.Hanks, the Board consented to the Chair responding affirmatively to the IR&M letter dated 9/15/06, as to the receipt of said letter and to the consent of the transfer of shares.

Motion amended by P.Mokrzecki and a second by S.Hanks, that affirmative response is subject to receiving a satisfactory report from Greg McNeillie, consultant, after consulting with PERAC as to the affect of the affirmative response.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

SEPTEMBER 12, 2006

A special meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 2:05 PM by Chairman Patricia Auchard, with Board members Herbert Sanderson, David Gendron, and Sandra A. Hanks present. Also present, Administrator Dale Kowacki, Assistant Administrator Susan Bobe, and the Board's attorney, Michael Sacco. Board member Paul Mokrzecki arrived at 2:15 PM.

Personal use of Motor Vehicle as Compensation - The Board members engaged in a conversation with Michael Sacco on the various aspects of including the value of the personal use of an employer supplied motor vehicle as regular compensation for system members. It was the consensus of the Board that it would maintain its position as established at the June 27, 2006 meeting, and take no further action until litigation surrounding the issue has concluded. The Board requested Michael provide a letter that the Board can send to the units explaining the Board's position, and providing the criteria suggested by Judge Patrick J. Riley, the lease value chart used for valuing police vehicles, and the PERAC worksheet for doing the calculation. The letter would explain that the units are free to interpret the criteria as they see fit and make deductions as they deem appropriate.

Regionalization – Michael Sacco reported to the Board on his findings regarding the term lengths and end dates of the Board members as the system converts from a county to a regional system (as per M.G.L. 34b §19). The Board accepted his findings and asked that he have a conversation with Joseph Connarton, Executive Director and Barbara Phillips, General Counsel of PERAC to confirm with them the accuracy of our interpretation of the law, and check that there are no other issues to consider before the Board votes to make the conversion. Michael will also provide a letter for the Board to send to PERAC stating the Board's vote to transition to a regional system.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

AUGUST 29, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Chairman Patricia Auchard, with Board members Herbert Sanderson, Paul Mokrzecki, David Gendron, and Sandra A. Hanks present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe and Larry Stone of Stone Consulting arrived at 9:45 a.m.

Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by H.Sanderson, the Board voted to accept the minutes of the regular board meeting held on July 25, 2006.

On a motion made by S. Hanks and second by H.Sanderson, the Board voted to accept the regular minutes of the board meeting held on August 3, 2006.

Motion made by S. Hanks and second by H.Sanderson, to accept the Executive Session minutes of the board meeting held on August 3, 2006.

Discussion of the minutes with a motion by H.Sanderson, and second by S.Hanks to amend the minutes as written, changing the name of "Gendron, applicant" to "Gondela, applicant" in the second paragraph under the heading Present:. Motion passed unanimously.

Then Board then voted to accept the minutes of the Executive Session minutes of the board meeting held on August 3, 2006.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the August warrants as follows:

Retirees Payroll warrant in the amount of \$355,213.44;

Refunds warrant in the amount of \$35,082.74;

Transfers warrant in the amount of \$48,296.10;

Bills warrant in the amount of \$53,781.69.

#### New Members

On a motion made by S. Hanks and second by D.Gendron, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Blier, Joanne	Mohawk RSD	7-1-06
Creek, Heather	Franklin County Housing	7-5-06
Egloff, April P.	Franklin County Housing	8-7-06
Hamel, Brenda L.	Orange	8-14-06
Keeler, Alison	Mohawk	1-23-06
LaPointe, Leslie	New Salem	7-1-06
Platek, George J.	Pioneer Valley RSD	7-31-06
Prescott, Shannon	Mahar RSD	8-14-06
Tatro, Travis B.	Mohawk RSD	7-31-06
Weber, Douglas A.	Mohawk RSD	7-20-06

#### New Retirees:

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to approve following new retirees:

Alden, Kenneth – Town of Warwick, effective 7/5/06

Burnap, Anne – Mohawk RSD, effective 6/30/06

Dobosz, Karen – Mohawk RSD, effective 6/30/06

Fraser, David – Mohawk RSD, effective 6/30/06

Parker, Harold - Pioneer Valley RSD, effective 6/30/06

Parra, Erasmus - Mohawk RSD, effective 6/30/06

#### Buy Backs and Make-ups:

On a motion by S. Hanks, and a second by P. Mokrzecki, the Board voted to approve the make-up of 1 year, 6 months, 7 days creditable service for Robin Hurt, current employee and member of Mahar School District, for time worked prior to her enrollment in the system, between the dates of 9/8/86 and 1/1/1988, at a cost of \$1,755.64 if paid by September 30, 2006.

On a motion by H. Sanderson, and a second by P. Mokrzecki, the Board voted to approve the make-up of 14 years creditable service for Mary Ramon, current member, elected official on the Deerfield School Committee at a cost of \$153.09 if paid by September 30, 2006.

**Military Buybacks:**

On a motion by D. Gendron, and a second by S.Hanks, the Board voted to approve a four month military buyback for Daniel Kimball, current member in Orange, at a cost of \$748.36 based on his first year salary with Fitchburg State College, 12/9/92 to 12/9/93 and earnings in the Orange Police Department during that same time period.

**Other Business:**

Regionalization - Dale reported on the information regarding regionalization. It is opined that the Franklin County Retirement System has been a regional system since legislation took effect in 1999 (See M.G.L. Ch 34B§19.) Still under review are the term dates of the Board Chairman and the appointed member. Once the Board has worked out the details PERAC will be informed of our position.

**2007 Staff COLA –**

On a motion by D. Gendron and a second by H. Sanderson, the Board voted to approved the 2007 Staff COLA of 4.03%, an average of the monthly percentage change of the CPI for the twelve months from July of the prior year to June of the last most current year as promulgated by the Bureau of Labor Statistics for the NE region, according to the Personnel Policy.

Mass Retirees' Association has requested mailing addresses of retirees for the purpose of recruiting members. Information has not been sent to them since 2001. MGL Ch 66, § 10(d) allows such information to be disclosed to this organization. The Board discussed the issue briefly, and

On a motion by D.Gendron, and a second by P. Mokrzecki, voted to approve the disclosure of names and mailing addresses of retirees to the Mass Retiree's Association as provided by MGL Ch 66 §10(d).

Pursuit of Class Action Litigation – The Board is not interested in developing a relationship with any firms specializing in Class Action litigation at this time.

The Draft 2007 Budget was presented to the Board for review. Discussion will continue at subsequent meetings. It is hoped that the budget will be approved in October and be presented to the Advisory Council will meet in November.

**Other Business:**

Larry Stone, Stone Consulting presented his assumptions and methodologies for this year's Actuarial Analysis. The Board agreed that the assumption for investment return should remain at 8% but include a second scenario with a reduced return of 7.875% a percent. They also agreed that the assumed increase in wages for any individual (averaged to all members) should remain at 4.75%.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

AUGUST 3, 2006



The release of these minutes has not been approved by the Board.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

AUGUST 3, 2006

A special meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:02 AM by Chairman Patricia Auchard, with Vice-Chairman Herbert Sanderson, and Board member Sandra A. Hanks present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe, Attorney Michael Sacco, David L. Gondela, Missy Gondela, Jessica Gondela and Attorney Alan Shapiro.

Chairman Auchard welcomed David L. Gondela to the meeting and asked for introductions. She then turned the meeting over to the Board's Attorney, Michael Sacco.

Attorney Sacco explained that this was an evidentiary hearing to collect information regarding Mr. Gondela's application for accidental disability retirement. He informed Mr. Gondela that he had the right to have the meeting held in executive session. Alan Shapiro requested the executive session.

On a motion by H. Sanderson, and second by S. Hanks, the Board voted to move into Executive Session at 8:06 a.m. for the purpose on conducting an evidentiary hearing regarding the Accidental Disability Retirement Application received from David L. Gondela. Roll Call Vote: Auchard – Aye, Sanderson – Aye, Hanks – Aye

Executive session ended and open session continued at 8:35.

On a motion by S. Hanks and second by H. Sanderson, the Board voted to request PERAC schedule the appropriate medical panel review in order to proceed with the Accidental Disability Application for David Gondela.

Attorney Shapiro and the Gondelas left the meeting at this time.

Personal Use of Vehicle – This Board has an application for Superannuation Retirement, effective 8/25/06, from a member that also has submitted documentation on his allowed personal use of an employer supplied motor vehicle.

After discussion with counsel, the Board determined that it would be in the best interest of a member to make contributions based on the personal use of a vehicle prior to retirement.

On a motion by H. Sanderson and a second by S. Hanks, the Board voted to collect contributions, prior to retirement, from any members who have established personal use of vehicle as corroborated by employer but to hold in abeyance any further action with respect to the issue of whether it is regular compensation.

Next steps will be for the Board to determine what will be accepted as proof of allowable personal use, determine the calculation for such value, and collect the contributions.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

JULY 25, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:36 AM by Chairman Patricia Auchard, with Board members Herbert Sanderson, David Gendron, and Sandra A. Hanks present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to accept the minutes of the regular board meeting held on June 27, 2006.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by D. Gendron, the Board voted to approve the July 28, 2006 Retirees Payroll warrant in the amount of \$342,536.77; and the July 31, 2006 Refunds warrant in the amount of \$42,746.87, and the July 31, 2006 Transfers warrant in the amount of \$46,992.55 and the July 25, 2006 Bills warrant in the amount of \$50,656.13.

### New Members

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve membership for the following new and existing members:

### New Members

NAME	UNIT	DATE OF HIRE
Shaw, Rusty	Orange	6-19-06
Temple, Elizabeth	New Salem	6-1-06
Wheeler, Anne N.	Mohawk	8-31-05
Marchand, Cynthia	Erving	5-1-06
Hicks, James M.	Leverett	4-29-06

### Disability Retirement:

On a motion made by H. Sanderson and second by D. Gendron, the Board voted to accept the Accidental Disability Retirement Application of David Gondela.

Staff will schedule a hearing and request a PERAC medical panel.

#### Buy Backs and Make-ups:

On a motion by D. Gendron and second by H. Sanderson, the Board voted to approve a make-up of 2 years, 5 months, 12 days creditable service for Janice Towne, current employee and member of Pioneer Valley Regional School District, for purchase of time worked prior to membership with FCRS (9/13/94 to 11/1/2000) for a cost of \$4,632.51 if paid by August 31, 2006. This cost includes regular deductions based on her earnings and interest at 4% annually.

#### Administrator's Report:

##### Deaths –

Paul Valvo – member in service Mohawk Trail Regional School District. His spouse has applied for Option D benefits

Gertrude Dzenis – Option A retiree from Frontier since 6/30/1990, died 6/22/06. There are no funds remaining in her annuity savings.

##### Other activities in the office.

2006 retiree COLAs have been calculated and added to retirees allowance

The Actuarial Valuation is in progress with L. Stone, Stone Consulting

Motor Vehicle Usage – M. Sacco has provided a sample letter in response to an application or inquiry about motor vehicle usage as compensation.

Regionalization – General Counsel for PERAC responded that it will take legislation to convert from County to Regional. Dale will continue to investigate process.

State COLA reimbursement and State 3(8)© payments – Susan and Deb have started working on these files. Several years worth of updating and reconciling must occur before payment is made.

Files reorganization – Carrie continues to make progress consolidating all records for a single member into one folder and one alphabetized system.

The new telephone system will be installed on August 1, 2006

An RFP process will begin in August to explore alternative office space.

##### Other Business:

2005 Annual PERAC Report - The Board reviewed the 2005 ledgers and signed two copies of the annual report that will be sent to PERAC.

Investments Allocation – The Board reviewed the portfolio of the Franklin County Retirement System as presented by Greg McNeillie of DAHAB Associates. He also provided scenarios for PRIT allocations between 40% and 75%. Mr. McNeillie's recommendation was to allocate 60% to the PRIT Core Fund, 7.5% to Rhumblin, 5% to Rothschild, 10% to Daruma, 12.5% to IR&M, and 5% to Prudential (PRISA).

On a motion by D.Gendron and second by H.Sanderson, the Board voted to approve the following asset allocation:

- 60% PRIT CORE fund
- 22.5% Domestic Equity
- 12.5% Fixed Income
- 5 % Real Estate

The Board Administrator, Dale Kowacki will work with Greg McNeillie to ascertain the exact amounts to transfer from each of the funds to get to the new allocation percentages. It is hoped that most of the transfers will be completed on or before August 1, 2006.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

JUNE 27, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Chairman Patricia Auchard, with Board members Herbert Sanderson, David Gendron, and Paul Mokrzecki present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

Review and Acceptance of Meeting Minutes

On a motion made by D.Gendron and second by H.Sanderson, the Board voted to accept the minutes of the regular board meeting held on May 30, 2006.

On a motion made by D.Gendron and second by H.Sanderson, the Board voted to accept the minutes of the special board meeting held on June 21, 2006.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H. Sanderson and second by D.Gendron, the Board voted to approve the June 30, 2006 Retirees Payroll warrant in the amount of \$334,662.00.

On a motion made by H. Sanderson and second by D.Gendron, the Board voted to approve the June 30, 2006 Refunds warrant in the amount of \$13,708.79.

On a motion made by H. Sanderson and second by D.Gendron, the Board voted to approve the June 30, 2006 Transfers warrant in the amount of \$15,825.62.

On a motion made by H. Sanderson and second by D.Gendron, the Board voted to approve the June 27, 2006 Bills warrant in the amount of \$52,698.46.

Paul Mokrzecki arrived at this point in the meeting.

New Members

On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to approve membership for the following new and existing members:

New Members

NAME	UNIT	DATE OF HIRE
Gralenski, Michael J.	Erving	5-1-06
Heavey, James	Monroe	5-1-06
Bunker, Gary R.	Mahar	6-19-06
Kelleher, Kathleen D.	FRT	6-5-06
Langford, Christine	Whately	5-30-06
Marchand, Cynthia	Erving	5-1-06
Olmstead, Albert	Deerfield	5-1-06
Overgaard, Eric	Eric	5-1-06
Sekowski, Dorothy	Shutesbury	4-13-06
Williams, Bruce A.	Northfield	6-5-06
Wood, Sandra L.	Northfield	5-30-06

Existing Members – Different Units

Allis, Carol S.	Conway	4-10-06
-----------------	--------	---------

**Disability Retirement:**

David Gondela – Michael Sacco has reviewed this file and suggested we get more medical information before the Board accepts the application. When we meet on July 25, 2006 we may be scheduling a hearing for this applicant.

Administrator D. Kowacki arrived at this point in the meeting.

**Buy Backs and Make-ups:**

On a motion by P. Mokrzecki and second by D.Gendron, the Board voted to approve a buy back, for current member Edward Pepyne, for a refund taken from the Greenfield Retirement System. Greenfield will accept liability for 4years, 7 months upon repayment of his refund to FCRS. Service was between 2/1/1979 and 8/31/1983. The buyback has been calculated at \$10,806.32 if paid by 7/31/2006.

On a motion by P. Mokrzecki and second by D.Gendron, the Board voted to approve a buy back, for current member Michael Pattavina, for time worked in the Northern Berkshire Solid Waste Management District between 8/1/1989 and 12/31/1990. The Adams Retirement System will accept liability of 1 year, 5 months for his service. The cost of the make-up to Mr. Pattavina will be \$6,478.01 if paid by 7/31/2006.

**Administrator's Report:****Deaths –**

John Conway, Option A retiree from Mohawk School District. DOR was 11/30/1995. The Annuity savings balance is \$2517.57 which will be transferred to the pension reserve fund.

Edward Willey, Option A retiree from Town of Monroe. DOR was 1/2/1981. The annuity savings fund was depleted.

**Other Business:**

- 1) 2004 Annual Report is ready for PERAC – The Board signed two copies of the report.
- 2) New Telephone System – On a motion by P. Mokrzecki, second by H.Sanderson and abstention by D.Gendron, the Board voted to approve the purchase of the IVX C Class Digital Phone System as presented in a proposal by Telecon, dated 6/5/06, for the purchase price of \$2,749.00.
- 3) Space suitability – The Board briefly discussed the current office space and it's suitability to operations.
- 4) Conversion to a Regional System – This project is in the research stages. A letter was sent to the PERAC legal department requesting information. Other Regional systems will be contacted for information on their conversion experience.
- 5) The Board discussed the current interest in reforms to the retirement systems of Massachusetts, and the recently released 2003 audit report and decided it would be a good time to invite the state representatives and senators that serve the towns of the retirement system, to a meeting with the Board. The focus of the meeting would be to discuss the proposed changes to M.G.L. c.32, the Board's actions to correct the issues raised by the PERAC audit, and possible sponsorship of legislation to convert the system from a county to a regional one. D.Kowacki was asked to draft a letter that the Board could review via email, that when approved, would be signed by the Chairman of the Board.
- 6) Personal use of a Motor Vehicle as Compensation – In light of the uncertainty and ongoing litigation surrounding this issue, the Board believes that the most prudent, and cost effective measure for all parties, is to not take any further action regarding requests until such time as the litigation surrounding this issue has concluded, which will hopefully provide some much needed clarity and guidance for retirement boards around the Commonwealth. D. Kowacki will ask Michael Sacco, Board Attorney, to draft a response to applicants explaining the Board's decision.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

JUNE 21, 2006

A special meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 AM by Chairman Patricia Auchard, with Vice-Chairman Herbert Sanderson and Board members David Gendron, Sandra Hanks, Paul Mokrzecki present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

Greater participation in the PRIT fund

The Board voted against a motion made by H. Sanderson that was seconded by D. Gendron to put 100% of the system's investments with the PRIT fund.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

MAY 30, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:32 AM by Vice-Chairman Herbert Sanderson with Board members David Gendron, Sandra Hanks, and Paul Mokrzecki present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by D. Gendron, the Board voted to accept the minutes of the regular board meeting held on April 25, 2006.

On a motion made by S. Hanks and second by P. Mokrzecki, those two members of the Board voted to accept the minutes of the special board meeting held on May 8, 2006.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by D. Gendron, the Board voted to approve the May 30, 2006:

Retirees Payroll warrant in the amount of \$336,115.12,  
Refunds warrant in the amount of \$9,228.16,  
Transfers warrant in the amount of \$63,730.43,  
Bills warrant in the amount of \$39,919.64, and the  
April 30, 2006 Bill warrant in the amount of \$1,000.00.

New Members

On a motion made by S. Hanks and second by D. Gendron, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Banfield, Joan R.	Mohawk	12-19-05

Bowers, Jon R.	New Salem	4-3-06
Blanchard, Lori J.	Orange	4-18-06
Church, Mari L.	Frontier	4-25-06
Downs-Bembury, Linda E.	Erving	5-1-06
Gross, Linda R.	FRCOG	5-8-06
Heiden, Michael S.	SFF	5-1-06
Nash, Melissa L.	Orange	5-6-06
Newton, Richard W.	Erving	5-1-06
Villanueva, Barbara R.	Shelburne	5-8-06

#### Existing Members – Different Units

Herzig, Vicky J.	Mohawk	3-27-06
Frentzos, Deborah	FCRS	5-1-06

#### Accept Liability for Buybacks through other Systems:

On a motion made by D.Gendron and second by S. Hanks, the Board voted to accept liability for 1 year, 24 days of creditable service for Christopher White upon repayment of the refunded amount to the State Board of Retirement.

#### Buy Backs and Make-ups:

David Clark – At the April 25, 2006 Board meeting, a make-up of 3 years, 7 months, and 8 days was approved for intermittent, temporary, part-time and/or provisional work between the years of 1976 and 1991 by David Clark, at a cost of \$6,811.68. On further review of his record it was realized that Mr. Clark met the requirements for membership when the FCRS Supplemental regulations changed effective 1/1/1988, requiring anyone earning at least \$2,000 annually to be a member. Mr. Clark met those eligibility requirements yet was not enrolled until 1991. Retirement law allows that no interest be charged for makeup payment of deductions for time when the employee should have been a member but was not. The correct amount of the makeup payment should be \$5,796.67. The adjusted cost reflects elimination of interest on the deductions from this same time period.

On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to reduce the amount of the makeup payment for David Clark, voted by the Board at the April 25, 2006 meeting, from \$6,811.68 to \$5,796.67.

On a motion made by S. Hanks and second by D.Gendron, the Board voted to grant 1 year, 2 months, 10 days of creditable service to Candace Cross for intermittent work as a library aide in the Orange School Department between 2/12/88 and 5/24/91 upon payment of \$1,276.89.

#### Administrator's Report:

##### Deaths –

Ethel Fowler, Option A retiree since 11/30/1989, died 5-4-06. There were no funds remaining in her Annuity Reserve .

#### Other Business:

##### Deb Frentzos – vacation accrual time

On a motion made by S. Hanks and second by D.Gendron, the Board voted to approve 6 years, 2 months, and 27 days of creditable service for time worked by Deborah Frentzos with the Pioneer Valley Regional School District for the purpose of vacation accrual as allowed by the Board's personnel policy.

##### Board authorization of Banknorth "Internet Banking Agreement"

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to authorize the "eCashManager Internet Banking Services Agreement for Massachusetts Governmental Units" with TD Banknorth, and authorize the Board Chairman, Patricia Auchard, to sign the agreement.

Transfer of funds to Banknorth checking account for May/June warrants

On a motion made by D.Gendron and second by S. Hanks, the Board voted to transfer the sum of two hundred and fifty thousand dollars from the investment account with Rhumblin Advisors to the checking account with TD Banknorth.

NEPERS and Newport Cup of Indexing conferences

On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to approve the expenses for travel and accommodations for any staff or Board member to attend, in part or in whole, the NEPERS and Newport Cup of Indexing conferences to be held in Newport, Rhode Island from July 19th to 20th, 2006.

Future meetings:

The Board members present all consented to change the date of the June 20, 2006 special board meeting to the next day, June 21, 2006 at 8:30 am.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

MAY 8, 2006

A special meeting of the Franklin County Retirement Board duly posted to be held in the Retirement office, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:25 AM by Chairman Patricia Auchard, with Board members Sandra Hanks and Paul Mokrzecki present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

Refund to Member – Special Consideration

On a motion by S.Hanks and second by P.Mokrzecki with one abstention, the Board voted to approve a refund to Albert R. Williams.

The Board members in attendance then signed refund warrant #506A for Albert Williams in the amount of \$32,871.43 (before taxes withheld), and David Morgan (approved by the Board at the April 25, 2006 meeting) in the amount of \$407.05 (before taxes withheld), for a total warrant amount of \$33,278.48.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

APRIL 25, 2006



The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Chairman Patricia Auchard, with Vice-Chairman Herbert Sanderson and Board members David Gendron, Sandra Hanks, Paul Mokrzecki present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

#### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by D.Gendron, the Board voted to accept the minutes of the regular board meeting held on March 28, 2006.

#### Payroll, Refunds, Transfers and Bills Warrants

Retiree Payroll - On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to approve the April 28, 2006 retiree payroll in the amount of \$337,529.79.

Refunds - On a motion made by D.Gendron and second by H. Sanderson, the Board voted to approve the April 28, 2006 refund warrant in the amount of \$38,581.53.

Transfers - On a motion made by D.Gendron and second by H. Sanderson, the Board voted to approve the April 28, 2006 transfers warrant in the amount of \$77,820.53.

Bills - On a motion made by P. Mokrzecki and second by H. Sanderson, the Board voted to approve the April 28, 2006 bill warrant in the amount of \$65,245.08.

#### New Members

On a motion made by S. Hanks and second by H.Sanderson, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Graves, Patricia	Pioneer	4-18-06
Hamlett, V. Ronald	Orange	3-21-06
Woodbury, Sara	Deerfield	4-3-06

#### Existing Members – Different Units

Ball, Stephen	Sunderland	9-1-2005
Allis, Carol S.	Deerfield	3-31-06

#### New Retirees:

##### Disability Retirement:

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the Accidental Disability retirement for Thomas Arsenault, as recommended by the PERAC medical panel's unanimous opinion, indicating a permanent incapacity to perform the essential duties of his job caused by personal injury sustained on-the-job.

The staff will be requesting an approval from PERAC of the actual retirement allowance based on Mr. Arsenault's retirement application and option choice.

##### Accept Liability for Buybacks through other Systems:

On a motion by D. Gendron and second by P. Mokrzecki, the Board voted to accept liability for 4 years, 4 months creditable service for Catherine Butterfield, upon repayment to MTRB of a refund taken from FCRS on 3/31/96.

##### Buy Backs and Make-ups:

On a motion by S. Hanks and second by H. Sanderson with one abstention, the Board voted to approve a make-up of 3 years, 7 months, 8 days creditable service for David Clark, at a cost of \$6,811.68 (if paid

by 5-31-06, otherwise interest will accrue at the applicable rate) covering the years of service in Northfield between 1976 and 1991.

On a motion by P. Mokrzecki and second by H. Sanderson, the Board voted to approve a buyback of two separate refunds taken by Katharine Woodward; first, for service between 8/1974 and 8/1975, and second for service between 3/1977 and June 1981. Total creditable service will be 5 years, 4 months, at a cost of \$8,513.30 (if paid by 5-31-06 otherwise interest will accrue at the applicable rate).

On a motion by S. Hanks and second by P. Mokrzecki, the Board voted to approve the following buybacks and make-ups for James Hawkins totaling 1 year, 7 months, 26 days creditable service for a purchase cost of \$3,552.92 (if paid by 5-31-06 otherwise interest will accrue at the applicable rate):

State Board of Retirement – refunded 7/1981. The State Board will accept 4 months, 4 days liability upon payment to FCRS of \$945.54 for service between 11/30/80 and 4/3/1981.

State Board of Retirement – make-up payment. The State Board will accept 5 months, 29 days liability upon payment to FCRS of \$1,308.44 for service between 6/1/80 and 11/29/80 prior to enrollment in their system.

Franklin County Retirement System – 3 months, 11 days liability upon payment of \$372.36 for service in the Town of Greenfield between 6/1/73 and 9/3/73. The Greenfield Retirement System has denied liability based on their membership eligibility criteria during that period. Under MGL C. 32 Section 3, the member's current Board may accept creditable service for this time.

Franklin County Retirement System – 6 months, 12 days upon payment of \$926.58 for service with the CETA program in South Deerfield Water District between 9/7/77 and 4/12/78. CETA was not a government unit participating in a retirement plan but under MGL C. 32(5)(c) FCRS will accept creditable service for this time.

#### Administrator's Report:

##### Deaths –

Helen Helstoski – died 4-8-06. Option B retiree since 1990 and Survivor D benefits since 1998. There is no payout as the Annuity Savings fund in both accounts has been depleted.

##### Other Business:

COLA for retirees On a motion by D. Gendron and second by H. Sanderson, the Board voted to approve a 3% COLA for retirees effective July 1, 2006.

2003 annual statements – have been revised/restated. The Board was asked to sign the statements and they will be sent to PERAC.

Banknorth paperwork – The Board was updated on the progress of setting up the new accounts.

On a motion by S. Hanks and a second by P. Mokrzecki, the Board voted to give Dale Kowacki and Susan Bobe, authorization to sign a Transmittal Register document used in conjunction with the transmission of ACH files to the bank. One signature will be required to submit a transmittal for processing.

Greenfield Savings – A letter from the Bank was presented to the Board detailing options available to FCRS if the Board chooses to maintain the banking relationship.

Michael Sacco - A letter of Confirmation of Engagement was presented to the Board. No action is necessary by the Board to continue with the current relationship.

TACS – The Administrator informed the Board that TACS/TYLER will be introducing a software upgrade and conversion. The company will not support the current version of TACS software beyond 6/1/2008.

Member David Morgan is no longer a contributing member of the system and is requesting a refund outside of the normal warrant timeline due to hardship.

On a motion by S. Hanks and second by D. Gendron, the Board voted to approve David Morgan's refund application and to process the request as soon as all deductions have been received and documented.

DAHAB and PRIT – beginning at 10:00 AM

Greg McNeillie, DAHAB, presented the investment quarterly report. Copies of the report were distributed to the Board at the meeting. A presentation by Michael Reardon from PRIT followed the DAHAB report with an overview of the PRIT management structure and performance.

Additional Board meeting – It was agreed that an additional Board meeting will be called, preferably before the May meeting and within two weeks, to discuss Investment issues.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

MARCH 28, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:43 AM by Vice-Chairman Herbert Sanderson, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki present. Also present, Administrator Dale Kowacki.

### Review and Acceptance of Meeting Minutes

On a motion made by D.Gendron and second by S. Hanks, the Board voted to accept the minutes of the special board meeting held on February 22, 2006.

On a motion made by S. Hanks and second by D.Gendron, the Board voted to accept the minutes of the Executive Session portion of the special board meeting held on February 22, 2006.

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on February 28, 2006.

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the special board meeting held on March 21, 2006.

Chairman Patricia Auchard and Assistant Administrator Susan Bobe arrived at this point in the meeting.

### Payroll, Refunds, Transfers and Bills Warrants

Retiree Payroll - On a motion made by D.Gendron and second by P. Mokrzecki, the Board voted to approve the March 30, 2006 retiree payroll in the amount of \$342,827.16.

Refunds - On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the March 30, 2006 refund warrant in the amount of \$17,573.33.

Transfers - On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the March 30, 2006 transfers warrant in the amount of \$13,312.04.

Bills - On a motion made by S. Hanks and second by D.Gendron, the Board voted to approve the March 30, 2006 bill warrant in the amount of \$207,008.32.

At this point, Chairman Patricia Auchard assumed the running of the meeting from Vice-Chairman Herbert Sanderson.

#### New Members

On a motion made by D.Gendron and second by H.Sanderson, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Abbott, Tammy S.	Orange	2-27-06
Claine, Kimberly	FRCOG	3-20-06
Malek, Jason A.	Orange	2-21-06
Morgan, David H.	Frontier	2-27-06
Vorce, Sandra L.	Mahar	3-6-06

#### Existing Members – Different Units

Baronas, Tracey	FRCOG	3-17-06
Purington, Donald J.	Heath	2-20-06
Johnson, Gretchen	Northfield	2-1-06

#### Option D Survivor Retirement Applications -

On a motion by H.Sanderson and second by D.Gendron, the Board voted to accept the Option D Survivor retirement applications for the following applicant, and forward the necessary paperwork to PERAC for review and approval:

Joan Carney, spouse of Neil Katz, Town of Shelburne, Senior Center Director. The member died as a result of a non-work related injury on December 23, 2005.

#### Administrator's Report:

Deaths –  
Frederic Gray – Option B retiree from BCS since 12/31/80. His Annuity Savings fund was depleted leaving no benefit for his beneficiary.  
Thelma Herzig – Option D survivor of Donald Herzig, since 10/16/2000. A small balance in the Annuity Savings fund will be transferred to Pension Reserve.  
Jane Rice – Option A retiree from WVT since 12/31/86. Her Annuity Savings fund was depleted.

#### Other –

A copy of meeting minutes was presented to the Board indicating that the Advisory Council voted on January 13, 2006 to approve the Board's acceptance of Chapter 157 of the Acts of 2005 – Additional benefits for veterans retired with an Accidental Disability Retirement.

A copy of Election Results was presented to the Board indicating that the recent Board Election was completed on January 13, 2006 with the re-election of Sandra Hanks. Results were: Sandra Hanks – 373; Mark DeJackome – 293.

The Board was informed that Deborah Frentzos has accepted the position of Member Services Accountant. She will start on Monday, May 1, 2006.

## Other Business

### 2005 Actuarial Valuation –

The Board instructed staff to contact Larry Stone of Stone Consulting, Inc. and if he was willing to do the valuation for between \$12,000 and \$13,000 then arrange with Larry to start the project. Otherwise, staff is to call Dan Sherman and Segal Advisors to get their prices, call PERAC to ask if they are interested, and call PERAC communities to hear how they feel about PERAC's work. All parties are to be asked if they can complete the project by September 30, 2006.

### Board approval to switch banks -

On a motion made by S.Hanks and second by D.Gendron the Board voted to move the checking account from Greenfield Savings Bank to TD Banknorth.

### Personal Use of Vehicles –

The Administrator presented to the Board, PERAC memorandum #18/2006 re: Regular Compensation and Motor Vehicle Usage, as well as a response to the PERAC memorandum from the Board's legal counsel, Michael Sacco. The Board discussed the issue and will continue to monitor further developments over the next few months.

### Investments –

The Board discussed the various aspects of greater or lesser involvement with the P.R.I.T. fund. The Board's Investment Advisor, Greg McNeillie, and Michael Reardon from P.R.I.T. will be at the April 25, 2006 Board meeting.

### Additional funding to finish audit work –

On a motion made by D.Gendron and second by S.Hanks, the Board voted to transfer \$25,000 from the Management Fees line item to the Audit Expense line item, to fund the final stages of the audit of 2000 to 2003 and the closing of the 2004 ledgers and submittal of the PERAC annual statement.

### Compensation to Administrator in lieu of comp time –

On a motion made by D.Gendron and second by S.Hanks, the Board voted to allow payment to Dale Kowacki, Administrator, in lieu of accruing comp time, for extra hours worked through June 30, 2006 for closing the accounting ledgers and completing the 2004 and 2005 annual statements.

## FRANKLIN COUNTY RETIREMENT SYSTEM SPECIAL BOARD MEETING

MARCH 21, 2006

A special meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:00 AM by Chairperson Patricia Auchard, with Board members Sandra Hanks, Paul Mokrzecki and Herbert Sanderson present. Also present, Assistant Administrator Susan Bobe and Administrative Assistant Carrie Stevens. Administrator Dale Kowacki was in the third floor office conducting pre-interviews and skills tests.

## Interviews of candidates for the position of Member Service Accountant

The Board and two attending staff interviewed: Deborah Frentzos, Liliya Giurgiu, Linda Gross and Tracy Shaw for the position of Member Services Accountant. Linda Gross replaced Marie Fuller because Marie Fuller withdrew her application and Linda Gross was the Board's first alternate choice. Administrator Dale Kowacki joined the meeting after the last interview and reported the results of the skills tests.

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to offer the position first to Deborah Frentzos pending favorable responses from references, and second to Linda Gross in the event the references for Deborah Frentzos were not favorable.

## Other Business

### Travel Approval for MACRS conference –

On a motion made by H. Sanderson and second by S. Hanks the Board voted to approve the expenses for travel and accommodations for any staff or Board member to attend, in part or in whole, the conference to be hosted by the Massachusetts Association of Contributory Retirement Systems, Inc. (MACRS) from June 3 to June 7, 2006

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

FEBRUARY 28, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herbert Sanderson present. Also present, Administrator Dale Kowacki.

### Review and Acceptance of Meeting Minutes

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to accept the minutes of the regular board meeting held on January 31, 2006.

### Payroll, Refunds, Transfers and Bills Warrants

Retiree Payroll - On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the February 28, 2006 retiree payroll in the amount of \$336,029.37.

Refunds - On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the February 28, 2006 refund warrant in the amount of \$11,593.53.

2006 Bills - On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the February 28, 2006 bills warrant W0206 for 2006 bills, in the amount of \$35,458.71.

2005 Bills - On a motion made by S. Hanks and second by D.Gendron, the Board voted to approve the February 28, 2006 bill warrant, W12-b for 2005 bills in the amount of \$7,602.56.

#### New Members

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Antaya, Elise	Conway & Sunderland	9-1-05
Boyd, Loralyn	Heath	2-2-06
Chasse, Rachel	Mohawk Trail RSD	1-3-06
Connolly, Joanne	Orange	2-7-06
Joy, Frances J.	Mohawk Trail RSD	1-12-06
Sakowica, Antoni	Wendell	1-3-06

#### New Members continued

NAME	UNIT	DATE OF HIRE
Sokoloski, Adam	Bernardston	2-6-06

#### Existing Members – Different Units

Bates, Donald	Deerfield	Omitted on NMA
Johnson, Ruth	Mahar RSD	1-26-06
Kilhart, Timothy	Warwick	1-3-06

#### New Retiree -

On a motion by H. Sanderson and second by S. Hanks, the Board, having received PERAC approval on February 1, 2006, voted to approve the retirement of Robert Biagi with a retirement date of December 2, 2005 and an Option A allowance.

#### Option D Survivor Retirement Applications -

On a motion by S.Hanks and second by H.Sanderson, the Board voted to accept the Option D Survivor retirement applications for the following two applicants, and forward the necessary paperwork to PERAC for review and approval:

James Antes, spouse of Charlene Antes, Mohawk Trail Regional School Cafeteria Manager. The member died as a result of a car accident in December.

Elizabeth Pasterkamp, spouse of Paul Sternfels, Pioneer Regional School District Teacher's Aide. The member died as a result of an accident at home in December.

#### Accept Liability for buybacks through other systems

On a motion made by H. Sanderson and second by P.Mokrzecki the Board voted to accept 1 year, 5 months, 25 days liability for creditable service for Mary Gillman upon payment to Massachusetts Teacher's Retirement Board for work as a teacher's aide for the full calendar year of 1979 and for multiple months in 1982. In error, she was not made a member of FCRS even though she met the membership requirements of 130 days and \$720 by the end of 1979. In addition, the Board voted to

accept 5 months liability for creditable service for Mary Gillman upon payment to Massachusetts Teacher's Retirement Board for work in 1994 and 1995 and for which she took a refund of \$38.46 in 1996.

#### Accept Liability for Military Buybacks:

On a motion made by P.Mokrzecki and second by S.Hanks the Board voted to accept the maximum allowable of 4 years liability for creditable service for Brien LaPorte for active military service between the dates of 2/23/1960 through 5/6/1968. Total cost of 4 year military buyback is be \$12,435.87.

#### Administrator's Report:

##### Deaths –

Blackbird, Joan on 1-29-06 – Option B retiree since 1986. – no survivor benefits remain

Spear, Carlton on 1-27-06 – Option A retiree since 1981

Sternfels, Paul, current member died 12-23-05

Katz, Neil, current member died 12-23-05

#### Other Business

##### Cash Transfers to Investments –

On a motion made by H. Sanderson and second by P. Mokrzecki the Board voted to transfer one million, five hundred thousand dollars from the Greenfield Savings Bank checking account to investments, with seven hundred, fifty thousand transferred to the domestic fixed income account with Income Research & Management, and seven hundred, fifty thousand transferred to the domestic equity (S&P 500 Index) account with Rhumblin Advisors.

##### Michael Sacco's continued appointment –

On a motion made by S.Hanks and second by D.Gendron, the Board voted to continue to retain Michael Sacco as the Board's legal counsel and to authorize the transfer of all pertinent records of the System from Kirkpatrick & Lockhart Nicholson Graham LLP to the Law Offices of Michael Sacco.

##### Travel Approval for Middlesex conference –

On a motion made by H. Sanderson and second by S.Hanks the Board voted to approve the expenses for travel and accommodations for any staff or Board member to attend, in part or in whole, the conference to be hosted by the Middlesex Retirement System from April 3rd to April 5th, 2006

##### Interviewees for Member Services Accountant –

The Board selected the following applicants to interview for the new position of Members Services Accountant: Deborah Frentzos, Liliya Giurgiu, Marie Fuller, and Tracy Shaw. The Board selected alternates if any of the first four were not interested in interviewing.

Board member D.Gendron left the meeting at this point.

##### 2003 PERAC Audit –

On a motion made by H. Sanderson and second by S.Hanks the Board voted to approve the written responses as drafted by the system Administrator, to the Explanation of Findings and Recommendations of the audit performed by PERAC for the period January 1, 2000 to December 31, 2003, and to forward the response to PERAC by March 14, 2006.



FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING  
EXECUTIVE SESSION

FEBRUARY 22, 2006

The release of these minutes has not been approved by the Board.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

FEBRUARY 22, 2006

The Franklin County Retirement Board called a special meeting of the Board for the purpose of conducting an Evidentiary Hearing on an Accidental Disability Application received from a member of the System. The meeting was duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on February 22, 2006 and was called to order at 8:33 AM by Chairperson Patricia Auchard, with Board members David Gendron and Sandra Hanks present. Also present were Dale Kowacki, Administrator, Susan Bobe, Assistant Administrator, Michael Sacco, Attorney for the Board, Thomas Arsenault, applicant, Linda Arsenault, his spouse, S. Lee Weissinger, Attorney for the applicant.

Chairperson Patricia Auchard opened the meeting, and turned the meeting over to Attorney Sacco.

Attorney Sacco stated that the purpose of the hearing was to gather facts and was not to be viewed as adversarial. He explained the process by which the meeting was to be conducted. Upon inquiry by Mr. Sacco, Mr. Arsenault stated that he would like the hearing conducted in executive session.

On a motion by D. Gendron, and second by S. Hanks, the Board voted by roll call to move into Executive Session at 8:45 a.m. for the purpose of conducting an evidentiary hearing regarding the Accidental Disability Retirement Application received from Thomas E. Arsenault. Roll Call Vote: Auchard – Aye, Gendron – Aye, Hanks – Aye

The Board adjourned from Executive Session at 9:15 a.m.

On a motion by S. Hanks, and second by D. Gendron, the Board voted to submit the Accidental Disability Retirement Application of Thomas E. Arsenault to PERAC for the purpose of requesting a review by a medical panel.

Mr. Arsenault was informed that the Franklin County Retirement System would forward the collected medical reports to PERAC for the medical panel review but that he would be responsible for collecting x-ray and MRI films to present to the panel.

Attorney Sacco gave Mr. Arsenault a business card and asked that he have the attorney for his workman's compensation case make contact with Attorney Sacco in preparation for any workmans' compensation offset to an approved retirement allowance.

Mr. Arsenault, his wife and his attorney left at 9:25 a.m.

Attorney Sacco stayed to discuss his upcoming transition from his affiliation with Kirkpatrick & Lockhart Nicholson Graham LLP, to his own practice as the Law Offices of Michael Sacco. He also stayed to discuss and answer any questions regarding the recent court decision on "Value of personal use of town vehicle as compensation".

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

JANUARY 31, 2006

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herb Sanderson present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe. Visitors included Greg McNeillie of Dahab Associates, Wayne Owen and Julie Lind of Rhumblin.

### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to accept the minutes of the regular board meeting held on December 22, 2005.

### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by D. Gendron, the Board voted to approve the January 31, 2006 retiree payroll in the amount of \$357,180.22.

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the January 31, 2006 refund warrant in the amount of \$28,462.20.

On a motion made by P. Mokrzecki and second by S. Hanks, the Board voted to approve the January 31, 2006 bills warrant W12-A for 2005 bills, in the amount of \$61,048.81.

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the January 31, 2006 bill warrant, W0106 for 2006 bills in the amount of \$21,218.31.

### New Members

On a motion made by P. Mokrzecki and second by S. Hanks the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
Biolsi, Emily	Conway	1-9-06
Buck, Elizabeth	Mohawk	8-29-05
Channing, Cynthia	Hawlemont	9-1-05
DeWitt, Lisa	Shutesbury	12-12-05

Fish, Bethany	Hawlemont	11-7-05
Herzig, Vicky	Mohawk	12-5-05

New Members continued

Malek, Joe	Mohawk	10-24-05
Martin-Anzuoni, Nina	FRCOG	12-14-05
Miltz, Sarah	FRCOG	12-30-05
Nartowicz, Margaret	Sunderland	12-20-05

Existing Members – Different Units

Hartwright, Kenneth	Sunderland	8-31-04
---------------------	------------	---------

New Retiree -

On a motion by D. Gendron and second by P. Mokrzecki, the Board, having accepted the retirement based on medical panel findings on 9/29/05, and having received PERAC calculations, voted to approve the Accidental Disability Retirement for the following member:

Robert Beck, Town of Northfield employee, approved by PERAC for a retro active retirement date of 12/15/2003.

Accept Liability for buybacks through other systems

On a motion made by H. Sanderson and second by D. Gendron the Board voted to accept 1 months 23 days liability for creditable service for Terrell Wells Jenkins upon payment to Massachusetts Teacher's Retirement Board of refund given 9/24/96 for \$223.40. Service was with the Shutesbury/New Salem/Wendell Unit.

On a motion made by H. Sanderson and second by S. Hanks the Board voted to accept 9 months, 24 days liability for creditable service for Susan D. Milsom upon payment to Hampshire County Retirement System for two refunds: 9/29/95 for \$714.17 for service in the Deerfield School Department between 9/1/94-6/22/95 and 11/19/96 for \$7.20 for 2 days of service with Frontier Regional High School in September 1995.

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to accept 4 years 26 days liability for creditable service for Donna Grover upon payment to Montague Retirement System for a refund on 11/30/1994 for \$2036.75 for service in Pioneer as a school aide, 3/1/1992-6/30/1994 and on 6/30/96 for \$386.43 for service in Bernardston as a school aide, 9/4/1986-6/30/1988.

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to accept 2 months liability for creditable service for Michael J. Gralenski upon payment to the State Retirement Board for the following refund: 10/31/1996 for \$78.72. Time served as Erving Police Officer 7/1/1991 – 8/31/1991.

On a motion made by H. Sanderson and second by D. Gendron the Board voted to accept 1 year creditable service for Bonnie Thornton upon payment to the Greenfield Retirement System for work between 1/1/83 and 12/31/83 with the Town of Deerfield P.D. Bonnie had a three year work history (1981-1983) prior to membership with FCRS (1/1984) and based on the fact that a summation of her hours worked during 1983 totaled 132 days based on 7.5 hour days (2 days in

Accept Liability for buybacks through other systems continued

excess of the Board regulation of 130 days per calendar year) we have determined her eligibility for membership beginning January 1, 1983.

Buy Backs and Make-ups:

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to accept a make-up of time served at the Mohawk Trail Regional School District between 11/28/80 and 6/25/82 prior to actual enrollment with FCRS, 9/1982 for Cheryl Dodge, current member. Total purchase price if paid by

February 28, 2006 is \$356.26 for 5 months, 11 days creditable service. Purchase price includes interest payment.

On a motion made by S. Hanks and second by H. Sanderson the Board voted to accept a make-up of time for current member Sharon White, Haverill Retirement System will accept liability for 1 year, 6 months creditable service upon payment to FCRS of \$2,714.39 for work in the Health Department under CETA employment from 3/26/1979-9/26/1980, and Haverill will accept liability of 5 years, 4 months and 27 days upon payment to FCRS, of \$18,309.86 for a refund for \$9,275.71 for time worked between 10/5/1982 and 02/12/1988. Total time available for purchase is 6 years, 10 months, 27 days.

On a motion made by P. Mokrzecki and second by S. Hanks the Board voted to accept a make up of 5 months creditable service for Christopher LaPointe, current member, for part-time work served in the Bernardston Police department prior to eligible enrollment. Dates of service include 806.5 hours between September 2002 and August 2004 at a cost of \$902.45 if paid by February 28, 2006.

On a motion made by H. Sanderson and second by D. Gendron the Board voted to accept the make-up of 8 months, 15 days creditable service for Donald Storozuk, current member working for the Town of Sunderland who was hired as a full-time employee on 6/9/1975 but not enrolled in the system until 3/1/1976. Total creditable service to purchase is at a cost of \$351.94. This is deductions only. Interest in not owed when failure to become a member is due to administrative oversight.

#### Other Business

Budget appropriation for Telephones - The 2005 budget included money for upgrading the telephone, computers and the purchase of a scanner. The computers project has been completed and D. Kowacki would like the remaining 2005 balance in this budget line to be carried over to 2006 for a new telephone system.

#### Other Business continued

On a motion by D. Gendron and second by P. Mokrzecki the Board voted to carry over funds to 2006 in the amount of \$4,293.67 from the 2005 Capital Outlay budget line for research and purchase of a new telephone system for the Franklin County Retirement System.

Accidental Disability Application – FCRS received an application from Thomas Arsenault, Pioneer Regional School District employee and proceeded to collect medical documentation. The file was given to Michael Sacco for review. Michael wrote a summary of the medical case and suggested an evidentiary hearing prior to the Board's decision to send the case to PERAC for a medical panel review. On a motion made by S. Hanks and second by D. Gendron the Board voted to accept the initial application of Thomas Arsenault for Accidental Disability Retirement and move to an evidentiary hearing with Michael Sacco present.

Performance Review for Susan Bobe - Susan's six month employment mark is February 8th at which time her introductory period will be over. It was suggested by the Board in November that her performance would be reviewed at this time for a merit increase.

On a motion made by D. Gendron and second by S.Hanks, the Board voted to approve a 3% merit raise for Susan Bobe effective February 8, 2006.

Personal Use of Vehicle - This complex issue will require the Board to discuss policy and develop a plan around the issue. The Board received an information package including a review of Motor Vehicle Cases by Michael Sacco and a Memorandum of Decision on a superior court case regarding the inclusion of the personal use value of an employer-supplied vehicle as part of a retirement allowance calculation. It was decided that D. Kowacki would gather additional information from the IRS, unit treasurers, personnel policies, possibly office files on the subject, and put the topic on the agenda for the February meeting.

Mike Daly, FAA, Inc – D. Kowacki updated Board on recent developments in the discussion of the audit with PERAC, the release of findings and the date the Board is expected to respond to the findings. Mike and Todd Hasset have completed accounting and investment entries for 2003 and expect to have the 2003 annual statement done by mid-February.

Official Stationary - The Board reviewed letterhead stationary options and chose one design for office use. Copy attached.

RHUMBLINE – (10:12 am) Wayne Owen, Managing Partner and Julie Lind, Portfolio Manager presented an Investment Review of the portfolio. Market Value as of 12/31/05 was \$20,623,601.45. The return since inception on 11/23/04 on this S&P500 Index fund is 7.80%.

DAHAB ASSOCIATES – (10:35am) Greg McNeillie presented a 4th quarter review of the total investments. Market value on 12/31/05 was \$59,937,780.

DAHAB ASSOCIATES continued

Year-to-date performance was 7.9%. Fourth quarter contributions to investments totaled \$2,510,976; Income for the quarter was \$95,596; Capital Gains/Losses for the quarter came to \$1,113,695.

Greg offered a possible scenario for allocation of funds to the PRIT Fund. The Chairman stated that the Board had not met with a PRIT representative and would like to do so as soon as possible. As Greg will not be available for the Board's February meeting, it was requested that Dale try to schedule the PRIT representative to be at Board's March meeting.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

DECEMBER 22, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herb Sanderson present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe

### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on November 17, 2005.

On a motion made by H. Sanderson and second by S. Hanks, the Board voted to accept the minutes of the regular board meeting held on November 29, 2005 with the following correction noted on the motion of adjournment: P.Mokrzecki MOVED and S. Hanks seconded to adjourn the meeting at 11:19 AM. All Aye.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the December 30, 2005 retiree payroll in the amount of \$333,365.54.

On a motion made by S. Hanks and second by H. Sanderson the Board voted to approve the December 30, 2005 transfer warrant in the amount of \$1725.26

On a motion made by P. Mokrzecki and second by S. Hanks, the Board voted to approve the December 30, 2005 refund warrant in the amount of \$1966.78.

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the December 30, 2005 bill warrant, CY2005 W-12 in the amount of \$34,581.96.

On a motion made by S. Hanks and second by H. Sanderson the Board voted to approve the December 30, 2005 bill warrant CY 2006 W-01A in the amount of \$741.45.

### New Members

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve membership for the following new and existing members:

NAME	UNIT	DATE OF HIRE
BARLOW, LEANNA	FRCOG	10-24-05
KENTFIELD, CATHERINE	FRONTIER	12-5-05
RICHARD, DEBORAH	MAHAR	11-28-05
RILLEAU, MARIANA	CONWAY	10-17-05

### Existing Members – Different Units

DEWEY, KATHLEEN	SUNDERLAND	10-24-05
-----------------	------------	----------

### Military Buyback

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the military buyback of member Kenneth Hartwright for 3 years active duty between September 1981 and September 1984. Total cost of buyback is \$839.03.

### Administrator's Report

Deaths – member in service Charleen Linden Antes, Mohawk School District died on 12/6/05. Named beneficiary is not a spouse. PERAC form for Option D allowance was mailed to spouse on 12/13/2005. Must be returned by 3/13/2006 to accept life time allowance.

### Other Business

#### 1 ) Disability Retirement Benefits for Veterans, Chapter 157 of the Acts of 2005

On 11/22/05 The Governor signed the above legislation providing Section 7 accidental disability retirees with a veteran's benefit. It provides an additional benefit of \$15 per year for each year of creditable service or a fraction thereof, not to exceed \$300 per year. The Board must vote to accept the Act. The Act provides for a retroactive benefit to the date of retirement and must be voted on separately after the Board accepts the first section. In addition, the Advisory Council must vote to accept the vote of the Board. A letter must be sent to PERAC within 120 days of the vote detailing the section(s) accepted or declined and whether the Advisory Council has accepted the vote of the Board.

On a motion by D. Gendron and seconded by H. Sanderson, the Board voted to accept Section 1 of the Disability Retirement Benefits for Veterans, Chapter 157 of the Acts of 2005 allowing an additional annual payment of \$15 per year for each year of creditable service or a fraction thereof, not to exceed \$300 per year for veterans retiring on an Accidental Disability Allowance.

On a motion by D. Gendron and seconded by P. Mokrzecki, the Board voted to accept Section 2 of the Disability Retirement Benefits for Veterans, Chapter 157 of the Acts of 2005 allowing a retroactive benefit to the date of retirement.

A meeting of the Advisory Council will be called for January 13, 2006 at 8:45 am to be held in the office of the Franklin County Retirement Board.

2) John Gauthier – Long Term care insurance presentation – The Board declined opportunity of hearing the LTC presentation offered by Mr. Gauthier.

3) C&T - litigation attorneys – Information was given to the Board by this group. It was determined that the Board does not need the services of this organization at this time.

4a) and c) Interpretation of Board Regulations from 1965 to 1987

The Board reviewed the regulation regarding membership eligibility and creditable service.

On a motion by D. Gendron and seconded by P. Mokrzecki, the Board voted and approved a directive to the staff that when establishing membership eligibility or creditable service allowable for the 3/10/1965-1/1/1988 time period, the regulation adopted by the Board on 3/30/1965 should be interpreted in full, Sections I-IV, including the definition of a day.

The Board also discussed the wording of “Calendar Year” used in the same regulation and agreed that it should be interpreted literally to mean January 1st to December 31st as a year’s period.

5) Vice-Chair / Assistant Treasurer –

On a motion by P. Mokrzecki and seconded by S. Hanks, the Board voted and approved the creation a Vice-Chair/Assistant Treasurer position to serve as chairperson, sign checks and transfer funds in the absence of the chair.

D. Gendron nominated, and P. Mokrzecki seconded, Herb Sanderson to serve as Vice-Chair/Assistant Treasurer.

Herb Sanderson accepted the nomination.

The vote was unanimous to appoint H. Sanderson as Vice-Chair/Assistant Treasurer effective immediately.

6) Official Stationary

On a motion by H.Sanderson and seconded by D.Gendron, the Board voted and approved to include the Board member names, the administrator, address, telephone and fax numbers and a general e-mail address on the letterhead.

Letterhead will not be ordered from a printer but be printed from the employee’s desktop. Draft designs will be shown to the Board at the January meeting.

JoAnn Greenleaf –

On a motion by D.Gendron and seconded by H.Sanderson, the Board voted to rescind it’s 9/29/05 vote accepting liability of 1 year, 13 days creditable service for JoAnn Greenleaf as it was determined that the

hours of service did not meet membership eligibility regulations in place at the time and she is not a current member eligible for a make-up purchase.

Rescinded September 29, 2005 vote:

“JoAnn L. Greenleaf - accept liability of 1 year and 13 days creditable service(pro-rated), upon payment to Montague for part-time service with the Town of Erving from August 23, 1984 to June 30, 1988”

The Board asked for an update on M. Daly’s work with the accounting issues. D. Kowacki reported that approximately ½ of 2003 has been completed. Reports are ready to be sent to the PERAC Investment Unit. The PERAC auditors will review the restated ledgers when they are done through September 2004.

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

NOVEMBER 29, 2005

A special meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herb Sanderson present. Also present, Administrator Dale Kowacki, Attorney Michael Sacco, legal counsel to the Board, Steven Wilson as an applicant for an Accidental Disability Retirement, Donna Wilson, Steven Wilson’s wife.

Immediately upon calling the meeting to order, Chairperson Auchard recused herself from the chairperson’s position in consideration of her position as Steven Wilson’s direct supervisor when he worked as the Administrator for the system.

On a motion made by D. Gendron and second by P. Mokrzecki, the Board voted to appoint Herbert Sanderson to be chairman for the meeting during the hearing for Steven Wilson.

Herb Sanderson accepted the appointment to chairman, made a brief statement regarding the purpose for the hearing and then the Board appointed Michael Sacco, legal counsel for the Board as hearing officer for the purpose of running the proceedings.

### Hearing for Accidental Disability Application made by Steven Wilson

Michael Sacco began the hearing by making the statement that this hearing was being recorded on cassette tape. He then explained to Steven Wilson his rights to have the hearing held in executive session. Steven Wilson declined to have the hearing in executive session. Michael Sacco then went through a list of facts and asked Steven Wilson if they were accurate to his understanding to which Steven Wilson answered in the affirmative. Michael Sacco asked questions of Steven Wilson regarding aspects of his application and the physician’s statement, after which, Steven Wilson was given the opportunity to ask questions and make a statement. At the conclusion of Steven Wilson’s statement, Michael Sacco explained the option to Steven Wilson to amend his application (currently restricted to “Accidental” only) to make application for an Ordinary Disability as well. Steven Wilson stated that he would not like to amend his application. Michael Sacco asked the board if they had any questions for Steven Wilson, and at this point (10:20 am), Steven Wilson asked that if there were no questions from the board to him, could he excuse himself from the hearing while the board deliberated. All were in



agreement that Steven Wilson could leave and so he did (as did his wife, Donna Wilson). After Steven Wilson departed, the Board asked about the difference between ordinary and accidental disability retirements, briefly deliberated and then took the following vote:

On a motion made by D.Gendron and second by P.Mokrzecki, the Board voted to deny the Accidental Disability Retirement application of Steven Wilson.

Other Business:

Michael Sacco stayed to discuss his thoughts on what was the best sequence of events to follow when processing disability applications.

Review and Acceptance of Meeting Minutes

Minutes of November 17, 2005 – Revisions needed. To be presented again at the December meeting.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H.Sanderson and second by P. Mokrzecki, the Board voted to approve the November 29, 2005 payroll in the amount of \$333,479.84.

On a motion made by S.Hanks and second by P. Mokrzecki, the Board voted to approve the November 29, 2005 bills in the amount of \$45,419.65.

On a motion made by S.Hanks and second by P. Mokrzecki, the Board voted to approve the November 29, 2005 refunds in the amount of \$26,653.17.

On a motion made by S.Hanks and second by P. Mokrzecki, the Board voted to approve the November 29, 2005 transfers in the amount of \$4,998.97.

New Members

On a motion made by S.Hanks and second by H.Sanderson, the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
DUSENBERRY, STUART	FRONTIER	11-17-05
FISH, BETHANY M.	HAWLEMONT	11-7-05
GASPAR-DAMON, MARY	PIONEER	10-6-05
HOFFMAN, KAREN L.	MOHAWK	9-15-05
LABELLE, BEVERLY A.	MOHAWK	8-29-05
MELANSON, APRIL D.	ORANGE	10-11-05
O'KULSKY, JUDITH A.	HAWLEMONT	9-1-05
OWENS, WALTER G.	ORANGE	10-17-05
PAIGE, CLIFFORD F.	MOH	9-19-05
PATNODE, PAUL N., JR.	WENDELL	9-18-05
TARANTINO, CHRISTINE	MHR	11-21-05

Existing Members – Different Units

ANNEAR, TINA L.	SHUTESBURY	8-30-05
BUNK, JASON E.	BERNARDSTON	10-28-05

Approve Buybacks for Liability to other Systems

On a motion made by P. Mokrzecki and second by S.Hanks, the Board voted to approve a refund buyback by Joseph F. Gerante for creditable service of 11 years, 6 months that the Fitchburg Retirement System will accept liability for, upon payment to FCRS, in the amount of \$41,596.00.

Joseph F. Gerante – active member of FCRS since October 2005, received a refund from Fitchburg Retirement System on 4/30/1990 in the amount of \$22,496.93 for contributions between 10/18/1976 and 8/15/1988. Fitchburg R.S. will accept 11 years, 6 months creditable service liability upon payment to FCRS. This amount has been calculated at \$41,596.00 if paid by 12/31/05 with additional interest accruing beyond that date.

#### Accept Liability for Buybacks through other Systems

On a motion made by P. Mokrzecki and second by S.Hanks, the Board voted to accept liability of 3 years, 3 months of creditable service for Bonnie Thornton, upon payment to Greenfield Retirement System.

Bonnie Thornton – 3 years, 3 months creditable service upon payment to Greenfield Retirement System of two refunds given. The first on 2/28/86 for \$788.74 and the second on 7/31/1988 for \$316.54. Service was through Town of Deerfield from 1/1/1984 to 2/28/1986 and 1/1/1987 to 2/2/1988.

On a motion made by S.Hanks and second by H.Sanderson, the Board voted to accept liability of 5 months, 19 days of creditable service for Gary Balukonis, as a makeup for time worked prior to membership, and also 2 years, 10 months, 29 days of creditable service for buyback of a refund, both upon payment to Middlesex Retirement Board.

Gary Balukonis – 5 months, 19 days creditable service upon payment to Middlesex Retirement System for full time service as Town Administrator, Town of Orange from 7/11/83-12/31/83. Mr. Balukonis enrolled in FCRS on 1/1/1984. Orange has a history of waiting six months to begin deductions for employees. If Balukonis chooses to make-up the payment he will not be liable for interest payments.

In addition, this member received a refund on 12/30/1986 in the amount of \$4542.04. Middlesex has asked FCRS for the amount of liability we will accept if he buys back this refund. Service was for the Town of Orange, 1/1/1984 to 11/30/1986 for a total of 2 years, 10 months, 29 days creditable service.

#### Administrator's Report:

##### Deaths –

Johanna Traina – DOD 11/10/2005 – Orange – Option A, no payout/beneficiary

Albert Brown – DOD 10/29/2005 – County – Option B, no remaining annuity

## FRANKLIN COUNTY RETIREMENT SYSTEM BOARD MEETING

NOVEMBER 17, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herb Sanderson present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe

#### Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on October 27, 2005.

#### Payroll, Refunds, Transfers and Bills Warrants

There were no warrants presented at this meeting

#### New Retirees

On a motion made by S. Hanks and second by H. Sanderson the Board voted to approve the retirement benefits for the following members:

Paul Gemborys – MOH, Effective 1/27/05 - Superannuation A PERAC approval received

Accept Liability for Buybacks through other Systems

On a motion made by H. Sanderson and second by S. Hanks the Board voted to accept the following liability for buybacks through other systems:

Thomas Patterson – 10 months creditable service upon payment to Massachusetts Retirement System for service as full-time teacher aide in Erving, 9/1/1971-6/30/1972. Mr. Patterson was eligible for membership at the time of service. Make-up payment should be accepted as deductions only with no interest calculated.

Elizabeth Gut (Stuart) – 1 year, 9 months, 2 days creditable service upon payment to Massachusetts Retirement System for service as full-time teacher aide, 9/28/81 to 2/28/82 (5 months, 2 days) and then 60% teacher aide, 3/1/82-6/30/83 (1 year 4 months) in New Salem/Wendell Unit. The NSW Treasurer provided earnings information for review. It was determined that Ms. Gut was eligible for membership but we have no record of enrollment or deductions for her. We should accept liability at 100% for 5 months 2 days of service and accept liability at 60% for 1 year 4 months of service. MTRS may be liable for the remaining 40% creditable service between 3/1/82 and 6/30/83.

Arthur Wilson III – three years Military buyback for active duty between 11/30/76 and 11/29/79. Total cost of buyback \$5,554.37.

Other Business

745

Access to retiree's mailing information

It was the consensus of the Board to deny access to retiree address information for John L. Gauthier, of Dowd Financial Services for the purpose of selling Long Term Care insurance.

The Board, prompted by a request from Mohawk School District, discussed whether to provide member and/or retiree information to member units, and if so, what procedures to follow. It was the consensus of the Board to direct staff to draft a form that units could use to request access to information. Staff will present the draft to the Chairman of the board and the Board's legal counsel, Michael Sacco, for their review before it is presented to the board for its review and approval. The board indicated that it would likely retain the privilege to decide on a case-by-case basis, whether to grant access to information by member units.

Reinstatement to Service

On a motion made by D. Gendron and second by H. Sanderson the Board voted that retirees who request Reinstatement to Service must reimburse the Retirement System, in one lump sum, the amount required by M.G.L. Chapter 32 §105.

Cost of Living Adjustment

On a motion made by P. Mokrzecki and second by H. Sanderson the Board voted to apply a Cost of Living Adjustment (COLA) of 3.46% to the salary schedule/range for staff.

and also to replace the second paragraph of the Compensation/Salary Adjustments section of the personnel policy, which currently reads:

“At each January 1st, employees may receive a base increase Cost of Living Adjustment (COLA) equal to the CPI (Consumer Price Index) promulgated by the Regional Bureau of Labor Statistics as of the last twelve months from July 1st. The COLA shall be used to adjust the salary schedule/range. This adjustment shall be made prior to the calculation of any pay increases resulting from the employee's evaluation.”

with the following:

“At each January 1st, employees may receive a base increase Cost of Living Adjustment (COLA) equal to the average monthly percentage change of the CPI (Consumer Price Index) for the twelve months from July of the prior year to June of the last most current year, as promulgated by the Bureau of Labor Statistics for the Northeast region. The COLA shall be used to adjust the salary schedule/range. This adjustment shall be made prior to the calculation of any pay increases resulting from the employee’s evaluation.”

#### In lieu of Health Insurance

On a motion made by H. Sanderson and second by P. Mokrzecki, the Board voted to deny the request for a monetary benefit being paid to employees of the Franklin County Retirement system in lieu of health insurance enrollment.

#### Member Services/Accountant position

Dale proposed a new position be added to the staff because of the increasing work load. Through its audit findings, PERAC has also recommended that we bring in a fourth position. The position would focus on member services with training in accounting and also train in the administrative assistant duties.

On a motion made by D. Gendron and second by S. Hanks, the Board voted to approve the additional position of member service/accountant based on the job description provided and with a starting salary at the entry level grade 9 position.

#### FY 2006 Budget

After a short discussion of the budget and any additional expense from the above noted motions, the Board voted the FY 2006 budget.

Motion by D. Gendron and second by H. Sanderson to approve the FY 2006 budget, as amended by the addition of a new position, for a total budget of \$615,074.00.

#### 2006 Meeting Dates

It was agreed that the regularly scheduled meetings for calendar year 2006 will be on the last Tuesday of the month except in December when it will be the third Tuesday. A meeting notice will be sent to unit clerks and treasurers.

#### Staff Evaluations

Motion by D. Gendron and second by S. Hanks to give Dale Kowacki and Carrie Stevens a merit increase of 3% each based on the results of their 2005 staff evaluation. Furthermore, a merit increase may be reviewed for Susan Bobe at the end of her six month probationary period (2/7/2006).

#### Co-Chair/Assistant Treasurer

A Co-Chair/Assistant treasurer designation has been suggested as a necessary position in the event that catastrophe befalls the Board Treasurer. The assistant treasurer part of the position would be able to sign checks and transfer funds between banks. The co-chair could run the meetings in the absence of the chair, preview draft agendas, discuss workflow/workload with the administrator and assist with staff evaluations. The discussion was tabled to the next meeting due to lack of time.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

OCTOBER 27, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe; Greg McNeillie of Dahab Associates; Ed Ingalls and Brian Houle of IR&M and Ken Martin of MetLife; Michael Daly, FAA, Inc.

Review and Acceptance of Meeting Minutes

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to accept the minutes of the regular board meeting held on September 29, 2005.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by P. Mokrzecki, the Board voted to approve the October 28, 2005 payroll in the amount of \$338,591.44.

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the October 28, 2005 bill warrant in the amount of \$53,610.85.

On a motion made by S. Hanks and second by H. Sanderson, the Board voted to approve the October 28, 2005 refund warrant in the amount of \$16,520.63.

On a motion made by S. Hanks and second by H. Sanderson the Board voted to approve the October 28, 2005 transfer warrant in the amount of \$81,150.97.

New Members

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
AESCHBACK, MARGARET A.	MOH	
ANNEAR, TINA L.	NSW	8-30-05
ANNEAR, TINA L.	STB	8-30-05
BAKER, LAUREN F.	CON	8-31-05
BRAULT, CHRISANN	ERV	9-27-05
BRISBOIS, SHANNON	FCH	9-12-05
COX, FLORA W.	SND	9-27-05
CUTTER, GREGORY A.	MOH	
DODGE, JOLENE M.	HLT	9-15-05
DUCHARME SWEENEY, SUZANNE	NTD	9-26-05
GASPAR-DAMON, MARY G.	FRN	
GERANTE, JOSEPH F.	NTD	10-3-05

HAGAR, DEBRA L.	FRN	10-3-05
HUSTED, DORIS T.	DER	9-1-05
KEARNEY, MARY E.	MOH	8-29-05
LEBOEUF, JEFFREY R.	MOH	9-12-05
LOYND, KELLY A.	LEV	8-30-05
PATTAVINA, MICHAEL J.	FRG	10-10-05
SUCHENSKI, KAREN A.	CON	8-31-05
WHITNEY-LUSSIER, FAYE A.	ASH	8-11-05
WOLFRAM, ELIZABETH G.	CON	10-3-05

Existing Members – new units -

MITCHELL, MELISSA J.	SND	8-31-05
MOUSSEAU, STACEY L.	WEN	9-21-05
PACIOREK, JOHN JR.	SHB	9-15-05

New Retirees

On a motion made by S. Hanks and second by P. Mokrzecki the Board voted to approve the retirement benefits for the following members:

Roger Bassett – NFD, Effective 10/1/05 Superannuation A PERAC approval received  
Barbara Hiscock – MHR, Effective 9/5/05 Superannuation B PERAC approval received

On a motion made by H. Sanderson and second by S. Hanks the Board voted to approve the survivorship Option D benefits for the following:

Samoriski, Henry – Option D spouse of Julianna. DOD 3/11/03. PERAC approval for Option D benefits received in August 2005. Mr. Samoriski has been receiving benefits since 2003 without PERAC approval.

Accept Liability for Buybacks through other Systems

On a motion made by P. Mokrzecki and second by S. Hanks the board voted to accept the following liability for buybacks through other system:

Lorraine Seymour – MTRB, on behalf of former member, requests FCRS to accept 4 months liability for creditable service upon payment to MTRS of refund given 4/30/82 for \$249.21. Service was through Franklin Regional Transit Authority from 11/30/81 through 3/30/82.

Gail V. Weston – HCRS on behalf of former member, requests FCRS accept 1 year, 6 months liability for make-up of credible service upon payment to HCRS. Ms. Weston was eligible for membership beginning 1/1/1988 and due to clerical error her membership became effective on 7/1/1989. Credible service may be purchased by Ms. Weston at a purchase price equal to the regular deductions, without accrued interest, that she would have paid if she had become a member at her earliest opportunity. Payment will be calculated by and paid to the Hampshire County Retirement System.

Marjorie Senecal – MTRB, on behalf of former member, requests FCRS to accept 3 years, 6 months, 10 days liability for creditable service upon payment to MTRS of refunds given 5/31/82 and 11/30/83. Service was through the Town of Ashfield and BCS beginning in September 1978 through June 1983.

Creditable service make-ups and buybacks

On a motion made by S. Hanks and second by D. Gendron the board voted to accept the Creditable service upon payment for buybacks and make-ups through our system:

Robert Baker – active member, requests option of buyback of refund from MTRS for service between 8/30/76 and 10/11/1985. Total buyback cost is \$27,359.82 if paid by 11/30/05. MTRS accepts liability for 9.1366 years of service upon payment to FCRS.

Elizabeth Cummings – active member, requests option to make-up for 6 years, 10 months, 23 days creditable service for work in the Mahar Regional School District from 9/1/67 to 6/30/82. Total cost of make-up is \$8,090.40 if paid by 11/30/2005.

Andrew French – active member in both Franklin and Hampshire County Retirement Systems requests buyback of 4 years military service, for active duty between 7/3/1961 and 3/1/1966. Total cost of buyback is \$10,095.02 payable to FCRS prior to retirement.

Cheryl Gillman – active member requests option to make-up 11 months 28 days creditable service for time between 9/1/1997 and 6/30/2000 as a substitute and part-time nurse in the Frontier Regional School District. Total cost of purchase is \$3,474.28 if paid by 11/30/05.

Elizabeth Johnson – active member requests buyback of 4 years military service, for active duty between 11/19/85 and 2/28/93. Total cost of buyback is \$4,480.32 payable to FCRS prior to retirement.

M. Anne Perkins – active member requests option to buyback refund from MTRS for service between 3/15/86 and 6/30/87. Total cost of buyback is \$5,195.29 if paid by 11/3/0/05. MTRS accepts liability for 1.3 years of service upon payment to FCRS.

## Old Business

Cash Transfers to Investments - Two motions were made at the regular Board meeting of 9/29/05 to transfer funds from GSB and MMDT to investments to be allocated as per the percentage guidelines as set forth in the Board regulations. The Board was advised that the motions to transfer funds should include the dollars allocated to specific funds.

On a motion by P. Mokrzecki and second by S. Hanks the Board voted to allocate the transfer of two million dollars from the Greenfield Savings checking account and the closing and transfer of the balance (in excess of \$721,329) in the Massachusetts Municipal Depository Trust account voted at the September 29, 2005 Board meeting as follows: \$400,000 to PRIT International Equity, \$260,000 to PRIT Real Estate, \$350,000 to Rothschild Mid Cap, and the balance (in excess of \$1,711,329) to the Rhumblin S&P 500 Index Fund.

## New Business

- Disability Retiree Daniel Atkins has reported earned income in excess of allowable levels and is required to make arrangements to pay back a calculated overage. He has contacted the office and would like us to recover the \$2061 in excess payments over a 4 month period.

On a motion by D. Gendron and second by P. Mokrzecki the Board voted to accept a recovery schedule for earned income in excess of allowable levels from Daniel Atkins as noted: Beginning with the November 2005 payroll, through the January 2006 payroll, withhold \$571.02. The remaining balance of \$348.34 should be withheld from the February 2006 payroll.

- 2006 Meeting Dates – The Thursday morning meeting dates were presented for approval. Alternative days were suggested with general consensus that Tuesday mornings were preferred, pending D. Gendron's review of his schedule. The topic was tabled until the November 17, 2005 meeting.

Election mailings for candidates - a potential candidate has requested name and address information in order to mail his candidacy statement to members. At the 9/26/02 meeting, the Board voted to

recommend to the Advisory Council to eliminate the 50 word statement with the ballot mailing. New privacy laws do not allow access to address information however PERAC has outlined a procedure for Boards to adopt in election cases.

On a motion by D.Gendron and second by Herb Sanderson the Board voted to adopt the procedure for granting access to names and addresses of members and retirees for electoral candidates as outlined in a letter to PERAC dated October 27, 2005 and included with these minutes as Addendum A.

- FY 2006 Budget – The Board will be voting on the budget at the November 17, 2005 meeting. Discussed. No changes suggested.

- Cost of Living Adjustment – FCRS policy on COLA increases and a printout from the U.S. Department of Labor indicating CPI for the Northeast region was presented to the Board to begin a discussion of COLA raises for staff. Clarification and/or amendment to wording in the Personnel Policy is needed regarding averaging of monthly change or change from June to June. Further discussion was tabled until the November 17, 2005 meeting.

Additional funding required for FAA, Inc.'s services through the end of 2005.

On a motion made by H. Sanderson and second by D. Gendron the Board voted to approve an additional allocation of \$10,150 for services rendered by Michael Daly and FAA, Inc..

### Manager's Reports

Ed Ingalls and Brian Houle, representatives from IR&M, the Board's Bond manager, offered an update on the firm, IR&M investment results and strategy and process. IR&M had the floor for 30 minutes. (D. Gendron excused himself from the meeting at this point)

Ken Martin, representative from MetLife, offered an overview on the Index Track Grand Central Bond Master Fund, Market Value Statements and the MetLife Financial Quarterly Statement. MetLife had the floor for 30 minutes.

Michael Daly, FAA, Inc discussed his initial findings and work on the financial statements from 2003 and forward. He noted that the issues he is working through appear to be systemic and not fraudulent. The required recording and reporting for investments is being set up in a Quicken Software program that will be able to produce reports for PERAC in the correct format. He also noted that depending on the 2003 findings, additional work on financial statements prior to 1/1/03 may or may not be required by PERAC. (P. Mokrzecki excused himself from the meeting at this point)

Greg McNeillie, Dahab Associates – Greg presented the third quarter review of the investment portfolio. He will be e-mailing D. Kowacki the full FCRS Investment Policy.

### Administrator's Report

Regulations on file with PERAC - Under review is a request for credible service for a current member of the Montague Retirement System. A letter from PERAC suggests that they do not have an approval on file for the Supplemental Regulation voted on by the Board on 3/10/1965. The staff is following up on this possibility.

Thomas Arsenault Disability application - A disability retirement application has been received from Thomas Arsenault, Pioneer Regional School District custodian. The staff is in the process of collecting medical information and will forward to legal counsel when all medical files have been received.

Assistant Treasurer –An assistant treasurer designation has been suggested as a necessary position in the event that catastrophe befalls the Board Treasurer. The position would be able to sign checks and transfer funds between banks. The discussion was tabled until the full Board was available to comment.



(D. Gendron excused himself at 9:45 am. P. Mokrzecki excused himself at 10:40 am)

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

SEPTEMBER 29, 2005

The regular meeting of The Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM. by Committee member Herb Sanderson, with Board members David Gendron, Paul Mokrzecki and Sandra Hanks present. Patricia Auchard was absent. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

On a motion made by Dave Gendron and second by Sandra Hanks the Board voted to accept Herb Sanderson as acting chairperson in Patricia Auchard's absence.

Review and Acceptance of Meeting Minutes

On a motion made by D.Gendron and second by H.Sanderson the Board voted to accept the minutes of the regular board meeting held on August 25, 2005.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S. Hanks and second by D. Gendron the Board voted to approve the September 30, 2005 payroll in the amount of \$337,898.98.

On a motion made by D.Gendron and second by S. Hanks the Board voted to approve the September 30, 2005 bill warrant in the amount of \$17,894.24.

On a motion made by D.Gendron and second by S. Hanks the Board voted to approve the September 30, 2005 refund warrant in the amount of \$58,002.42.

On a motion made by S. Hanks and second by D.Gendron the Board voted to approve the September 30, 2005 transfer warrant in the amount of \$122,635.88.

New Members

On a motion made by D.Gendron and second by S. Hanks the Board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
ABBOTT, KATHRYN E.	PNR	8-31-05
ANDERS, ELLIOT	MOH & HLT	9-1-05
BAILEY, CHRISTOPHER J.	FRN	9-6-05
BAKER, ADAM D.	PNR	8-19-05
BILLINGS, GARY G.	LEV	9-26-05
BOCKUS, SUE	PNR	8-31-05
BONK, STEPHEN E.	MHR	8-29-05
BROWNING, MICHAEL S.	MHR	8-29-05
CIESLA, TAMMY	FRN	9-19-05

CUNNINGHAM, KATHLEEN FRN 8-31-05  
 DONAHUE, CYNTHIA J. HLT 8-29-05  
 FEENEY, MAURA E. SND & DER 8-30-05  
 GEWANTER, KRISTIN DER 8-31-05  
 HALL, LINDA L. MHR 8-24-05  
 HANCOCK, BARBARA J. WTY 9-6-05  
 HARDING, THOMAS E. STB 8-22-05  
 HASELTON, HELEN M. PNR 8-31-05  
 HENSON, JESSE R. WTY 8-31-05  
 HUSTON-SKUTNIK, BETSY S. MOH 8-29-05  
 KELSEY, MARILYN FRN 9-27-05  
 LEBOEUF, DENISE B CON 8-31-05  
 MCCOY, ELIZABETH STB 8-29-05  
 MORVIDELLI, DAMIEN K. DER 9-1-05  
 MORVIDELLI, DAMIEN K. SND 8-29-05  
 OBERT, SUZANNE R. MOH 8-31-05  
 PAIGE, MELISSA R. MHR 8-29-05  
 PERRY, PHYLLIS R. CON 8-31-05  
 PETERS, SALLY A. SND 8-31-05  
 PIERCE, DAWN M. MNR 8-1-05  
 PURINGTON, NANCY M. MOH 8-29-05  
 RAMMACHER, KATE E. FRN 8-31-05  
 REILY, BARBARA F. STB 9-6-05  
 RICE, CARRIE J. HLT 8-29-05  
 SIMOS, MARGARET L. FRN 8-31-05  
 SOBIESKI, YOLANTA K. FRN 8-31-05  
 WALLACH, KIM PNR 9-12-05  
 WEIS, RICHARD C. SND 9-1-05  
 WILLIS, LAURA J. MOH 9-12-05  
 ZUCKER, ANDREA H. FRN 8-31-05

Existing Members – different units

BUTLER, SARAH L. SND 9-1-05  
 SENCABAUGH, JULIE A. DER 7/13/05 TO 8/12/05 SUMMER TUTOR  
 THIEM, KATHERINE MHR 8-29-05  
 ZUKOWSKI, DEBORAH L. MOH 8-29-05

Acceptance of Liability for Buybacks through other systems

On a motion made by P. Mokrzecki and second by S. Hanks the board voted to accept the following liability for buybacks through other systems and Creditable service buybacks and make-ups through our system:

Charlene Malek – 9 months, 22 days upon payment to Massachusetts Teachers' Retirement System. Malek was eligible for membership at the time of her service, Sept. 8, 1972 through June 30, 1973, but was not enrolled. Clerical error is assumed. Creditable service will be awarded when payment is made to MTRS.

Debbie J. Nutter - 10 years 4 months 3 days of creditable service upon payment to Middlesex Retirement System. She took a refund of \$14,556.36 (\$12,931.42 Deductions, \$1,624.94 interest) on June 30, 2001. Her dates of service were August 28, 1989 to October 29, 1999. She served as the elected Tax Collector for the Town of Orange from October 1993 to October 29, 1999. Previous service was as a Special Needs Aide for Ralph C. Mahar Regional School.

Brenda Filipkowski – 5 years of creditable service upon payment to Greenfield Retirement System. She took a refund of \$2037.83 (\$1639.82 Deductions, \$398.01 interest) on July, 27, 1984. Her dates of service were February 21, 1979 to June 25, 1984 serving as Union 38 Cafeteria Manager.

#### Creditable service make-ups and buybacks

Tracey L. Baronas - 1 year, 8 months, 5 days creditable service with the Town of Colrain from May 21, 2001 to November 15, 2004 for part-time work as Administrative Assistant Clerk and Town Accountant. The total cost of the purchase is \$3,404.94 if paid by October 31, 2005 otherwise interest will accrue at the rate that is allowed by law.

JoAnn L. Greenleaf - accept liability of 1 year and 13 days creditable service(pro-rated), upon payment to Montague for part-time service with the Town of Erving from August 23, 1984 to June 30, 1988

Elizabeth Nichols – make-up of 2 years, and buyback of additional 2 years (total of 4 yr, 0 months, 0 days) creditable service with the Town of Heath, Elected Tax Collector, May 1988-December 1989 and May 1995 to June 1996 respectively. The total cost to purchase the 88-89 make up is \$460.44 and \$445.44 to purchase the 95-96 buyback payable for December 31, 2005 otherwise interest will accrue at the rate that is allowed by law.

Richard Card, Sr. – Military Service buyback of 3 years, 11 months from February 7, 1950 to February 5, 1954. Total cost is \$10,206.76.

Ronald Wickey - 2 years military service from March 9, 1971 to March 8, 1973. Total cost is \$289.60

James Lyons – buyback purchase of 54 months equaling 4 years, 6 months credible service with the Town of Leverett as a police officer. July 1, 1988 to December 15, 1993, refunded in 1995. The total cost to purchase the credible service is \$1626.78 if purchased before 10/31/2005 otherwise interest will accrue at the rate that is allowed by law.

Peter Sanders – 4 years military service from September 23, 1982 to September 22, 1986. Total cost is \$12,137.91.

Eileen Strzegowski – make up of 5 years, 0 months, 0 days creditable service with the Town of Conway from October 1986 - December 1990 at a total cost of \$2829.96.

Thomas Swan – 7 years, 10 months, 28 days buyback of creditable service with the Town of New Salem, June 8, 1981 – May 5, 1989 at a total cost of \$10,002.36. Swan refunded in 1989 and returned to town work in 1990.

Barbara Veal – 3 years, 10 months, 20 days buyback of creditable service with the Town of Whately from March 23, 1988 to February 11, 1992. Total cost of buyback is \$2652.07.

#### Administrator's Report

The deaths of following four members were reported to the Board:

- Jean Smith – DOD 9/28/05 – County – Option A, no payout/beneficiary
- Donald Hillman – DOD 9/9/05 – Colrain - Option A, no payout/beneficiary
- Myrtle Henley – DOD 9/20/05 – Orange - Option A, no payout/beneficiary
- Loretta Stemple – DOD 9/24/05 – Shelburne – Survivor of Edward

2005 Cash Flow - A spreadsheet of the cash flow through GSB was presented to the Board and reviewed for available cash to transfer to investments. It was noted that approximately \$700 K was in an account at MMDT and should be considered for transfer as well.

On a motion by P. Mokrzecki and second by S. Hanks, the Board voted to transfer \$2 million from Greenfield Savings Bank to investments to be allocated as per the percentage guidelines set forth by the Board.

On a motion by S. Hanks and second by D. Gendron, the Board voted to close the Massachusetts Municipal Depository Trust account and transfer the balance of the account to investments to be allocated as per the percentage guidelines set forth by the Board.

2005 Expense report – The administrator presented a summary report to the Board showing Y-T-D expenditures against the budget and the current balances. A detail of line items were included in the package.

Elections – It was noted that we have had two inquiries regarding nomination papers and presume that a ballot election will be required. S. Hanks confirmed her intention to run for re-election.

H. Sanderson commented on the September Advisory Committee meeting and noted that an additional meeting will be held on October 12, 2005 for the election of an advisory council member to the Board. The annual meeting will be held immediately following the regular meeting of the Board on November 17, 2005.

D. Kowacki reviewed his findings on the roll of the Advisory Council in the Budget approval process. Barbara Phillips from PERAC legal department interprets the law as this: FCRS must send a copy of the budget to the legislative body of each unit at least 30 days prior to the voting of the budget by the Board. The Advisory Council members then certify, by their vote, that the budget being approved by the Board is the budget that was presented to them. The units may not vote to increase or decrease the budget, however they may appropriate additional unit funds to support the budget if they so choose.

It was agreed that D. Kowacki would send a copy of the draft budget to the selectmen and treasurer of each FCRS unit at least 30 days prior to November 17, 2005.

The draft budget provided in hand was discussed.

On a motion by P. Mokrzecki and seconded by S. Hanks, the Board approved the distribution to selectmen and treasurers of member units, the proposed CY2006 budget of \$570,634.

PERAC Auditor's draft notes - For the period ending 12/31/2003, a recommendation has been made that the Board seek an audit on an annual basis. Michael Daly is highly recommended by PERAC and will conduct a more in-depth review of the system for 2004 and 2005 in his current consultant work at FCRS. However, he is not a CPA able to provide a financial audit. The Board directed Dale to find estimates of the cost for an annual audit.

Lease agreement for the current office space - Dale was directed not to seek a lease agreement and when time allows, he should research alternate office space. It was also noted that information should be sought regarding the applicability of a Regional Retirement System vs. a County Retirement System.

#### Ongoing Business

C. Blair - disability application – Mr. Blair has withdrawn his application and returned to work as the full-time police chief for Erving.

R. Beck – disability application – Medical panel findings returned. Attorney Sacco recommends Board approval.

On a motion by D. Gendron and seconded by P. Mokrzecki the Board voted to approve the Accidental Disability application of Mr. Robert Beck, Northfield Unit, and award him Accidental Disability Retirement.

S. Wilson - disability application – Attorney Sacco recommends that the Board accept the application and set a date for an evidentiary hearing.

On a motion by D. Gendron and seconded by P. Mokrzecki the Board voted to accept the Accidental Disability application of Mr. Steve Wilson, County Unit, and set a date for an evidentiary hearing with Attorney Sacco present.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

AUGUST 25, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Due to an emergency, Sandra Hanks made an appearance but was not able to stay for regular Board business. Also present, Administrator Dale Kowacki and Assistant Administrator Susan Bobe.

Review and Acceptance of Meeting Minutes

On a motion made by D.Gendron and second H.Sanderson the board voted to accept the minutes of the regular Board meeting held on July 28th and continued on August 4, 2005 as printed.

Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H.Sanderson and second by P. Mokrzecki the board voted to approve the August 31, 2005 payroll in the amount of \$333,872.43.

On a motion made by D.Gendron and second by H.Sanderson the board voted to approve the August 25, 2005 bill warrant in the amount of \$14,993.66.

The Administrator did not present a warrant for refunds or transfers for August 31, 2005.

New Members

On a motion made by D.Gendron and second by P. Mokrzecki the board voted to approve membership for the following new members:

NAME	UNIT	DATE OF HIRE
ARSENAULT, WILLIAM	WARWICK	7-1-05
BAKER, CHERYL Y.	PIONEER	8-30-05
BELL, JAMES H.	PIONEER	8-31-05
BOBE, SUSAN M.	FCRS	8-8-05
BRACCIA, ELIZABETH	CONWAY	7-13-2005
CARROLL, PATRICK	WENDELL	7-1-05*
JARVENPAA, SCOTT	NEW SALEM	8-8-05
KOSAKOWSKI, MARTHA	FRONTIER	8-31-2005
NATICHIONI, BARBARA	FRONTIER	8-31-2005

NICHOLS, ALAN L.	BUCKLAND	7-25-05
WYSK, KENNETH R.	ORANGE	8-1-05

\*Pat's start date on the form is 10-2-04, but deductions did not start until 7-1-05.

Existing Members – different units

BOEHMER, MARY E.	ROWE	7-5-05 (summer only)
GIRARD, STEVE	ASHFIELD	7-1-05
JOHNSON, MICHAEL S.	BUCKLAND	6-29-05
WARGER, HEIDI	COLRAIN	7-12-05

New Retirees

On a motion made by D.Gendron and second by H. Sanderson the board voted to approve retirement for the following members:

Nancy L.Marchefka – June 30, 2005 – Option A – Group 1  
Susan P. Budrewicz – June 30, 2005 – Option B – Group 1

The board further issued a directive to the Administrator not to begin a member's retirement allowance until PERAC approval has been received.

Administrator's Report

The deaths of following two members were reported to the board:

Carroll B. Stowe – DOD 8/18/2005 - Rowe – Option C, beneficiary is wife  
Shirley Trenholm – DOD 8/17/2005 – Conway – Option A, no payout/beneficiary

Ongoing Business

Security systems – no progress to report

Rothschild contract – P. Auchard stated that this process was almost complete. One additional signature was required at Greenfield Savings Bank before a wire could be made to the Rothschild account.

Chris Blair disability application– Medical panel report has been received and indicates disability, but not work related. All indications are that a denial of the application would be appropriate. The board reviewed a letter that was sent to the applicant and agreed to defer their decision on this case until the September meeting. Questions referred to Michael Sacco.

Status of Robert Beck's disability application– Medical panel appointments have been scheduled during August 2005. D. Kowacki will present the panel report to the board at the September meeting.

Investments

Greg McNeillie presented the quarterly review for the investments. Overall return over the last quarter was 2.6% and 9.3% over the last year. Real Estate investments were performing very well.

As PERAC suggests that boards meet with their investment managers at least once per year Greg suggested that one manager attend a meeting per quarter starting with IR&M and MetLife at the November meeting. He will send a draft schedule for attendance by other managers for the rest of the year.

In addition, cash balances held in the Greenfield Savings Bank should be reflected in the performance review presentation. D. Kowacki will arrange for Greg to receive a statement on this account so that it can be added. As balances in this account grow , Greg will make investment suggestions to the board.

New Business

New disability application – Steve Wilson submitted an accidental disability application. P. Auchard recommended the package be sent to Attorney Michael Sacco for advisement prior to accepting the application. The board deferred discussion until such time that all members have an opportunity to review the application and legal advice has been received.

New administrative assistant position – D. Kowacki asked the board to review a request for an additional position. This subject was deferred to the September meeting.

D. Kowacki presented a time estimate for cleaning up the accounting back log and addressing auditor issues including the annual report. The board discussed the substance of the back log and the level of help that will be required to address the different issues. It was agreed that the budget allotted for accounting help from Melanson Heath & Company at last month's meeting would not be changed at this time. However, additional expertise from Michael Daly at FAA, Inc may be required.

On a motion made by H.Sanderson and second by P. Mokrzecki the board voted to appropriate up to \$15,000 to obtain the services of Mike Daly for help reconciling audit problems and the 2004 Annual Report.

#### Actuarial analysis -

On a motion made by H.Sanderson and second by P. Mokrzecki the board voted to postpone the actuarial analysis until 2006, conducting it in the third year as allowed by PERAC, if any contractual agreement that might be in place with Larry Stone is renegotiable.

On a motion made by P. Mokrzecki and second by H.Sanderson the board voted to approve time worked in prior units to Susan Bobe for the purpose of vacation accrual as calculated by the administrator and allowed in the FCRS Personnel Policy.

Election process – The elected board position of Sandra Hanks expires on 12/31/05 and so does the position elected by the Advisory Council. The board was presented with a timeline for the member's election process noting the initial Advisory Council meeting on September 13, 2005.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

JULY 28, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was lacking a quorum and was adjourned to Thursday, August 4, 2005 at 8:30 AM at the same location, by Chairperson Patricia Auchard.

On Thursday, August 4, 2005, the regular meeting of the Franklin County Retirement was called to order at 8:36 AM. by Chairperson Patricia Auchard, with Board members David Gendron and Herb Sanderson present. Also present, Administrator Dale Kowacki.

#### Review and Acceptance of Meeting Minutes

On a motion made by D.Gendron and second H.Sanderson the board voted to accept the minutes of June 30, 2005 as printed.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by H.Sanderson and second by D.Gendron the board voted to approve the July 30, 2005 payroll in the amount of \$334,699.89.

On a motion made by D.Gendron and second by H.Sanderson the board voted to approve the July 28, 2005 refunds warrant in the amount of \$42,921.80.

On a motion made by H.Sanderson and second by D.Gendron the board voted to approve the July 28, 2005 transfers warrant in the amount of \$13,301.05.

On a motion made by D.Gendron and second by H.Sanderson the board voted to approve the July 28, 2005 bills warrant in the amount of \$64,071.03.

On a motion made by D.Gendron and second by H.Sanderson the board voted to approve the July 19, 2005 refund warrant in the amount of \$1,454.85.

#### New Members

On a motion made by D.Gendron and second by H.Sanderson the board voted to approve membership for the following new members:

Peter J. Billiel – Mahar – FT custodian (Veteran)

Lisa M. Caranfa – Orange – FT airport employee

Salvatore L. DeMaio, Jr. – Frontier – Computer Tech

Kathleen P. Dewey – Whately – Long-term Substitute Teacher (Member in DER)

Randy S. Gordon – New Salem – Elected School Committee



Michael S. Johnson – Colrain – PT firefighter (Veteran) (Member in MOH)  
Sarah M. Kohler – Leverett - Substitute Teacher (Member in NSW)  
Mary H. Lapinski – Frontier – Instructional Asst.  
Sandy Moya – Frontier – Computer Tech  
Gary M. Sibilis – Erving – Acting Police Chief (Member in NTD)  
Elizabeth C. Sicard – Erving – Municipal Clerk  
James J. Slowinski – FRCOG – Electrical Inspector  
Cherrie L. Smart – Buckland – Assessor’s Admin. Asst. (Member in COL)  
Joseph R. Sonntag – Heath – Highway Laborer  
Tom E. Spiro - Conway – Administrative Aide

#### Deaths (applications for survivorship)

On a motion made by D.Gendron and second by H.Sanderson the board voted to approve the application of Carol T. Marchefka for spousal survivor benefits, wife of Edward Marchefka, DOD of May 21, 2005.

#### Administrator’s Report

The new employee, Susan Bobe will start August 8, 2005.

Chris Blair disability application– Medical panel appointment was July 29, 2005

Robert Beck disability application– Medical panel appointments have been scheduled during August 2005.

Walter Kleeberg refund application– resolved and refund issued.

There was a discussion of investment returns, audits and accounting issues. The members present asked the administrator to obtain a comparison of investment returns for all retirement systems in Massachusetts for the August 25, 2005 meeting, as well as the cost of joining the Pension Reserves Investments Trust (PRIT).

On a motion made by P.Auchard and second by D.Gendron the board voted to direct the Administrator to enter into an agreement with Melanson Heath & Company, PC for two weeks of accounting consulting to close the 2004 ledgers, prepare the PERAC annual report, address audit concerns, and get the 2005 ledgers up-to-date. The total of the work is not to exceed \$6,000.

The board discussed the scheduling of the two Advisory Council meetings in 2005. One could be held soon (September), and the other later (December), or both could be held one-after-the-other on the same day. The board indicated it did not want to do them as evening, dinner meetings but prefers they be scheduled during regular business hours and if possible, immediately following a board meeting.

The board discussed the schedule of the budget process for 2006. They will hold a budget meeting in September or October, vote on the budget in October or November, and present the budget to the advisory council in November or December.

JUNE 30, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandra Hanks, Paul Mokrzecki and Herb Sanderson present. Also present, Administrator Dale Kowacki.

#### Review and Acceptance of Meeting Minutes

Revote of Minutes of April 28, 2005 – On a motion made by S.Hanks and second by D. Gendron the board voted to accept the minutes of April 28, 2005 as printed.

The question arose at the May 26, 2005 meeting as to whether there was a quorum of the board that had been in attendance at the April meeting to vote to accept the minutes from same. Legal counsel opinioned that there was not and a revote was necessary.

Minutes of May 26, 2005 – On a motion made by S.Hanks and second by P. Mokrzecki the board voted to accept the minutes of May 26, 2005 as printed.

Minutes of June 23, 2005 – On a motion made by S.Hanks and second by P. Mokrzecki the board voted to accept the minutes of June 23, 2005 as printed.

Minutes of June 27, 2005 – On a motion made by P. Mokrzecki and second by D.Gendron the board voted to amend the minutes of June 27, 2005 by changing the last sentence to read “After a thorough discussion, it was the consensus of the board to offer the position to Susan Bobe.” On a motion made by S.Hanks and second by P. Mokrzecki the board voted to accept the minutes of June 27, 2005 as amended.

#### Payroll, Refunds, Transfers and Bills Warrants

On a motion made by S.Hanks and second by H.Sanderson the board voted to approve the June 30, 2005 payroll in the amount of \$325,966.42.

On a motion made by D.Gendron and second by S.Hanks the board voted to approve the June 30, 2005 refund warrant in the amount of \$13,823.78.

On a motion made by P.Auchard and second by S.Hanks the board voted to approve the June 30, 2005 bills warrant in the amount of \$32,214.30.

#### New Members

On a motion made by H.Sanderson and second by D.Gendron the board voted to approve membership for the following new members:

Jacquelyn M. Boyden – Northfield – Property Inspector for Assessors  
Debra B. Pichanick – Shutesbury – Selectman  
Christopher J. Radzuik – Bernardston – Highway Laborer  
Phoebe Walker – Buckland – Moderator

Kenneth D. Ouimette – Conway – Police Chief

and hold approval for the following new members until it could be researched as to why they wouldn't become members of the Massachusetts Teachers Retirement System.

Kathleen P. Dewey – Whately – Long-term Substitute Teacher  
Sarah M. Kohler – Leverett - Substitute Teacher

#### New Retirees

On a motion made by S.Hanks and second by P.Mokrzecki the board voted to approve the retirement of the following members:

Jean E. Dwight – May 31, 2005 – Option B – Group 1  
Steven L. Wilson – June 1, 2005 – Option B – Group 1  
Kenneth E. Trask – June 11, 2005 – Option A – Group 1

#### Accept Liability for Buybacks through other Systems

On a motion made by P.Mokrzecki and second by H.Sanderson the board voted to accept liability for creditable service for  
Suzanne Lehman – Mass. Teachers  
refunded December 27, 1996 in the amount of \$ 5,602.56 for service of 3 years, 4 months and 5 days as a school nurse at Mohawk Regional

#### Creditable service make-ups and Buybacks

On a motion made by P.Mokrzecki and second by S.Hanks the board voted to accept liability for creditable service and approve a makeup payment for  
Henry Leuchtman – Heath – Assessor  
makeup of service as elected assessor from January 1, 1996 to December 31, 2004 for 9 years for a cost of \$1,676.51 if paid by July 31, 2005

On a motion made by P.Mokrzecki and second by S.Hanks the board voted to accept liability for creditable service and approve a makeup payment for  
Patricia Raymer – Deerfield – Town Offices  
makeup for part-time, prorated service as cafeteria worker at elementary school from September 2, 1988 to December 31, 1990 for 1 year, 7 months, 4 days for a cost \$1,909.40 if paid by July 31, 2005

On a motion made by P.Mokrzecki and second by S.Hanks the board voted to accept liability for creditable service and approve a makeup payment for  
Ellen Hastings – Gill – Treasurer  
makeup for 3 years, 2 months, 2 days of creditable service as the elected treasurer (three full years), and selectmen's clerk for part-time, prorated service for the Town of Gill from June 2, 1987 to December 31, 1991. Total cost if paid by July 31, 2005 is \$1,212.55

#### Office Rearrangement

By consensus the board approved rearranging the office layout and the expenditure of up to three hundred dollars to hire help to move the large pieces of office equipment and furniture. It was agreed that doing it on a regular business day was acceptable.

#### Administrator's Report

## Deaths

Edward Marchefka – member in service – DOD was May 21, 2005, spousal survivor benefits pending  
Carrie Crosby – retiree – DOD was June 3, 2005, no annuity balance  
Robert L. Kimball – retiree – DOD was June 20, 2005, payment of annuity balance to beneficiary pending

## Personnel Policy – Request to the board for clarification of three small items:

On a motion made by D.Gendron and second by H.Sanderson the board voted to change the Personal Leave section of the Personnel Policy to replace any reference to July 1 to be January 1, any reference to June 30 to be December 31; and for calendar 2005 only, to prorate granted personal leave from July 1, 2005 to December 31, 2005, conformance with the calendar year to begin on January 1, 2006.

On a motion made by D.Gendron and second by H.Sanderson the board voted to change the Office Hours section of the Personnel Policy 8:30 am to 4:30 PM with staggered half-hour lunches between 11:30 am and 1:30 PM.

The board decided to defer a decision to clarify the wording in the personnel policy as to the acceptable starting point and ending point to be used when calculating mileage to and from events that originate from home or a location other than the FCRS office, until staff and board could do further research into the matter and present at a future meeting.

Hiring for Assistant Administrator/Accountant – interviews were done, top two selections were made, references on first have been called, applicant has been called (left message) to offer the position. Board allowed until July 8, 2005 to hear back from selected candidate before making other arrangements in case candidate doesn't respond.

Computers – All references were good for the vendor that submitted the lowest estimates (North River Computer Engineering), work has been ordered from vendor with a few slight changes, work to commence in mid to late July 2005.

Chris Blair disability application– Majority of medical records from doctors have been received, application for medical panel has been mailed to PERAC. The board expressed consensus that the FCRS would pay the vendor that requested ten dollars for providing medical records.

Robert Beck disability application– Member called to inquire as to status of application for medical panel, staff found that no progress had been made, staff moving quickly to get file in order and get application to PERAC.

Walter Kleeberg refund application– Member resigned from Bernardston, applied for refund but also has pending worker's compensation claim so refund is being held.

## Scheduled Visitors

At 11:00 am the following PERAC Officials joined the meeting to discuss Audit findings from 2003 audit just completed.

Kevin P. Blanchette – Deputy Executive Director of Operations  
Timothy McDaid – Chief Auditor  
Harry Chadwick – Western Chief Auditor  
Bob Madison – Senior Auditor

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

JUNE 27, 2005

A meeting of the Franklin County Retirement Board, duly posted, was held at 8:30 AM in the Mel Rice Meeting Room (Room 119,) of the Greenfield Community College Downtown Campus, on the above date. The purpose of the meeting was to interview candidates for the position of Assistant Administrator/Accountant. Present were Board members Paul Mokrzecki, Sandra Hanks, and David Gendron. Carrie Stevens, Administrative Assistant, was also present. Board Member Herb Sanderson was absent. Patricia Auchard recused herself from the meeting, as she is supervisor to one of the candidates. Dale Kowacki briefly interviewed each candidate in the FCRS office prior to their going before the Board.

Each candidate was given a half hour interview as follows: Linda Marcotte at 8:30, Susan Bobe at 9:00, Alice Connelley at 9:30 and Gretchen Johnson at 10:00.

After all candidates were interviewed, Dale Kowacki, Administrator, joined the Board in making its decision. After a thorough discussion, it was the consensus of the board to offer the position to Susan Bobe.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

JUNE 23, 2005

A meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA., on the above date, was called to order at 8:40 AM by Board member Herb Sanderson. The meeting was held in the Administrator's office in Suite 311 because the door could not be unlocked. Present were Board members Paul Mokrzecki, Sandra Hanks, David Gendron, and Herb Sanderson. Also present were Dale Kowacki, Administrator and Carrie Stevens, Administrative Assistant.

Patricia Auchard recused herself from the meeting, as she is supervisor to one of the candidates.

Candidates and their qualifications for the position of Assistant Administrator/Accountant were discussed. The field was narrowed to four applicants: Susan Bobe, Alice Connelley, Gretchen Johnson and Linda Marcotte. It was agreed that the interviews would be held on Monday, June 27, 2005, beginning at 8:30 AM in Room 119 at the Greenfield Community College next door. Prior to that, Dale will interview the candidate in the FCRS office, Room 311, to talk with them and do a brief skills test. Each candidate will then be given a half hour interview with the Board.

There was a brief discussion concerning the revised personnel policy pay increases, starting salary, and when the first COLA increase should be offered to the candidates. The Board felt that the personnel policy would fully address the timing of COLA and merit increases.

FRANKLIN COUNTY RETIREMENT SYSTEM  
BOARD MEETING

MAY 26, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order

at 8:40 AM. by Board member Sandra Hanks who was unanimously voted to be chair for the meeting on a second by Board member Paul Mokrzecki, with Board members Sandra Hanks, Paul Mokrzecki and Herb Sanderson present. Board Chairperson Patricia Auchard was away on her honeymoon, Board Member David Gendron had notified the board that he would be absent for work related reasons. Also present, Administrator Dale Kowacki. Financial Advisor, Gregory McNeillie of Dahab Associates joined the meeting at 8:55 AM.

## New Business

Minutes of April 28, 2005 – Paul moved, Sandy seconded, all unanimous AYE to approve the minutes as written. Discussion proceeded vote as to whether it was correct for the three members present to vote, given that only two of them were present at the April 28th meeting. A decision was made to allow Sandy to second the motion instead of Herb. Dale said he would research the question for future reference.

Minutes of May 9, 2005 – Paul moved, Herb seconded, all unanimous AYE to approve the minutes as written.

Payroll, Refunds, Transfers and Bills Warrants – Paul moved, Herb seconded all unanimous AYE to approve the warrants as printed.

Payroll - \$324,155.79

Bills - \$24,293.45

Refunds - \$17,735.83 net to members, \$2,241.94 to IRS, \$479.73 interest retained

New Members – Paul moved, Herb seconded, all unanimous AYE to accept the new members as listed.

Bruce E. Jouannet - Conway Grammar – Head Custodian

Jeanne M. Jouannet – Conway Grammar – Cafeteria Manager

Kathleen B. Krawczyk – Shelburne – Assistant Assessor

Henry M. Leuchtman – Heath – Elected Assessor

Herb had thought the Jouannets had been working in the system for some years and was curious as to why they were only now being presented as new members. Dale said he would research and report back.

Accept Liability for Buybacks through other Systems – Paul moved, Herb seconded, all unanimous AYE to approve the buyback as listed.

Brain T. Tassone – State Retirement

refunded July 26, 1996 in the amount of \$371.81 for service of 1 year, 3 months, 25 days

Sandra J. Fellows – State Retirement

refunded August 4, 1992 in the amount of \$179.16 for service of 10 months

Barbara L. Williams (Aiston) – Greenfield Retirement

refunded October 31, 2000 in the amount of \$4,800.40 for service of 6 years

Creditable service make-ups and Buybacks – Paul moved, Herb seconded, all unanimous AYE to approve the makeups and buybacks as listed.

Mark L. DeJackome – Shelburne – Police Chief

Buy Back of service refunded from Athol Retirement System – 10 months, 14 days for a cost of \$1,549.19 if paid by June 30, 2005

Patricia Raymer – Deerfield –

Buy Back of service refunded from this system – 5 years, 2 months, 12 days for a cost of \$4,335.12 if paid by June 30, 2005

Disability Retirement Application – Herb moved, Paul seconded, all unanimous AYE to accept the disability retirement application of:

Christopher M. Blair – Erving – Police Chief

Administrators Report

Audit – field work complete, exit conference June 30, 2005 at 11:00 am

Hiring for Assistant Administrator/Accountant – Advertisements were placed in The Recorder and the Gazette, and the job was posted on the PERAC website, as well as emailed to unit treasurers, emailed to Western Mass retirement systems, and a request was made of MACRS to email the job posting to their email contacts throughout the state. A schedule for meeting to discuss applicants to interview and dates to do the interviews was distributed and discussed. Paul commented that he was away the week of June 13 through June 17 and that he would need the early part of the following week to read the resumes. Therefore he was confirming that a meeting on Thursday, June 23 was best for him. All three members commented that Monday, June 27 was best for interviews considering that there is a PERAC workshop in Worcester on Tuesday, June 28 that they would like to attend. The schedule is: Resumes are due by June 10 at 5:00 PM. Copies of resumes will be distributed on June 13th to board members. The board will meet on June 23 at 8:30 AM to discuss which applicants to interview. Interviews will be on June 27. The board will decide the next step (second interviews or offer the job) at it's regular meeting on June 30, 2005.

Computers – Dale to call references and then go with lowest bidder if references are good.

Greg McNeillie of Dahab Associates met with the board to discuss the March 2005 quarterly performance review. Allocations were discussed, Greg said he would add the PRIT fund data as one of the "benchmarks" in our reports. Greg reported on his letter to PERAC and the subsequent response regarding the process followed when selecting the Rhumblin S&P 500 Index Fund. The matter is still at odds with PERAC regulations and it is unclear as to what still needs to be done to resolve the issue with Robert Dennis of PERAC.

Franklin County Retirement Board Meeting

MAY 9, 2005

A special meeting of the Franklin County Retirement board duly posted to be held in the Planning Department Conference room, 278 Main Street, Greenfield, MA. On the above date was called to order at 08:35AM by Chairperson Patricia Auchard, with board members Sandy Hanks, David Gendron, Herb Sanderson and Paul Mokrzecki present.

Board chair Pat Auchard took minutes:

New Business:

Steven Wilson, FCRS administrator has given notice to the board that he is in the process of retiring. The board discussed the filling of this position that has not been staffed since March 30th, when Steve began a sick leave. Board chair Pat Auchard asked that the board consider offering the administrator's position to Dale Kowacki, who is currently serving as the accountant/assistant administrator. Pat has spent a good amount of time at the retirement office over the last five weeks and said that Dale, Carrie and Marilyn Matysiewicz (temporary staff) have been working well together. She felt a strong team has formed and hiring Dale as the administrator would be a likely succession. A motion was made by David to offer the position to Dale Kowacki, to start at the beginning of the grade (grade 14). Sandy seconded the motion. All in favor.

At this time, Dale was asked to join the meeting. He was offered and accepted the position. A schedule for the hiring of the accountant/assistant administrator was arranged. Board and staff expressed that Marilyn's contribution to this transitional period was very valuable and hoped it could continue at least until the vacated accountant/assistant administrator's position was filled, and perhaps longer on an as needed basis.

Franklin County Retirement Board Meeting

APRIL 28, 2005

The regular meeting of the Franklin County Retirement board duly posted to be held in the Planning Department Conference room, 278 Main Street, Greenfield, MA. On the above date was called to order at 08:30AM by Chairperson Patricia Auchard, with board member Sandy Hanks and David Gendron present. Paul Mokrecki arrived at 08:40AM

Board member David Gendron will take minutes:

Old Business:

Scott Livingston – P. Auchard talked with Livingston and both are in agreement on his buyback. Motion made by S. Hanks second by D. Gendron to approve his police reserve creditable service.  
All in favor

Eramus Parra – Motion made by S. Hanks second by D. Gendron to approve Parra's buyback for prior elected time since he is an active member – all in favor

New Business:

S. Hanks made motion to accept minutes of February 24, 2005, second by P. Auchard – all in favor  
S. Hanks made motion to accept minutes of March 31, 2005 second by P. Auchard – all in favor

Refunds and Transfer:

Refund: \$24,644.88

Bill Warrant: \$58,271.21

Payroll: \$332,237.86

S. Hanks made motion to accept Refund, Bill warrant and Payroll warrant as printed, second by P. Auchard – all in favor

New Members:

S. Hanks made motion to accept new members as printed P. Auchard second all in favor

Military buyback:



S. Hanks made motion to accept military buyback as printed second by P. Auchard – all in favor (see attached list)

Minutes of April 12, 2005

Motion made by D. Gendron and second by P. Mokrzeci to accept the minutes of April 12, 2005 as printed – all in favor

Make up's:

Wendy Foxmyn – motion made to except the liability of Foxmyn for 2 years 10 months and 11days by P. Mokrzecki second by S. Hanks – all in favor

Administrators report:

Motion made by S. Hanks and second by P. Mokrecki to accept the administrators report as printed – all in favor

S. Hanks made motion to approve up to \$12,000 (twelve thousand dollars) to up grade computers second by P. Mokrecki – all in favor

S. Hanks made motion to allow P. Auchard to purchase computers after comparison of North River and Tech Calvary to include total cost, services. Second by P. Mokrecki – all in favor.

Discussion on looking into a security system for the retirement office. P. Auchard will look into a fire alarm and security alarm system for the office and advise the board.

Rothschild:

Motion by P. Mokrecki second by S. Hanks to enter into a contract with Rothschild for management services – all in favor

Franklin County Retirement Board Special Meeting

APRIL 12, 2005

A special meeting of the Franklin County Retirement Board duly posted to be held in the planning department conference room, 278 Main Street, Greenfield, MA. On the above date was called to order at 09: I SAM by Chairperson Patrica Auchard with board members Paul Mokrezecki, Herb Sanderson and David Gendron present.

Board Member David Gendron will take minutes.

Purpose of this special meeting is to set a date to address with Steve Wilson a written complaint against him by Scott Livingston and performance issues with Steve Wilson.

P. Mokrezecki made a motion to go into executive session at a date to be determined to address the written complaint and performance issued with Steve Wilson. H. Sanderson second.

Vote taken P. Mokrzecki, Herb Sanderson D. Gendron and P. Auchard all in favor. Adjournment:  
D. Gendron moved H. Sanderson seconded to adjourn the meeting at 09:45AM. Vote  
Taken all in favor

## Franklin County Retirement Board Meeting

MARCH 31,2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference room, 278 Main Street, Greenfield, MA. On the above date was called to order at 08:30 AM. By Chairperson Patricia Auchard with board member Paul Mokrzecki, Sandy Hanks, Herb Sanderson and David Gendron present.

Administrator Steve Wilson not present David Gendron will take minutes

### Old Business:

Scott Livingston came in to talk about Creditable service and buy back. H. Sanderson advised Mr. Livingston he and P. Auchard spent a number of hours trying to calculate his time. H.Sanderson also asked Mr. Livingston give the board some more time so that we can get his buy back correct. Mr. Livingston agreed. Discussion continued on the years of 1989, 90 and 91. Mr. Livingston will obtain information from the Town of Orange on the years of 1992 and 1993 to around July of 1993. Discussion on the year of 1992 and Mr. Livingston was working two to three days per week. H. Sanderson stated that we are obligated to give Mr. Livingston 5 years.

### New Business

. Minutes of Jan 27, 2005

— Mr. Sanderson move to amend to put after salary" as of July 1, 2005" all in favor of amend minutes

Mr. Sanderson move to accept minutes second by P. Mokrzecki all accepted

Minutes of February 11, 2005

P. Mokrzecki moved to accept second by H. Sanderson all accepted

Minutes of February 24, 2005 tabled to next meeting

Motion to accept Executive meeting dated November 19, 2004 by P. Mokrzecki second by S. Hanks all in favor

Payroll warrant total \$328,727.76 H. Sanderson moved to accept P. Mokrzecki second

All were in favor

”

Bill warrant total \$203,581.53 H. Sanderson moved to accept P. Mokrzecki second all were in favor

Makeup

H. Sanderson stated that he is working on G. Weston asked this be table until next meeting giving him time to obtain information on amount of days worked 130 days

Parra also tabled until next meeting

Franklin County Retirement Board Meeting

New Business continued

COLA- Motion made by P. Mokrzecki second by H. Sanderson to give a 3 percent COLA starting July 1, 2005. All in favor

Board approved Carrie Stevens to attend a seminar for \$179

Personal Manual

Motion made by H. Sanderson second by D. Gendron to accept personal manual Discussion followed to add employee must obtain a doctors note for more then three connective days out of work - vote taken all were in favor

Steven Wilson - P. Auchard advised board that S. Wilson is requesting a leave until May 2, 2005. Motion made by P. Mokrzecki to grant S/ Wilson time off by using his sick time and any other available time, second by S. Hanks - vote taken all were in favor

Temporary Worker - Motion made by H. Sanderson since Steven Wilson is Olli we need a temporary worker who has knowledge of retirement system to fill the Administrators position until further notice. Hours and wages will be negotiated by the Chair or her designee, second by D. Gendron - vote taken all in favor

Complaint

Board received a letter of complaint against Steven Wilson from Scott Livingston - mater tabled

Adjournment:

D. Gendron moved P. Mokrzecki seconded to adjourn the meeting at 10:50AM. Vote taken all in favor.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
FEBRUARY 24, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM. by Chairperson Patricia Auchard, with Board members David Gendron and Sandy Hanks present. Board Members Paul Mokrzecki and Herb Sanderson were absent. Also present Administrator Steven Wilson.

OLD BUSINESS

NEW BUSINESS

Minutes of November 19, 2004

David Gendron MOVED and Sandy Hanks seconded to approve the Minutes of November 19, 2004 excluding the executive session minutes. All Aye.

Minutes of December 30, 2004

David Gendron MOVED and Sandy Hanks seconded to approve the Minutes of December 30, 2004. All Aye

Refunds, Transfers and Bills Warrant 2 Totaling \$116,053.10  
PR Warrant 2 Totaling \$329,899.22

Sandy Hanks MOVED and David Gendron seconded to approve the Refunds, Transfers and Bills Warrant 2 Totaling \$116,053.10 and PR Warrant 2 Totaling \$329,899.22. All Aye.

New Members

February

NAME	UNIT	DATE OF HIRE
Baronas, Tracey	COL & HTH	12-2-04
Dredge, Scott	SND	12-21-04
Emery, George	GILL	1-20-05
Faith, Valerie J.	SND	1-14-05
Farrick, Gayle E.	CON	11-29-04

Gran, William H.	FRCOG	12-30-04
Graves, Danielle	DER	11-4-04
Grover, Michelle L.	MOH	1-3-05
Hersh, Beth	MOH	11-12-04 (Resigned 1-29-05)

Page 2 February 24, 2005

New Members - continued

Houghtaling, Michelle	FRG	1-24-05
Lawless, Kathleen	MHR	1-3-05
Lyons, James C.	LEV	1-18-05
Marston, Judith	ERV	1-24-05
Miller, Janet	MOH	8-31-04
Swem, Janet	FRG	12-31-04
Toth, James	WCK	8-30-04

#### Makeup

Henry Dandeneau - Currently employed by the Town of Rowe. Mr. Dandeneau has requested to purchase 4 years 9 months and 2 days creditable service with the Town of Rowe. The creditable service is estimated using an average of 15 hours per week – see documentation attached. Total cost is \$2,332.58 including interest.

See Attachment A – Makeup calculation

See Attachment B - Letter from the town estimating hours

worked

David Gendron MOVED and Sandy Hanks seconded to deny the makeup request because actual hours worked were not provided. All Aye.

#### Travel

The Middlesex Conference will be held on April 4 – 6, 2005 and the MACRS Conference will be held on June 5 – 8, 2005.

David Gendron MOVED and Sandy Hanks seconded to approve the above travel for the Administrator, the Assistant Administrator/Accountant and Board members. All Aye.

#### Dahab Associates

Greg McNellie was present to update the Board on the 4th Quarter investment results. As of December 31, 2004, the Franklin County Retirement System's composite account was valued at \$50,976,580, which represented an increase of \$3,467,203 from the September ending value of \$47,509,377. The account posted net withdrawals of \$7,988. The net investment return figure was the result of income receipts totaling \$180,444 plus net realized and unrealized capital gains of \$3,294,747.

Daruma, the small cap manager's portfolio was valued at \$6,811,404, which represented an increase of \$663,150 from the September ending value of \$6,148,254. Daruma's gain was 10.8% compared to the Russell 2000 Index gain of 14.1%.

Freedom Capital portfolio was transferred to Rhumblin S&P 500 pooled index fund.  
Page 3 February 24, 2005

Dahab Associates - continued

Income Research, the bond manager's portfolio was valued at \$11,207,955, which represented an increase of \$122,789 from the September ending value of \$11,085,166. Income Research's gain was 1.1% compared to the Lehman Aggregate Index gain of 1.0%.

MetLife, another bond manager's portfolio was valued at \$5,956,105, which represented an increase of \$51,087 from the March ending value of \$5,905,018 (net of a 2,300,000 withdrawal). Income Research's gain was 0.8% compared to the Lehman Aggregate Index gain of 1.0%.

SSGA, the international manager's portfolio transferred to the Massachusetts PRIT international and real estate funds.

Prudential, the real estate manager's portfolio was valued at \$2,412,546, which represented an increase of \$141,520 from the March ending value of \$2,271,026. Prudential's gain was 6.5% compared to the NCREIF Index gain of 3.4%.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING FEBRUARY 11, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Member and Sandy Hanks absent. Also present Administrator Steven Wilson.

OLD BUSINESS

NEW BUSINESS

Steve brought a request to the board asking for the board's determination on who is to manage and set priorities for the retirement office, the administrator or the chairperson. The board told Steve he is in charge of the operations of the retirement office, supervises the staff of the retirement office but he answers to the board and to his direct

supervisor, the chair. If he is asked to do a task, his responsibility is to follow through or let the board representative know when he will be able to give the request his attention.

### Staff Evaluations

The Board reviewed the Administrator's and the Administrative Assistant's annual evaluations and discussed merit raises. Given the current economic conditions, the Board decided a 1% merit raise was appropriate.

Paul Mokrzecki MOVED and Herb Sanderson seconded to grant a 1% across the board merit raise to both the Administrator and the Administrative Assistant. Paul Mokrzecki, Herb Snaderson and David Gendron Aye. Patricia Auchard Ney.

### New Members

January 2005

NAME	UNIT	DATE OF HIRE
Baronas, Tracey	COL & HTH	12-2-04
Farrick, Gayle E.	CON	11-29-04
Gran, William H.	FRCOG	12-30-04
Graves, Danielle	DER	11-4-04
Hersh, Beth	MOH	11-12-04
Miller, Janet	MOH	8-31-04

David Gendron MOVED and Paul Mokrzecki seconded to approve the new members as shown above. All Aye.

Page 2 February 11, 2005

Makeup

Bethann Kaczenski - Currently Employed by the Town of Evring. Has requested to purchase creditable service of 2 years creditable service with Erving from March 13, 1990 to March 14, 1992. Total cost is \$4,215.65.

David Gendron MOVED and Paul Mokrzecki seconded to approve the makeup as shown above. All Aye.

JANUARY 27, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 AM. by Chairperson Patricia Auchard, with Board members Paul Mokrzecki and Herb Sanderson present. Board Members David Gendron and Sandy Hanks absent. Also present Administrator Steven Wilson.

## OLD BUSINESS

Ken Heim

The Town of Ashfield has filed an Involuntary Retirement Application for Ken Heim. The Application was filed on January 7, 2005. The Board cannot accept the application until payment is made on a Sunderland creditable service buyback which the Board has already approved. Ken Heim currently has 2 years and 11 months service and the buyback will give him 12 years and 2 months. Mr. Heim cannot retire until he has 10 or more years creditable service. The Board's attorney has recommended that the Board table the matter until the buyback is made.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the buyback of 12 years and 2 months at a cost of \$37,245.71. All Aye.

Paul Mokrzecki MOVED and Herb Sanderson seconded to table the Involuntary Retirement Application pending receipt of the buyback and approval by PERAC. All Aye.

## NEW BUSINESS

Dale Kowacki Grievance

Dale Kowacki filed a grievance regarding the Board's December ruling on applying the annual COLA to only the Administrator and the Administrative Assistant. He has asked the decision be reversed. Dale Kowacki was present to state his issue with the Board. Mr. Kowacki pointed out that at employment, the FCRS Personnel Policy provided to him stated: "At the beginning of each fiscal year, employees shall receive a base increase Cost of Living Adjustment (COLA) equal to the CPI (Consumer Price Index) promulgated by the Regional Bureau of Labor Statistics as of the last twelve months from January 1." He was not aware the policy had changed from a fiscal year (July 1) to a calendar year (January). Given the change, he would not be eligible for a COLA until January 2006. Given his understanding at employment, he believed he would be eligible for a COLA and a Merit raise on July 1, 2005 and felt there was no need to negotiate those matters.

The Board discussed the matter noting that staff, in the past, have not always been given a full COLA and Merit raise. The Board also noted that the Personnel Policy does not address time requirements with regard to raises for new employee. Finally,



Dale Kowacki Grievance - continued

the Personnel Policy allows for Board modifications and discretion on granting Merit increases.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve a \$1,000.00 increase annual salary to \$44,500.00 pending a satisfactory performance review.

#### Administrator Vacation Accrual

Due to the heavy workload and inability to take vacation in a timely manner the Administrator has, as of January 14, 2005, accrued 230 hours of vacation. The Personnel Policy states:

#### Vacations

All permanent full-time and part-time employees are eligible for vacation leave with pay. Unless approved otherwise by the Chairman, new employees may not use earned vacation time until their introductory period is over. Vacation leave may be accumulated up to a maximum of 225 hours. Any time earned beyond 225 hours will not be credited to the employee.

The Administrator is requesting the Board waive the policy for this current instance. The vacation time will be taken prior or on the next accrual on January 28, 2005.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve a one-time excess vacation accrual to be used on or by January 28, 2005. All Aye.

#### Carrie Stevens Evaluation

Herb Sanderson MOVED and Paul Mokrzecki to table the matter until all Board members are present to discuss the matter. All Aye

Refunds, Transfers and Bills Warrant 1 Totaling \$138,706.24  
PR Warrant 1 Totaling \$324,611.22

Herb Sanderson MOVED and Paul Mokrzecki to approve the Refunds, Transfers and Bills Warrant 1 Totaling \$138,706.24 and PR Warrant 1 Totaling \$324,611.22. All Aye.

Page 3 January 27, 2005

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:42 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, and Herb Sanderson present. Board Member Paul Mokrzecki absent. Also present Administrator Steven Wilson.

## OLD BUSINESS

### Kenneth Heim Involuntary Disability

The Board reviewed the Regional Medical Panel Certificate dated October 14, 2004 and Attorney Michael Sacco's recommended Board action regarding this matter.

David Gendron MOVED and Sandy Hanks seconded to deny the Involuntary Disability Application submitted by the Town of Ashfield as recommended by Attorney Sacco. All Aye.

## NEW BUSINESS

### Minutes of September 30, 2004

Sandy Hanks MOVED and Herb Sanderson seconded to approve the minutes of September 30, 2004.

### Minutes of October 28, 2004

Sandy Hanks MOVED and Herb Sanderson seconded to approve the minutes of October 28, 2004. All Aye

## New Members

### DECEMBER 2004

NAME	UNIT	DATE OF HIRE
Bathey, Lisa M.	FCH	11-22-04
Blankenship, Andrea M.	MHR	11-1-04
Burgess, Michael R.	CON	9-29-04
Chapin, Cynthia H.	SND	10-14-04
Cusimano, Dana B.	MOH	10-1-04
Davey, Cheryl E.	DER	9-1-04
DeCook, Colleen A.	NSW	9-9-04

### Page 2 December 30, 2004

#### New Members – Continued

NAME	UNIT	DATE OF HIRE
Fulmer, Joyce M.	COG	11-15-04
Goff, Nancy J.	FRCOG	12-6-04
Greene, Corey M.	ERV	11-8-04

Hamilton, Elissa R.	CON	10-4-04
Holmberg, Kenneth	NEW	11-1-04
LaClaire, Mitchell L.	GILL	10-25-04
Mero, Deborah M.	ERV	12-2-04
Mitchell, Kate E.	STB	11-1-04
NELSON, KATHARINE P.	DER	12-13-04
Pellin, Michael A.	STB	11-1-04
Perkins, Jessica L.	MHR	12-6-04
Stankowski, Susanne	DER	9-1-04
Stone, Cynthia	DER	9-1-04
Thayer, Sarah A.	NSW	11-8-04
Vitols, Judith M.	OGE	10-8-04
Williams, Christopher M.	MOH	11-9-04

Sandy Hanks MOVED and Sanderson seconded to approve the new members as shown above. All Aye

Refunds, Transfers and Bills Warrant 12 Totaling \$52,550.28 and PR Warrant 12 Totaling \$323,838.53

Sandy Hanks MOVED and David Gendron seconded to approve the warrants as shown above. All Aye.

Liability Acceptance, Makeup

Lois Feldman – Currently a member of the Teachers’ Retirement System. Ms. Feldman has requested to purchase 3 years creditable service from 1979 to 1982 as an elected school committee person. Elected officials have 90 days after assuming office to choose to become a member. Ms. Feldman did not to become a member and, as such, FCRS is not obligated to accept liability for the above service.

Sandy Hanks MOVED and David Gendron seconded to deny acceptance of creditable service as recommended by Attorney Sacco. All Aye

Page 3 December 30, 2004

Linda Clukey - Currently employed by Mahar School District. Ms. Clukey has requested to purchase 1 month and 2 days part-time creditable service from April 1974 to June 1974. Total cost is \$74.29.

Sandy Hanks MOVED and Herb Sanderson seconded to approve the makeup as shown above. All Aye.

Administrator’s Report

Herbert Merritt	12/8/2004	Gill	Option B NO PAYOUT
Margaret Piasecka	12/18/200	Franklin Co.	Option B NO PAYOUT

## PERAC Memos

PERAC Memorandum #12/2003 explains changes in payments to the retirement system for federal grants. Prior to 2003 units with members who were paid by federal grants were required to remit to the retirement system 9% of the federal grant salaries. The memo recommends that the 9% continue to be collected. The amounts received can be used to reduce assessment payments or kept by the retirement system. It was explained that current practice is to include all salaries for assessment purposes and not to collect the 9%. The Board discussed the matter and concluded that it would maintain the current practice.

## Staff Cola & Staff Evaluations

The current CPI is 3.5% as of November 2004. The Personnel Manual states "At the beginning of each fiscal year, employees shall receive a base increase Cost of Living Adjustment (COLA) equal to the CPI (Consumer Price Index) promulgated by the Regional Bureau of Labor Statistics as of the last twelve months from January 1. The COLA shall be used to adjust the salary schedule/range. This adjustment shall be made prior to the calculation of any pay increases resulting from the employee's evaluation".

Since the Board delayed the Cola date from July 1, 2004 to January 1, 2005 to be on a calendar year it was agreed to use the November 2004 CPI for the January 1, 2005 increase. In the future, COLA increases will be based on the June CPI.

David Gendron MOVED and Herb Sanderson seconded to provide a 3.5% COLA increase for the Administrator and the Administrative Assistant effective January 1, 2005 and, that future COLA's will be based on the June CPI. All Aye.

## Dahab Associates

David Lee from Dahab Associates was present to update the Board on the 3rd quarter investment performance. On September 30th, 2004, the Franklin County Retirement System's composite account was valued at \$47,509,376, representing a decrease of \$215,856 a loss of .4% from the June ending value of \$47,725,232. The shadow index showed a .5 gain. Equities were down 3.3% compared to the S&P 500 and the Russell 3000 which were both down 1.9%. Bonds gained 3.1% against the Lehman Aggregate which was up 3.2%. Real estate gained 2.7%. International Equities recorded a loss of 2.7% compared to the EAFE loss of .2%.

Next scheduled meeting of the Retirement Board will be January 27, 2005 at 8:30 AM.

Respectfully submitted:

Approved:

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
NOVEMBER 19, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:18 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present Administrator Steven Wilson.

EXECUTIVE SESSION

Personnel

Motion made by Paul Mokrzecki, second by Sandra Hanks to go into executive Session to discuss personnel issues. Roll call vote taken: David Gendron, yea; Herb Sanderson, yea; Paul Mokrzecki, yea; Sandra Hanks, yea; Patricia Auchard, yea

At 9:45 a.m., a motion was made by Mr. Sanderson, seconded by Ms. Hanks, to come out of executive session. Roll call vote taken: David Gendron, yea; Herb Sanderson, yea; Paul Mokrzecki, yea; Sandra Hanks, yea; Patricia Auchard, yea

Disability Hearing

Motion made by Paul Mokrzecki, second by Sandra Hanks to go into executive Session for the purpose of holding Robert Beck's disability hearing. Roll call vote taken: David Gendron, yea; Herb Sanderson, yea; Paul Mokrzecki, yea; Sandra Hanks, yea; Patricia Auchard, yea

A motion was made by Mr. Sanderson, seconded by Mr. Mokrzecki, to come out of executive session. Roll call vote taken: David Gendron, yea; Herb Sanderson, yea; Paul Mokrzecki, yea; Sandra Hanks, yea; Patricia Auchard, yea

OLD BUSINESS

Robert Beck

Sandy Hanks MOVED and David Gendron seconded to accept the Disability Retirement Application of Robert Beck. All Aye.

Sandy Hanks MOVED and Paul Mokrzecki seconded to submit all documents provided by Mr. Livingston to Michael Sacco, Board Attorney, for his opinion. All Aye.

## NEW BUSINESS

### Voucher Approval Prior to Board Approval

There may be times during the normal course of business when a disbursement must be made prior to Board Approval. M.G.L. c. 32, s. 23(2) which states, in pertinent part, relative to payments by the Board: Payments from such funds shall be made by [the treasurer] only upon vouchers signed by two persons designated by the board of any such system by a vote a duly attested copy of which, bearing upon its face specimen signatures of such persons, shall be filed with the treasurer-custodian as his authority for making payments upon vouchers so signed. No voucher shall be drawn unless it shall have been previously authorized by vote of the board.

David Gendron MOVED and Paul Mokrzecki seconded to designate Herb Sanderson as a second signer. All Aye

### Minutes of October 21, 2004

Herb Sanderson MOVED and Paul Mokrzecki seconded approve the minutes of October 21, 2004

Refunds, Transfers and Bills Warrant 11 Totaling \$107,831.69 and PR Warrant 11 Totaling \$324,831.69

Paul Mokrzecki MOVED and David Gendron seconded to approve the warrants as shown above. All Aye.

### Advisory Council Invoice

It was noted that the invoice for the annual dinner meeting included alcoholic beverages. The Board agreed to reimburse the retirement system for the cost of those beverages

### Petty Cash

The Board discussed staff using their own funds on small purchases and the seeking reimbursement. The Board agreed that a petty cash fund could be set up to take care of small purchases.

Herb Sanderson MOVED and David Gendron seconded to establish a \$50.00 petty cash fund for small purchases. All Aye.

New Members

November 2004

NAME	UNIT	DATE OF HIRE
Burke, Carolyn R.	LEV	10-6-04
Green, Andrea T.	FRN	10-25-04
Hamilton, Elissa R.	CON	10-4-04
Kowacki, Dale	FRG	11-1-04
Malony, Megan L.	MOH	10-1-04
Martin, Julie M.	PNR	10-25-04
Siwicki, Karen M.	DER	9-10-04
Stone, Jason	DER	7-1-04
(Jason's deductions went to OBRA until first pp in October)		
Toran, Elizabeth A.	STB	9-1-04
Winslow, William P.	FRN	10-28-04

Sandy Hanks MOVED and David Gendron seconded to approve the new members as shown above. All Aye.

Administrators Report

Retired:	Irene Brown	10/22/2004	Mahar	Option A
	Charles Bray	10/31/2004	Shutesbury	Option A

David Gendron MOVED and Paul Mokrzecki seconded to approve the retirements as shown above. All Aye

Travel

Carrie Stevens is requesting to attend a seminar on Microsoft Excel on January 20 & 21, 2004.

David Gendron MOVED and Sandy Hanks seconded to approve the above travel. All Aye

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
OCTOBER 28, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:05 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present Administrator Steven Wilson.

OLD BUSINESS

Scott Livingston

Scott Livingston presented his research regarding the granting of 5 years creditable service as provided for in Chapter 32 § 4(2)(b). It was his understanding that only one civil service list exists and to his knowledge there are no other lists. Mr. Livingston provided documents to the Board that included a letter from Chief of Police Brian Spear. The letter dated January 14, 2004 discussed Mr. Livingston's reserve service and appointment as a full-time officer. The letter included two lists showing Mr. Livingston's appointment as a reserve and as a full-time officer. The Board discussed the possibility that the list presented may be the other list referred to by PERAC.

Sandy Hanks MOVED and Paul Mokrzecki seconded to submit all documents provided by Mr. Livingston to Michael Sacco, Board Attorney, for his opinion. All Aye.

NEW BUSINESS

Refunds, Transfers and Bills Warrant 10 Totaling \$212,027.75 and PR Warrant 10 Totaling \$321,724.85

Sandy Hanks MOVED and Herb Sanderson seconded to approve the warrants as shown above. All Aye.  
Corporate Governance

Joe Martin, PERAC Deputy Executive Director of Policy and Development, presented an overview of the Board's responsibilities relating to Corporate Governance. Mr. Martin stressed that the Board needs to be aware and involved in all aspects of the Board's operations from managing assets, communication with members, technology, risk management, etc. The Board needs to use the "prudent expert" rule regarding asset management, asset diversification, complying with PERAC rules and regulations, and practices designed to meet fiduciary responsibilities.

Paul Mokrzecki left the meeting at 10:05 AM

Page 2 October 28, 2004  
New Members

October 2004



NAME	UNIT	DATE OF HIRE
Allen, Katherine L.	FRG	8-23-04
Aldrich, Eva A.	FRN	9-16-04
Baker, Laura R.	MOH	9-15-04
Bisceglia, Christopher	OGE	9-14-04
Boisjolie, Nancy J.	SND	9-1-04
Butler, Sarah	DER	9-1-04
DeLeo, Kerri E.	MOH	8-31-04
Dennis, Ann M.	OGE	8-30-04
Forrest, Melinda L.	PNR	9-27-04
Gruenewald, James	MOH	10-4-04
Haddad, Heidi	MOH	9-22-04
Hnath, Stephanie E.	BER	9-9-04
Jabonaski, Joseph	MOH	8-31-04
Kelley, Mark J.	OGE	9-14-04
McCluskey, Marcia	WTY	9-1-04
Mayer, Carol M.	OGE	9-13-04
Pease, Tammy	SND	9-20-04
Perreault, Michael K.	FRTA	8-9-04
Purington, Jana L.	MOH	9-9-04
Raymer, Patricia	DER	10-4-04
Richardson, Nancy E.	MOH	8-30-04
Scott, Kathleen L.	FRN	10-4-04
Swartz, Emily R.	STB	8-30-04
Taylor, Matthew A.	STB	8-30-04
Wheeler, Julie M.	ERV	9-8-03
Wilson, Blake E.	MOH	9-17-04
Wilson, Arthur A.	OGE	10-5-04

Sandy Hanks MOVED and David Gendron seconded to approve the new members as shown above. All Aye.

#### Accept Liability

Barbara Williams – Previously employed from 1995 to 2000 in Leyden and Warwick. She was refunded her deductions in 2000.

Ms. Williams is now a member of the Greenfield Retirement System and has requested to buyback her creditable service. FCRS to accept liability of 4 years and 4 months.

Sandy Hanks MOVED and David Gendron seconded to accept liability as shown above. All Aye

#### Travel

Attached is a brochure for Managing problem employees. The cost per person is \$169.00 per person. It is recommended that all three staff members attend.

Herb Sanderson MOVED and David Gendron seconded to allow the above travel for the Chairperson and Administrator. All Aye  
2005 Budget

The 2005 Budget was presented to the Board. Board discussion followed.

Sandy Hanks MOVED and David Gendron seconded to approve the 2005 Budget as presented totaling \$533,120.00. All Aye

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
OCTOBER 21, 2004

The special meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:05 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks and Paul Mokrzecki present. Board Member Herb Sanderson absent. Also present Administrator Steven Wilson.

OLD BUSINESS

NEW BUSINESS

Investments

David Lee from Dahab Associates was present to assist the Board with Mid Cap investment manager interviews. He presented information on each manager to be interviewed for the Board's review.

The Board proceeded to interview Denver Investment Advisors, HGK Asset Management and Rothschild Asset Management. After the interviews, the Board discussed the pros and cons of each manager. Rothschild was favored because of its return history since 1994.

Sandy Hanks MOVED and Paul Mokrzecki seconded to engage the services of Rothschild for the Board's Mid Cap Manager. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
SEPTEMBER 30, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the

above date was called to order at 8:40 AM. by Chairperson Patricia Auchard, with Board members Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Board Member David Gendron absent. Also present Administrator Steven Wilson.

## OLD BUSINESS

## NEW BUSINESS

Minutes of August 26, 2004

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the minutes of August 26, 2004. All Aye

Minutes of September 16, 2004

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the minutes of September 16, 2004. All Aye

Refunds, Transfers and Bills Warrant 9 Totaling \$54,677.86 and PR Warrant 9 Totaling \$348,220.55

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

## New Members

September 2004

NAME	UNIT		DATE OF HIRE
BENSON, DEBORAH		MOH	8-30-04
BERNIER, FROSTINE	SNL		7-12-04 (summer position)
CICIA, LISA A.	DER		8-30-04
CLOW, PHIL D.	NEW		9-20-04
DREDGE, SCOTT M.		FRN	9-1-04
ELLIOTT, MARTHA P.	PNR		9-8-04
FISHER, DEBORAH L.	MHR		8-30-04

Page 2 September 30, 2004

New Members - continued

NAME	UNIT	DATE OF HIRE
FYNMORE, MELANDIE J.	HTH	8-18-04
GAFFIGAN, THOMAS P.	PNR	9-1-04

HEBERT, KAREN	DER		9-2-04
HUBBARD, REBECCA J.	ERV		9-1-04
KENNEDY, LINDA M.		GE	1-26-04 (F.T. start date)
KLEEBERG, WALTER H.	BER		8-23-04
LAPOINTE, CHRISTOPHER		BER	9-1-04
LILLY, KRISTIN A.	ERV		8-30-04
LIVELY, LOIS A.	PNR		9-7-04
LODI, ELISE R.	CON		9-1-04
LORENZ, KATHERINE D.	SND		9-1-04
MACDONALD-PURA, MARJORIE	DER		9-1-04
MARSH, JR., JACK	WCK		7-20-04
MICHALEK, KRISTY		MOH	9/9/04
MYLES, ANN M.	WTY		8-30-04
OLANYK, ELIZABETH E.	SND		8-30-04
PARKER, KARA J.	OGE		9-1-04
ROGERS, DIANE A.	MOH	9-7-04	
SENCABAUGH, JULIE A.	FRN		9-1-04
SKALSKI, JUDITH L.		FRN	9-2-04
TUTURICE, KATHLEEN E.		MOH	9-2-04
VALLE, JO ANN	FRN		9-1-04
VANDALE, DEBORAH A.	HLT		8-31-04

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the new members as shown above. All Aye.

Page 3 September 30, 2004

#### Administrator's Report

Deaths:	Harold Johnson	9/20/2004	Northfield	Option C
Retired:	Fred Bixby	9/8/2004	Leverett	Option A

#### Dahab Associates

Greg McNeillie was present to present recommend Mid Cap managers for interviews. The top 5 managers presented were HGK Asset Management Mid Cap Value, Rothchild Asset Ram Mid Cap, Denver Investment ADV Mid Cap Growth, State Street Global Mid Cap and Gabelli Asset Gabelli Value. Mr McNeillie discussed statistics and descriptions for the Board's review. Mr. McNeillie recommendations for interviews were HGK Asset Management Mid Cap Value, Rothchild Asset Ram Mid Cap, Denver Investment ADV Mid Cap Growth. Board discussion followed.

Herb Sanderson MOVED to delay the Mid Cap interviews until the Board could meet with Joe Martin on Corporate Governance and Mike Reardon on the Prit fund. Board discussion followed. The motion failed.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the recommendation and set interviews for HGK Asset Management Mid Cap Vaive, Rothchild Asset Ram Mid Cap and Denver Investment ADV Mid Cap Growth. All Aye.

Mr. McNeillie then talked about a letter that he had received from Freedom Capital. The letter discussed the reorganization of Freedom. Mr. McNeillie discussed his concern about the reorganization and the Freedom's poor performance over the past 4 years and the fact that they had not beat the index. He recommended that the Board should consider moving all funds with Freedom to Rhumblin index funds. Board discussion followed.

Herb Sanderson MOVED and Sandy Hanks seconded to terminate relations with Freedom Capital as their Large Cap manager on the advice of Dahab consultants. All Aye.

Sandy Hanks regrestfully MOVED and Paul Mokrzecki seconded to invest 2.5 million Freedom Capital equities in Rhumblin's S&P 400 Mid Cap index fund with the remaining Freedom Capital equities going to Rhumblin's S&P 500 Large Cap index fund. All Aye.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING SEPTEMBER 16, 2004

A special meeting of the Franklin County Retirement Board duly posted was held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:25 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Member Sandy Hanks absent. Also present Administrator Steven Wilson and Administrative Assistant Carrie Stevens.

### NEW BUSINESS

#### Office Space

The Board discussed the possibility of renting office space at 117 Main Street in Greenfield. The space would be 1250 sq. feet as opposed to the current 800 sq. feet. The cost would be \$1250 per month including utilities. FCRS is currently paying \$875 per month plus \$1400 annually for utilities.

David Gendron MOVED and Paul Mokrzecki seconded to authorize the chairperson to negotiate a lease. All Aye

Assistant Administrator/Accountant

Candidates for the position were interviewed. After board discussion it was agreed that the Administrator should conduct a second meeting with the top 2 candidates and offer \$42,500 to \$43,500 to the top candidate.

David Gendron MOVED and Herb Sanderson seconded to approve the minutes of June 24, 2004. All Aye

Adjournment

Paul Mokrzecki MOVED and Herb Sanderson seconded to adjourn the meeting at 11:28 AM. All Aye.

Next scheduled meeting of the Retirement Board will be September 30, 2004 at 8:30 AM.

Respectfully submitted:

Approved:

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
AUGUST 26, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:40 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Member Sandy Hanks absent. Also present Administrator Steven Wilson.

OLD BUSINESS

Russell Denison

The Board reviewed the DALA decision and Attorney Sacco's recommendation regarding the DALA decision.

Herb Sanderson MOVED and Paul Mokrzecki seconded to allow the DALA decision to stand as recommended by Attorney Sacco. Aye: Herb Sanderson, Mokrzecki and Patricia Auchard. No: David Gendron

## NEW BUSINESS

Minutes of June 24, 2004

David Gendron MOVED and Herb Sanderson seconded to approve the minutes of June 24, 2004. All Aye

Minutes of July 29, 2004

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the minutes of July 29, 2004. All Aye

Refunds, Transfers and Bills Warrant 8 Totaling \$62,884.12 and PR Warrant 8 Totaling \$320,250.63

David Gendron MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

New Members

August 2004

NAME	UNIT	DATE OF HIRE
BLINDER, STEVEN	NEW	5-3-04
BLAGUSZEWSKI, JANE	STB	7-1-04
BRADLEY, ATHENA	FSW	6-29-04
CLIZBE, DALE E.	BUC	8-2-04
FRENCH, ANDREW K.	FRCOG	7-1-04
GALBRAITH, JEAN	ERV	8-30-04
GILLMAN, CHERYL	FRN	8-9-04 (summer only)
JUREK, REBECCA M.	BER	8-16-04
LEADERS, CAROL T.	NEW	7-1-04
VASSAR, ERIC A.	NTD	8-9-04

David Gendron MOVED and Paul Mokrzecki seconded to approve the new members as shown above. All Aye.

Makeups, Buybacks, Etc

Leo Parent – Currently employed by the Town of Erving. Has requested to purchase creditable service of 30 hours per week from 1974 to December 1980. He says he worked 30 hours a week or more. No payroll records are available from 1974 to May 1978 to document hours worked or salary paid. From May 1978 to December 1980 records are available for salary paid but not for hours worked. Mr. Parent says that he did receive detail pay during the above periods.

Thomas Goodwin - Currently a member of the Worcester Regional Retirement system. Has requested to buyback refunded creditable service with Sunderland from 5/1/1989 to 5/31/1991. FCRS to accept liability of 2 years and 1 month.

Paul Mokrzecki MOVED and Herb Sanderson seconded to table the Leo Parent matter for further research and to approve the Thomas Goodwin acceptance of liability. All Aye.

Administrator's Report

Retired: Priscilla Phelps 8/12/2004 Ashfield Option B

Travel



Travel to the Fall MACRS conference to be held from October 2, 2004 to October 6, 2004 in Danvers, MA

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve board members and staff travel the Fall MACRS conference. Aye: Paul Mokrzecki, Herb Sanderson and Patricia Auchard. Abstain: David Gendron.

#### Dahab Associates

Greg McNellie was present to update the Board on the 2nd Quarter investment results. As of June 30, 2004, the Franklin County Retirement System's composite account was valued at \$47,725,232 which represented an increase of \$11.476 from the March ending value of \$47,713,756. The account posted net withdrawals of \$5,963. The net investment return figure was the result of income receipts totaling \$96,264 which were offset by realized and unrealized capital gains of \$78,825.

Daruma, the small cap manager's portfolio was valued at \$6,181,022, which represented an increase of \$306,791 from the December ending value of \$5,874,231. Daruma's gain was 5.2% compared to the Russell 2000 Index gain of .5%.

Freedom Capital, the large cap manager's portfolio was valued at \$16,062,889, which represented a decrease of \$285,280 from the December ending value of \$15,777,609. Freedom's gained 1.8% compared to the S&P 500 Index gain of 1.7%.

Income Research, the bond manager's portfolio was valued at \$10,757,614, which represented a decrease of \$214,570 from the December ending value of \$10,972,184. Income Research's loss was -2.0% compared to the Lehman Aggregate Index loss of -2.4%.

MetLife, another bond manager's portfolio was valued at \$7,949,931, which represented a decrease of \$198,092 from the December ending value of \$8,148,023. Income Research's loss was -2.4% compared to the Lehman Aggregate Index gain of -2.4%.

SSGA, the international manager's portfolio was valued at \$4,541,715, which represented a decrease of \$91,119 from the December ending value of \$4,635,834. SSGA's loss was -2.0% compared to the EAFE Index gain of .4%.

Page 4 August 26, 2004

TimesSquare, the real estate manager's portfolio was valued at \$2,232,061, which represented a decrease of \$73,814 from the December ending value of \$2,305,875. TimeSquare's loss was -2.9% compared to the NCREIF Index gain of 2.6%.

Mr. McNellie went on to discuss the transfer of monies from fixed assets to the PRIT real estate investment sleeve. The move is allowed by PERAC without the Board doing an investment search. The recommended source of the funds would be from METLIFE

and IRM so that fixed assets investments would eventually be 1/3 METLIFE and 2/3 IRM and real estate would be 10% of the total portfolio. Board discussion followed.

Paul Mokrzecki moved and David Gendron seconded to approve DAHAB's recommendation prepare the appropriate documents for the Chairperson's signature. All Aye.

The Board then discussed SSGA' performance. SSGA had expected to do much better during the 2nd quarter but did not. Given their poor performance since the Board's initial investment the board decided to move all of SSGA's funds to the PRIT International sleeve.

David Gendron moved and Herb Sanderson seconded to approve DAHAB's recommendation prepare the appropriate documents for the Chairperson's signature. All Aye.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING JULY 29, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:44 AM. by Chairperson Patricia Auchard, with Board members Paul Mokrzecki and Herb Sanderson present. Board Members Sandy Hanks and David Gendron absent. Also present Administrator Steven Wilson.

### OLD BUSINESS

John Raskevitz

John Raskevitz provided financial information requested by the Board. Board discussion followed.

Herb Sanderson MOVED and Paul Mokrzecki seconded to require payment of the \$7,224.79 over an 18 month period in equal installments with the payment to be taken

from John Raskevitz monthly retirement allowance. Further, should Mr. Raskevitz die before full payment is made the remaining amount due will be deducted from his annuity payoff under option B. All Aye.

Fred Bixby

The Board received and reviewed the Medical Panel Certificate regarding the involuntary disability application submitted by the Town of Leverett. The medical panel answered yes to all questions with all three members in agreement in the majority opinion.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the involuntary disability application submitted by the Town of Leverett. All Aye.

## NEW BUSINESS

Minutes of May 27, 2004

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the minutes of May 27, 2004. All Aye

Refunds, Transfers and Bills Warrant 7 Totaling \$121,267.85 and PR Warrant 7 Totaling \$320,495.08.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

## New Members

July 2004

NAME	UNIT		DATE OF HIRE
Fiske, Nikol L.	BER		7-1-04
Glier, Joanne		FCH	7-1-04
Kaczmarczyk, Douglas		GILL	7-1-04
Laffond, Laurie L.		ROWE	6-1-04
Nagy, Susan M.		LEV	6-9-04
Perreault, John A.		ERV	6-13-04
Sanders, Peter P.		ERV	5-24-04
Softic, Chad E.		OGE	5-26-04
Sullivan, James P.		OGE	5-25-04
Wood, Debra		BER	7-1-04

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the new members as shown above. All Aye.

#### Makeups, Buybacks, Etc

Jeannette Fellows – Currently employed by the Town of Warwick. Has requested to purchase 5 years elected service from 1999 to 12/31/2003. Total cost including interest is \$2048.52

Christopher Ryan – Currently employed by the Town of Whately. Has requested to purchase 13 years 11 months elected service with the Town of Warwick. Total cost including interest is \$678.05.

Bruce Mooney – Currently a member of the Massachusetts Teachers' Retirement Board. Has requested to purchase 1 year and 6 days creditable service with the Mohawk Trail Regional School from 2/22/1971 to 2/28/1972. Total salary earned was \$2,764.30 and he worked 192 days. He met the requirements for membership which was working at least 130 days and earning at least \$720.00 per year. Through an administrative error he did not become a member. FCRS to accept liability of 1 year and 6 days.

Jean Cameron – Currently employed by Mahar School District. Has requested to purchase refunded creditable service of 7 years and 9 months and 26 days from 9/4/1979 to 6/30/1987. Total cost is \$6,734.71

#### Makeups, Buybacks, Etc - continued

Priscilla Phelps – Currently an inactive member. Has requested to purchase refunded creditable service of 18 years 7 months and 6 days. Total cost is \$30,172.00. The Massachusetts Teachers' Retirement System will accept liability for 18 years 7 months and 6 days.

Michael trombley – Currently a member of the Hampshire County Retirement System. Has requested to purchase 5 years, 9 months and 15 days creditable service refunded from the Franklin County Retirement System in 1990. FCRS to accept liability for 5 years, 9 months and 15 days creditable service.

Stevens, Carrie – Currently employed by the Franklin County Retirement System. Has requested to purchase 1 year, 4 months and 18 days military service. 10% of the first year's regular compensation is 2,329.68. Total cost is 3,222.65.

Joy Brenneman - Currently a member of the Massachusetts Teachers' Retirement Board. Has requested to purchase 1 year, 3 months and 25 days creditable service with the New Salem/Wendell School District from 1/6/1975 to 6/30/1975 and from 9/1/1975 to 6/30/1976. Total salary earned was \$6,804.00 and she worked 286 days. She met the requirements for membership which was working at least 130 days and

earning at least \$720.00 per year. Through an administrative error she did not become a member. FCRS to accept liability of 1 year, 3 months and 25 days.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the makeups, buybacks, etc as shown above. All Aye.

#### Administrator's Report

Deaths:	Elizabeth Billings	7-11-2004	Deerfield	Active Member
Lorin Gowdy	7-20-04	Colrain	Inactive	Member
Lucretia Taft	6-27-04	Bernartston	Retiree	

### FRANKLIN COUNTY RETIREMENT BOARD MEETING JUNE 24, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 AM. by Chairperson Patricia Auchard, with Board members David Gendron and Herb Sanderson present. Board Members Sandy Hanks and Paul Mokrzecki absent. Also present Administrator Steven Wilson.

#### OLD BUSINESS

John Raskevitz

John Raskevitz has requested to pay the remaining \$7,224.79 of the lump sum payout over a 36 month period. Attorney Sacco recommended that Mr. Raskevitz should pay the full amount immediately since the lump sum due to the retirement system should have been paid to the retirement system not to Mr. Raskevitz. Board discussion followed.

Herb Sanderson MOVED and David Gendron seconded to give Mr. Raskevitz the option of making payment in full, withhold retirement allowance payments until the amount due is paid in full or to provide a personal financial statement attested to under penalties of perjury to show the Board that time payments are necessary. All Aye.

#### NEW BUSINESS

Minutes of May 27, 2004

The minutes were tabled for revisions

Refunds, Transfers and Bills Warrant 6 Totaling \$93,433.89 and PR Warrant 6 Totaling \$306,982.34.

Herb Sanderson MOVED and David Gendron seconded to approve the warrants as shown above. All Aye.

New Members

JUNE 2004

NAME	UNIT	DATE OF HIRE
Chaffee, Kenneth	COL	5-3-04 (elected)
Coffin, Nathan J.	DER	Hired 1-9-04; deds started 5-04
Desmond, Donna M.	MOH	4-27-04
Fellows, Jeannette	WCK	re-elected position since May of 1998
Stinchfield, Karen E.	BER	6-1-04
Welch, Warren N.	FCH	6-2-04
Wissemann, Michael A.	SND	5-1-04

David Gendron MOVED and Herb Sanderson seconded to approve the new members as shown above. All Aye.

Page 2 June 24, 2004

Makeup

Jo Anne Greenleaf – Currently employed by the Town of Montague. Has requested to purchase service from 1984 to 1988 with the Town of Erving. She was not eligible to become a member from 1984 to 1988 however, she did become a member on 12/1/1994 and remained a member until 4/30/1998 when her funds were transferred out to the Hampshire County Retirement System. The past FCRS policy was to accept liability for the makeup with the member making payment to their current system. Should the Board stay with this policy or consider a policy of not accepting liability since the person is no longer a member of this system?

Herb Sanderson MOVED and David Gendron seconded to deny the makeup as shown above. All Aye.

Administrator's Report

Retirements:	John Rowe	6-30-2004	Option C	Orange
Beverly Williams	6-30-2004	Option B	Mohawk	
Jackie Carmody	6-30-2004	Option A	Mohawk	
	Elizabeth Stewart	6-30-2004	Option	Mohawk
	Carole Kane	6-30-2004	Option	Mohawk
Deaths:	Charles Zalenski	6-21-2004	Mohawk	Inactive Member

Staff COLA

The matter was tabled to provide the cola increase at the beginning of nex year which coincides with the FCRS financial year.

## Assistant Administrator/Accountant Position

The Board reviewed the candidate pool and agreed to interview the top 6 candidates.

### FRANKLIN COUNTY RETIREMENT BOARD MEETING MAY 27, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 AM. by Chairperson Patricia Auchard, with Board members, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Board Members David Gendron absent. Also present Administrator Steven Wilson.

#### OLD BUSINESS

John Raskevitz

The Board approved John Raskevitz accidental disability application on January 29, 2004 to be effective January 1, 2002. PERAC approved his disability retirement allowance on April 21, 2004. Prior to Board approval, Mr. Raskevitz was receiving Worker's compensation and was receiving a superannuation retirement allowance. On October 3, 2003 Mr. Raskevitz received a lump sum settlement against his Worker's compensation claim and, as part of the agreement, the Franklin County Retirement System was to be paid \$10,500. The attached schedule (Attachment A) calculates over and underpayments to Mr. Raskevitz from January 1, 2002. As of May 28, 2004 Mr. Raskevitz owes the retirement system \$7,224.79. Per PERAC this amount is due immediately.

Sandy Hanks MOVED and Paul Mokrzecki seconded to assess John Raskevitz \$7,224.79 due on the lump sum Worker's Compensation settlement. All Aye.

## NEW BUSINESS

Minutes of April 27, 2004

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of April 27, 2004. Sandy Hanks, Paul Mokrzecki and Patricia Auchard Aye.

Refunds, Transfers and Bills Warrant 5 Totaling \$38,788.91 and PR Warrant 5 Totaling \$307,193.08.

Herb Sanderson MOVED and Sandy Hanks seconded to approve the warrants as shown above. All Aye.

### New Members

MAY 2004

NAME	UNIT	DATE OF HIRE
Boivin, Todd	SHB	5-3-04
Collins, Judith	ERV	5-5-04
Grover, Joy	BER	5-3-04
Kelleher, Tracey	HLT	4-16-04
Robertson, Sarah L.	CON	9-3-03

Page 2 May 27,2004

### New Members – continued

NAME	UNIT	DATE OF HIRE
Zimin, Aleksandr	FCH	3-29-04

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the new members as shown above. All Aye.

### Makeup

Michael Slowinski – Currently employed by the Town of Colrain. Has requested to purchase Elected Moderator from 5/1/1989 to 5/1/1991 with the Town of Colrain as an elected Moderator. He was paid \$50.00 per year in June 1990 and 1991. Total cost for 3 years creditable service (1989, 1990 and 1991) is \$10.98

Sandy Hanks MOVED and Herb Sanderson seconded to approve the makeup as shown above. All Aye.

### Patricia Auchard Deduction Rate

Currently employed by the Franklin County Council of Governments. Last month the Board approved her request to purchase 5 years, 5 months and 10 days creditable service from May 5, 1994 to November 5, 1999 with the Franklin/Hampshire Employment and Training Consortium which is similar to the CETA program.



At the time of her employment on May 5, 1994 it was the practice of the retirement system to deny membership. The practice has been ruled by the Superior Court to be improper.

Attached (Attachment B) is an opinion from Attorney Michael Sacco addressing the issue of whether or not Ms. Auchard should be entitled to revert to an 8% deduction rate which was the rate in effect on May 5, 1994. When Ms. Auchard was employed by the Franklin County Council of Governments on November 9, 1999 the deduction rate was 9% and she has been charged that rate since the date of her membership on November 9, 1999.

Attorney Sacco has concluded that Ms. Auchard is entitled to an 8% deduction rate provided she purchases the creditable service from May 5, 1994 to November 5, 1999.

Herb Sanderson MOVED and Sandy Hanks seconded to change Patricia Auchard's deduction rate to 8%. Herb Sanderson, Sandy Hanks and Paul Mokrzecki Aye.

Joanne Balzarini

Joanne Balzarini retired from Bernardston on June 30, 2003. Prior to her retirement she purchased 2 years and 11 months for service with Bernardston from 1/27/1986 to 6/30/1991 when she became a member. At the time of the purchase the creditable service of 2 years and 11 months was prorated based on a 37 ½ hour work week. Joanne has now contacted the Board saying that she should have become a member in 1986. The membership requirement at that time was working 130 days or more per year and earning at least \$720.00 or more per year. Joanne earned \$6,300.00 per the attached W-2 and she worked 20 hours per week per the attached letter. Working 20 hours per week would work out to be 138 days given a 7.5 hour work day.

Joanne is requesting full-time creditable service beginning January 27, 1986 to June 30, 1991. This would give her 5 years and 5 months instead of 2 years and 11 months.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve Joanne Balzarini's change in creditable service given PERAC approval. All Aye

Change Accounting Assistant position to Assistant Administrator/Accountant

Because of the complexity of the retirement system and the complexity of the problems that need to be addressed the Accounting Assistant position should be upgraded. The new position will have a starting range in the lower \$40,000 range. Given the change, staff will propose a budget amendment to provide for a salary increase.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Assistant Administrator/Accountant position. All Aye.

#### Daruma Small Cap Managers

Mariko Gordon and Noreen Mckee were present to update the Board on Daruma's investments. They provided an overview of the Daruma organization, philosophy and process. The firm manages \$873 million in assets. Their investment philosophy is to accelerate earnings growth and add price value to provide a good balance between risk and reward. Stocks are selected based on catalysts that will accelerate their earnings growth, allow 12 months for earnings to show growth and to review stock price given the growth. Daruma's Beta style places them between deep-value and core stocks.

The 2003 Franklin County performance for 2003 showed a 36.33% increase net of fees compared to: Russell 2000 Index = 47.25%, Russell 2000 Value Index = 46.03% and the Russell Growth Index = 48.54%. The cumulative performance since inception (3 years annualized) is 8.08% net of fees compared to: Russell 2000 Index = 6.29, Russell 2000 Value Index = 12.30% and the Russell Growth Index = -.31%.

Daruma's long term strategy remains the same and that is to build a well-diversified portfolio of 35 stocks and to buy undervalued companies selling at no more than 18x forward or normalized earnings with opportunities for accelerating earnings growth. Daruma strives to buy stocks capable of 50% appreciation over a two-year time frame.

#### Dahab Investment Consultants

Greg McNellie was present to update the Board on the 1st Quarter investment results. As of March 31, 2004, the Franklin County Retirement System's composite account was valued at \$47,713,75, which represented an increase of \$1,070,392 from the December ending value of \$46,643,364. The account posted net withdrawals of \$6,793. The net investment return figure was the result of income receipts totaling \$200,471 plus net realized and unrealized capital gains of \$876,714.

Daruma, the small cap manager's portfolio was valued at \$5,874,231, which represented an increase of \$425,053 from the December ending value of \$5,449,178. Daruma's gain was 7.8% compared to the Russell 2000 Index gain of 6.3%.

Freedom Capital, the large cap manager's portfolio was valued at \$15,777,609, which represented a decrease of \$77,696 from the December ending value of \$15,851,305. Freedom's loss was .5% compared to the S&P 500 Index gain of 1.7%.

Income Research, the bond manager's portfolio was valued at \$10,972,184, which represented an increase of \$297,298 from the December ending value of \$10,674,886. Income Research's gain was 2.8% compared to the Lehman Aggregate Index gain of

2.7%.

MetLife, another bond manager's portfolio was valued at \$8,148,023, which represented an increase of \$211,985 from the December ending value of \$7,936,038. Income Research's gain was 2.7% compared to the Lehman Aggregate Index gain of 2.7%.

SSGA, the international manager's portfolio was valued at \$4,635,834, which represented an increase of \$129,365 from the December ending value of \$4,506,469. SSGA's gain was 2.9% compared to the MSCI EAFE Index gain of 4.4%.

TimesSquare, the real estate manager's portfolio was valued at \$2,305,875, which represented an increase of \$80,387 from the December ending value of \$2,225,488. TimeSquare's gain was 3.9% compared to the NCREIF Index gain of 2.8%.

Page 5 May 27, 2004

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
APRIL 29, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:34 AM. by Chairperson Patricia Auchard, with Board members, Sandy Hanks, Paul Mokrzecki and present. Board Members David Gendron and Herb Sanderson absent. Also present Administrator Steven Wilson.

OLD BUSINESS

Minutes of December 23, 2004

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Minutes of February 26, 2004. All Aye approve the Minutes of December 23, 2003. All Aye.

NEW BUSINESS

Minutes of March 25, 2004

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Minutes of February 26, 2004. All Aye.

Louella Atherton

On March 25, 2004 the Board was presented with Louella Atherton's request to have deductions stopped since she was now working less than 20 hours per week. The

Board reviewed the matter and requested staff to obtain an opinion from PERAC on the matter. The PERAC legal section was contacted and, in their opinion considered such a policy to be illegal. Board discussion followed.

Sandy Hanks MOVED and Paul Mokrzecki seconded to deny the Ms. Atherton's request based on PERAC's opinion. All Aye.

Refunds, Transfers and Bills Warrant 4 Totaling \$104,483.97 and PR Warrant 4 Totaling \$306,699.18

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

#### New Members

APRIL 2004

NAME	UNIT	DATE OF HIRE
Belanger, Steven	OHS	11-1-03
Bourque, Jay D.	CON	3-10-04
Deher, Elizabeth G.	CON	2-2-04
Dewey, Kathleen	DER	2-24-04

Page 2 April 29, 2004

#### New Members - continued

APRIL 2004

NAME	UNIT	DATE OF HIRE
Jurek, Rebecca M.	BER	4-17-04
Knight, Judy M.	BER	4-1-04
Larson, Kris E.	SND	4-26-04
Livingston, Scott	BER	4-26-04
Lynde, Matthew	MOH	2-11-04
Ostrom-Halwachs, Stephanie	MOH	9-2-03
Paul, William	SND	3-15-04
Smith, Diana	MOH	3-29-04
Streeter, Anthony	NTD	3-19-04
Tremblay, Marc	DER	10-9-03
Tremblay, Marc	WTY	1-29-04
Warger, Heidi	MOH	3-15-04

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the new members as shown above. All Aye.

#### Survivor Benefit Allowance

John Coolidge was employed by the Town of New Salem as a selectman and was also a member of the school committee. Mr. Coolidge became a member on May 7, 2002 after his election on May 6, 2002.

Mr. Coolidge passed away on August 11, 2003. Since he was elected, he had 2 years creditable service. The Massachusetts retirement law provides for a survivor allowance benefit for members who die in service, who were married for more than one year and were living together at the time of death, and who have completed at least two years creditable service. Mr. Coolidge met those requirements.

The annual survivor benefit, in this case, is no more than the annual salary at the time of death. The annual salary at the time of death was \$2,415.00. The retirement system will pay an annual benefit to the surviving spouse of \$2,415.00 per year or \$201.25 monthly and the payments will be retroactive to the date of death.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the survivor benefit as shown above. All Aye.

#### Livingston Creditable Service

Attached is a letter from the Orange Police Department concerning the placement of Scott Livingston on the Civil Service list effective March 9, 1987 as a reserve police officer. Mr. Livingston was appointed a full-time officer on July 5, 1993.

Chapter 32 § 4(2)(b) states "that the board shall credit as full-time service not to exceed a maximum of five years that period of time during which a reserve or permanent-  
Page 3 April 29, 2004

#### Livingston Creditable Service - continued

intermittent police officer or a reserve, permanent-intermittent or call fire fighter was on his respective list and was eligible for assignment to duty subsequent to his appointment; and provided, further, that such service as a permanent-intermittent or call fire fighter shall be credited only if such permanent-intermittent or call fire fighter was later appointed as a permanent member of the fire department.

Mr. Livingston was on the list for over 5 years prior to being appointed a full-time police officer, and as such, is eligible for 5 years of creditable service at no cost.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve 5 years of creditable service at no cost to Scott Livingston. All Aye.

NOTE: subsequent to approval it was found that Mr. Livingston may not be eligible for the full 5 years since, during his reserve service, he became a member, then refunded, then became a member again. PERAC has been contact for an opinion.

#### Travel

The annual MACRS Spring conference will be held at Hyannis, MA from Sunday June 6 through Wednesday June 9, 2004.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve Board member and staff travel to the MACRS Spring conference. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
MARCH 25, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:36 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present Administrator Steven Wilson.

OLD BUSINESS

Minutes of January 29, 2004

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Minutes of January 29, 2004. All Aye.

Investment Reallocation

Greg McNeillie was present to discuss with the Board the reallocation of investments as discussed during the February meeting. Attachment A to the minutes is a memo covering the February meeting. Board discussion followed.

David Gendron MOVED and Sandy Hanks seconded to direct Dahab Associates to prepare a written recommendation regarding the transfer of real estate assets from Cigna (Times Square) to Prudential Securities PRISA real estate fund. The move was generated by the assumption of Cigna by Prudential. All Aye.

Herb Sanderson MOVED and David Gendron seconded to move 15% of assets from large cap equities to State Street's Index fund pending PERAC Approval. All Aye.

Paul Mokrzecki Moved and Herb Sanderson Seconded to move 2.3 million of fixed assets to PRIT's real estate fund. All aye.

Fred Bixby

Attorney Sacco has requested authorization to notify Mr. Bixby that he has 30 days to provide all medical records so that the medical panel process can begin. The Town of Leverett has requested this action due to the amount of time that has passed since the Board Hearing on December 23, 2003. The Town has suffered undue hardship as a result of Mr. Bixby's failure to comply with the Board's requests. The 30 day notice is provided for in M.G.L. Chapter 32, Section 18 and allows the Board to notify the Town to suspend Mr. Bixby without pay if compliance is not met.

Herb Sanderson MOVED and Sandy Hanks seconded to approve Attorney Sacco's request to issue the 30 day notice. All aye.

## NEW BUSINESS

Minutes of February 26, 2004

Herb Sanderson MOVED and Sandy Hanks seconded to approve the Minutes of February 26, 2004. All Aye.

Minutes of December 23, 2003

The minutes were withdrawn for corrections.

Refunds, Transfers and Bills Warrant 3 Totaling \$183,952.66 and PR Warrant 3 Totaling \$305,325.94

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

New Members  
March 2004

NAME	UNIT		DATE OF HIRE
Cross, Candace		ERV	3-8-04
Dupell, Douglas	OGE		3-2-04
Galbraith, Jean		STB	1-13-04
Goodglass, Jesse		FRN	3-11-04
LaRocque, Michelle R.	MOH		11-3-04
McCarthy, Mary		FCH	1-30-04
Nelson, Merideth		MOH	2-9-04
White, Robert E.		CON	12-19-03

Sandy Hanks MOVED and Herb Sanderson seconded to approve the new members as shown above. All Aye.

### Buybacks

Elizabeth Stewart – Currently employed by the Mohawk School District. Has requested to purchase 4 years and 2 months creditable service with the Mohawk School District from May 20, 1985 to October 6, 1989. Total cost is \$4,505.18.

Roy Cierpial – Currently employed by the Town of Orange. Has requested to purchase 3 months and 12 days creditable service from July 24, 2003 to November 6, 2003 with the Town of Orange. Total cost is \$619.60 not including interest do to an administrative error.

Mr. Cierpial began full time employment with Orange on July 24, 2003, however deductions were not taken until November 7, 2003. When the Board approves a purchase the member has 30 days to make full payment before interest begins to accrue. If full payment is not made then the member can take up to 5 years to pay with interest accruing. Since this was an administrative error, the member and the Town has requested that interest not be charged for a period of one year.

Clinton Labato – Currently employed by Town of Whately. Has requested to purchase 5 months and 21 days creditable service from September 8, 2003 to February 29, 2004 with the Town of Whately. Total cost is \$1080.59 not including interest do to an administrative error.

Mr. Labato began full time employment with Whately on September 8, 2003, however deductions were not taken until March 1, 2004. When the Board approves a purchase the member has 30 days to make full payment before interest begins to accrue. If full payment is not made then the member can take up to 5 years to pay with interest accruing. Since this was an administrative error, the member and the Town has requested that interest not be charged.

Jeanette Fellows - Currently employed by Town of Warwick. Has requested to purchase 3 years and 4 months creditable service from January 1, 1989 to May 2, 1991 with the Town of Warwick. Total cost is \$845.45.

Ms. Fellows has also request to purchase 9 months creditable service from January 1, 1992 to March 31, 1993 with Pioneer. Total cost is \$507.43.



Judy Beckwith – Currently employed by the Town of Bernardston. Has requested to purchase 4 years creditable service from May 1, 1972 to May 1, 1975 with the Town of Bernardston. This was an elected position. Total cost is \$356.02.

Patricia Auchard – Currently employed by the Franklin County Council of Governments. Has requested to purchase 5 years, 5 months and 10 days creditable service from May 5, 1994 to November 5, 1999 with the Franklin/Hampshire Employment and Training Consortium. Total cost is \$17,610.00. SEE NEXT PAGE FOR PERAC MEMO DATED DECEMBER 17,1991 ADDRESSING BUYBACKS OF THIS TYPE.

Mary Stokarski - Currently employed by the Town of Deerfield. Has requested to purchase 5 years creditable service from January 1, 1974 to December 31, 1978 with the Town of Deerfield. This was an elected position. Total cost is \$10,477.75.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the buybacks as shown above. All Aye

#### Retiree COLA

Retiree COLA=s are due to be implemented July 1, 2004. The Social Security System COLA to be effective July 1, 2004 is 2.1% on the full allowance. The annual cost of a 3% COLA is \$82,375.00. Our recent actuarial valuation assumes a 3% COLA. The maximum COLA is limited to 3% on the first \$12,000.00 of retirement allowance paid.

David Gendron MOVED and Sandy Hanks seconded to approve a 3% COLA effective July1, 2004. All Aye

#### Louella Atherton

Louella Atherton is currently, and has been, employed as an Assistant Librarian by the Bernardston Library. She works 10 hours per week. On December 1, 2002 Louella was appointed Town Clerk. The position of Town Clerk added 10 hours per week making her total working hours per week 20. FCRS regulations require employees working 20 or more hours per week to become members of the retirement system. Louella Atherton became a member. On February 25, 2003 Louella Atherton resigned her position as Town Clerk but kept on working 10 hours per week as an Assistant Librarian.

Ms. Atherton has requested to have her deductions stopped since she no longer meets the membership requirements and needs the additional income. Please note that in June 2004 Ms. Atherton will be age 70 and, at that time, she has the option to have her deductions stopped.

Attorney Sacco was contacted concerning this matter. He agrees with the rule that says once a member, the member cannot request a refund until he or she is no longer employed for an entity subject to the Massachusetts retirement system. However, Mr. Sacco said that the Board could allow a member to choose to have deductions stopped should they fall below the 20 hour per week regulation. The retirement system would retain deductions paid when the member was eligible which, would retain the person as a member.

The member may lose benefits if they have deductions stopped. If the member is working on a consistent basis they may lose retirement benefits. Further, if the member is on the way to getting 2 years creditable service and has deductions stopped, they may lose survivor benefits should they die in service. In the case of Louella Atherton, she is currently earning 1 month creditable for each month worked. In 9 months she will have 2 years. If she should die after earning 2 years service, her spouse, if she were married, would be eligible for an annual retirement allowance which, at minimum, may be her annual rate of regular compensation plus an allowance for eligible children.

Should the Board allow members working less than 20 hours per week to have deductions stopped as long as the member is made aware of potential loss of benefits and signs an acknowledgment. Further, should the Board refund deductions back to the time when the member went below 20 hours per week.

Sandy Hanks MOVED and Paul Mokrzecki seconded to table the matter to answer Board questions. All aye.

Retired State, County and Municipal Employees Association of Massachusetts Request for Retiree Information – Public Safety Retirees

Last Month the Board approved to send a list of retiree names and addresses to the Retired State, County and Municipal Employees Association of Massachusetts for soliciting memberships. The announcement provided did not include the law allowing names and addresses of Public Safety retirees to be released. Attached is the law allowing names and addresses of Public Safety retirees to be released.

Sandy Hanks MOVED and Herb Sanderson seconded to table the matter to have additional questions answered. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
March 25, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:36 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present Administrator Steven Wilson.

OLD BUSINESS

Minutes of January 29, 2004

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Minutes of January 29, 2004. All Aye.

Investment Reallocation

Greg McNeillie was present to discuss with the Board the reallocation of investments as discussed during the February meeting. Attachment A to the minutes is a memo covering the February meeting. Board discussion followed.

David Gendron MOVED and Sandy Hanks seconded to direct Dahab Associates to prepare a written recommendation regarding the transfer of real estate assets from Cigna (Times Square) to Prudential Securities PRISA real estate fund. The move was generated by the assumption of Cigna by Prudential. All Aye.

Herb Sanderson MOVED and David Gendron seconded to move 15% of assets from large cap equities to State Street's Index fund pending PERAC Approval. All Aye.

Paul Mokrzecki Moved and Herb Sanderson Seconded to move 2.3 million of fixed assets to PRIT's real estate fund. All aye.

Fred Bixby

Attorney Sacco has requested authorization to notify Mr. Bixby that he has 30 days to provide all medical records so that the medical panel process can begin. The Town of Leverett has requested this action due to the amount of time that has passed since the Board Hearing on December 23, 2003. The Town has suffered undue hardship as a result of Mr. Bixby's failure to comply with the Board's requests. The 30 day notice is provided for in M.G.L. Chapter 32, Section 18 and allows the Board to notify the Town to suspend Mr. Bixby without pay if compliance is not met.

Herb Sanderson MOVED and Sandy Hanks seconded to approve Attorney Sacco's request to issue the 30 day notice. All aye.

NEW BUSINESS

Minutes of February 26, 2004

Herb Sanderson MOVED and Sandy Hanks seconded to approve the Minutes of February 26, 2004. All Aye.

Minutes of December 23, 2003

The minutes were withdrawn for corrections.

Refunds, Transfers and Bills Warrant 3 Totaling \$183,952.66 and PR Warrant 3 Totaling \$305,325.94

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

New Members  
March 2004

NAME	UNIT		DATE OF HIRE
Cross, Candace		ERV	3-8-04
Dupell, Douglas	OGE		3-2-04
Galbraith, Jean		STB	1-13-04
Goodglass, Jesse		FRN	3-11-04
LaRocque, Michelle R.	MOH		11-3-04
McCarthy, Mary		FCH	1-30-04
Nelson, Merideth		MOH	2-9-04
White, Robert E.		CON	12-19-03

Sandy Hanks MOVED and Herb Sanderson seconded to approve the new members as shown above. All Aye.

## Buybacks

Elizabeth Stewart – Currently employed by the Mohawk School District. Has requested to purchase 4 years and 2 months creditable service with the Mohawk School District from May 20, 1985 to October 6, 1989. Total cost is \$4,505.18.

Roy Cierpial – Currently employed by the Town of Orange. Has requested to purchase 3 months and 12 days creditable service from July 24, 2003 to November 6, 2003 with the Town of Orange. Total cost is \$619.60 not including interest do to an administrative error.

Mr. Cierpial began full time employment with Orange on July 24, 2003, however deductions were not taken until November 7, 2003. When the Board approves a purchase the member has 30 days to make full payment before interest begins to accrue. If full payment is not made then the member can take up to 5 years to pay with interest accruing. Since this was an administrative error, the member and the Town has requested that interest not be charged for a period of one year.

Clinton Labato – Currently employed by Town of Whately. Has requested to purchase 5 months and 21 days creditable service from September 8, 2003 to February 29, 2004 with the Town of Whately. Total cost is \$1080.59 not including interest do to an administrative error.

Mr. Laboto began full time employment with Whately on September 8, 2003, however deductions were not taken until March 1, 2004. When the Board approves a purchase the member has 30 days to make full payment before interest begins to accrue. If full payment is not made then the member can take up to 5 years to pay with interest accruing. Since this was an administrative error, the member and the Town has requested that interest not be charged.

Jeanette Fellows - Currently employed by Town of Warwick. Has requested to purchase 3 years and 4 months creditable service from January 1, 1989 to May 2, 1991 with the Town of Warwick. Total cost is \$845.45.

Ms. Fellows has also request to purchase 9 months creditable service from January 1, 1992 to March 31, 1993 with Pioneer. Total cost is \$507.43.

Judy Beckwith – Currently employed by the Town of Bernardston. Has requested to purchase 4 years creditable service from May 1, 1972 to May 1, 1975 with the Town of Bernardston. This was an elected position. Total cost is \$356.02.

Patricia Auchard – Currently employed by the Franklin County Council of Governments. Has requested to purchase 5 years, 5 months and 10 days creditable service from May 5, 1994 to November 5, 1999 with the Franklin/Hampshire Employment and Training Consortium. Total cost is \$17,610.00. SEE NEXT PAGE FOR PERAC MEMO DATED DECEMBER 17, 1991 ADDRESSING BUYBACKS OF THIS TYPE.

Mary Stokarski - Currently employed by the Town of Deerfield. Has requested to purchase 5 years creditable service from January 1, 1974 to December 31, 1978 with the Town of Deerfield. This was an elected position. Total cost is \$10,477.75.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the buybacks as shown above. All Aye

#### Retiree COLA

Retiree COLA=s are due to be implemented July 1, 2004. The Social Security System COLA to be effective July 1, 2004 is 2.1% on the full allowance. The annual cost of a 3% COLA is \$82,375.00. Our recent actuarial valuation assumes a 3% COLA. The maximum COLA is limited to 3% on the first \$12,000.00 of retirement allowance paid.

David Gendron MOVED and Sandy Hanks seconded to approve a 3% COLA effective July 1, 2004. All Aye

#### Louella Atherton

Louella Atherton is currently, and has been, employed as an Assistant Librarian by the Bernardston Library. She works 10 hours per week. On December 1, 2002 Louella was appointed Town Clerk. The position of Town Clerk added 10 hours per week making her total working hours per week 20. FCRS regulations require employees working 20 or more hours per week to become members of the retirement system. Louella Atherton became a member. On February 25, 2003 Louella Atherton resigned her position as Town Clerk but kept on working 10 hours per week as an Assistant Librarian.

Page 5 March 25, 2004

#### Louella Atherton - continued

Ms. Atherton has requested to have her deductions stopped since she no longer meets the membership requirements and needs the additional income. Please note that in June 2004 Ms. Atherton will be age 70 and, at that time, she has the option to have her deductions stopped.

Attorney Sacco was contacted concerning this matter. He agrees with the rule that says once a member, the member cannot request a refund until he or she is no longer employed for an entity subject to the Massachusetts retirement system. However, Mr. Sacco said that the Board could allow a member to choose to have deductions stopped should they fall below the 20 hour per week regulation. The retirement system would retain deductions paid when the member was eligible which, would retain the person as a member.

The member may lose benefits if they have deductions stopped. If the member is working on a consistent basis they may lose retirement benefits. Further, if the member is on the way to getting 2 years creditable service and has deductions stopped, they may lose survivor benefits should they die in service. In the case of Louella Atherton, she is currently earning 1 month creditable for each month worked. In 9 months she will have 2 years. If she should die after earning 2 years service, her spouse, if she were married, would be eligible for an annual retirement allowance which, at minimum, may be her annual rate of regular compensation plus an allowance for eligible children.

Should the Board allow members working less than 20 hours per week to have deductions stopped as long as the member is made aware of potential loss of benefits and signs an acknowledgment. Further, should the Board refund deductions back to the time when the member went below 20 hours per week.

Sandy Hanks MOVED and Paul Mokrzecki seconded to table the matter to answer Board questions. All aye.

Retired State, County and Municipal Employees Association of Massachusetts Request for Retiree Information – Public Safety Retirees

Last Month the Board approved to send a list of retiree names and addresses to the Retired State, County and Municipal Employees Association of Massachusetts for soliciting memberships. The announcement provided did not include the law allowing names and addresses of Public Safety retirees to be released. Attached is the law allowing names and addresses of Public Safety retirees to be released.

Sandy Hanks MOVED and Herb Sanderson seconded to table the matter to have additional questions answered. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
FEBRUARY 26, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:36 AM. by Chairperson Patricia Auchard, with Board

members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Members Sandy Hanks was absent. Also present Administrator Steven Wilson.

OLD BUSINESS

NEW BUSINESS

Minutes of January 29, 2004

The minutes were withdrawn for corrections.

Refunds, Transfers and Bills Warrant 2 Totaling \$200,651.37 and PR Warrant 2 Totaling \$309,161.39

Paul Mokrzecki MOVED and David Gendron seconded to approve the warrants as shown above. All Aye.

New Members

FEBRUARY 2004

NAME	UNIT	DATE OF HIRE
Abbott, Phyllis R.	DER	9-3-03
Campion, Mark F.	SND	1-5-04
Cierpial, Roy A.	OGE	7-29-03
Dwight, Jean E.	BUC	1-5-04
Gewanter, Roberta M.	PNR	10-14-03
Hall, Kenneth W.	CHT	6-1-92
Holst, Robert L.	OGE	1-1-04
LaCroix, Robin J.	OGE	1-12-04
Mathews, Edward	DER	1-5-04
Novak, Amy	PNR	1-12-04
Pree, Wendy	MOH	1-20-04
Purington, Donald	MOH	8-26-03
Soviecke, Anna	HLT	1-20-04
Sumner, Ricky	BUC	12-29-03
Verney, B. Steven	NEW	12-8-03

David Gendron MOVED and Herb Sanderson seconded to approve the new members as shown above. All Aye.

Buybacks



Regina Henry – Currently employed by the Mohawk School District. Has requested to purchase 3 months creditable service with the Mohawk School District from September 1, 2002 to January 31, 2003. Total cost is \$283.53.

Elizabeth Stewart – Currently employed by the Mohawk School District. Has requested to purchase 2 years, 9 months and 11 days creditable service with the Mohawk School District from September 6, 1978 to June 17, 1981. Total cost is \$651.02.

David Gendron MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye

Retired State, County and Municipal Employees Association of Massachusetts Request for Retiree Information

The Retired State, County and Municipal Employees Association of Massachusetts is embarking on an annual membership drive and is requesting a listing of retirees to include names and addresses in the Franklin County Retirement System. The Board approved such a list in 2001. Names and addresses of public safety retirees were also requested as allowed by the disclosure law. The law was not available for Board review.

David Gendron MOVED and Paul Mokrzecki seconded to approve submission of the requested list except public safety retirees. When the disclosure law is available for review the Board will address releasing public safety retiree names and addresses. . All Aye.

Accounting Assistant 6 Month Evaluation

The Accounting Assistant six month evaluation was presented to the Board with a recommendation of an annual salary increase of \$1500.00 per year because of very good performance and since the Assistant was hired in at the low end of the scale.

Herb Sanderson MOVED and David Gendron seconded to approve the requested salary increase. All Aye.

Greg McNeillie was present to discuss with the Board a reallocation proposal the Board had requested information on during the January 29, 2004 Board meeting. The current asset allocation is:

Domestic Equity	45.0%
Domestic Bonds	40.0%
International Stocks	10.0%
Real Estate	5.0%
	100.0%

Mr. McNeillie presented the following possible reallocation per Attachment A to the minutes:

Domestic Equity	
S&P 500 index	15.0%
TBD Mid Cap	5.0%
TBD or Freedom Capital Large Cap Growth	10.0%
TBD or Freedom Capital Large Cap Value	10.0%
Small Cap Growth	5.0%
Small Cap Equity	5.0%
	50.0%
International Equity	
SSGA	10.0%
Domestic Fixed Income	
Income Research	20.0%
Met Life	10.0%
	30.0%
Real Estate	
TBD Real Estate	5.0%
Time Square	5.0%
	10.0%
	100.0%

Per Mr. McNeillie the reallocation will add alpha for asset growth, allow diversification in real estate and allow for more active management in asset allocation within classes. Board discussion followed.

David Gendron MOVED and Paul Mokrzecki seconded to revise the investment policy to reflect the major asset allocations as shown above. All Aye.

Herb Sanderson MOVED and David Gendron seconded to revise the management structure to move forward with the detail plan as shown above. Herb Sanderson: Aye, David Gendron: Aye and Patricia Auchard: Aye. Paul Mokrzecki: Abstain.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JANUARY 29, 2004

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:33 AM. by Chairperson Patricia Auchard, with Board members Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Board Members David Gendron was absent. Also present Administrator Steven Wilson.

OLD BUSINESS

John Raskevitz

John Raskevitz, who was employed by the Town of Leverett, applied for accidental disability retirement. The Board accepted the application on January 31, 2002. A medical panel was appointed. The medical panel concluded that Mr. Raskevitz injury was not caused by his employment at Leverett and, the Board, based on the medical panel's conclusion, denied the accidental disability retirement. Mr. Raskevitz filed an appeal with CRAB who remanded it to DALA. On May 6, 2003 a hearing was held and the magistrate concluded that the medical panel was composed of physicians who were not specialists in the field related to Mr. Raskevitz injury. DALA remanded the case for a new medical panel. The new medical panel met with Mr. Raskevitz in the Fall of 2003. The new medical panel concluded that the injury was caused by an incident at work. Attorney Sacco has reviewed the medical panel decision and is recommending the Board grant the accidental disability retirement.

Herb Sanderson MOVED and Sandy Hanks seconded to approve John Raskevitz Disability Retirement Application. All Aye.

NEW BUSINESS

Minutes of November 20, 2003

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the Minutes of November 20, 2003. All Aye.

Minutes of December 18, 2003

Sandy Hanks MOVED and Herb Sanderson seconded to approve the Minutes of December 18, 2003. All Aye.

Refunds, Transfers and Bills Warrant 1 Totaling \$163,845.90 and PR Warrant 1 Totaling \$306,118.06.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the warrants as shown above. All Aye.

Page 2 January 29, 2004

New Members

JANUARY 2004

NAME	UNIT	DATE OF HIRE
Alden, Janice C.	MHR	12-10-03
Allis, Carol A.	SND	11-3-03
Archambault, Patricia	MOH	4-2-03
Aurigemma, Patricia	MOH	3-10-03
Bruscoe, Molly A.	DER	9-3-03
Calisewski, Richard	DER	11-20-03
Card, Richard B., Sr.	FCH	7-28-03
Crowningshield, Kevin	CHT	12-1-92 (nma was never submitted)
Daniell, Peter D.	LEV	4-26-03
Hill, Danika	NSW	9-17-03
Holmberg, Kenneth	WEN	4-10-01
Ishii, Catharine	MOH	12-8-03
Johnson, Michael S	MOH	12-2-03
Kolakoski, Elsie	DER	1-1-92
Lehmann, Carrie A.	ERV	11-13-03
McElligott, Eva	DER	12-18-03
Mills, Wayne G.	FCH	10-27-03
Mitchell, Melissa	DER	12-18-03
Parker, Priscilla A.	MOH	12-01-03
Rauch, Eileen	MOH	12-04-03
Savoie, Garret	HLT	8-25-03
Schell, James D.	FCSWM	12-8-03
Strunjo, Valerie	OGE	11-4-03
Swem, Janet M.	DER	12-8-03
Tallman, Matthew	LEV	10-17-03
Taylor, Brenda L.	OGE	12-18-03
Vassar, Eric A.	GILL	11/18/03
Watroba, Kathleen	DER	12-18-03
Watrous, Jill	BFW	7-1-03

Paul Mokrzecki MOVED and Sandy Hanks seconded to accept the New Members as shown above. All Aye

Page 3 January 29, 2004

### Buybacks

John Tatro – Currently employed by Buckland. He requested to purchase 4 years, 11 months and 29 days for service with the Town of Ashfield from June 2, 1973 to December 31, 1980. The Board approved the request on September 25, 2003. The calculated cost at that time of \$7890.65 included interest. Mr. Tatro questioned the interest charge. Reviewing membership requirements it was found that Mr. Tatro was eligible but was not made a member. Since this was an administrative error, no interest should be charged. The total cost without interest is \$2,645.83. Interest will begin accruing after Board approval.

John Laughton – John Laughton retired from Orange on 12/31/2003. When reviewing his file it was determined that his first months working were as a reserve and intermittent police officer from December 17, 1979 to December 1, 1980. Chapter 32 Section 4(2)b states that the Board shall credit up to 5 years of creditable service for time served as a reserve or intermittent police officer. Total time served by Mr. Laughton is 11 months and 14 days.

Sandy Hanks MOVED and Herb Sanderson seconded to approve the buyback and grant creditable service for police reserve time as shown above. All Aye

### Administrator's Report

Retired:	Rotterberg, Robert	12/30/2003	Franklin County	
	Loughton, John	12/31/2003	Orange	ERI
	Laffond, Cynthia	12/31/2003	Rowe	ERI
	Scott, Marion	12/31/2003	Buckland	ERI
	Jacoby, Lynn	12/31/2003	Orange	ERI
	Quinn, Melissa	12/31/2003	Rowe	ERI
	Apanell, Unice	12/31/2003	DER/SDW	
	Scafidi, Lester	12/31/2003	Orange	ERI
	Pirgas, Linda	12/31/2003	Orange	ERI
	Croteau, Judith	12/31/2003	Orange	ERI

Deaths:	Alexander Kuzontkoski	1/12/04	Frontier
---------	-----------------------	---------	----------

## Travel

The Board was advised that the Middlesex Conference is scheduled for April 4, 2004. No agenda has yet been provided. The Administrator requested to attend a management workshop to be held in Springfield on March 10, 2004.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve travel for the Middlesex conference and the management workshop.

## Freedom Capital Growth and Value Commingled Funds

Ray Depelteau from Freedom Capital was present to inform the Board about Freedom's commingled Growth and Value Funds. The funds are the similar ones Franklin County has now with Freedom except that by being commingled there are no specific trades for Franklin County. The new funds will benefit Franklin County since staff accounting time will be significantly reduced and there will be custodial savings. The management and fees will be the same as the current funds and, monthly reporting will be the same. Greg McNeillie from Dahab commented that with the new funds tracking growth and value would be better. Board discussion followed.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approved to transfer current Freedom Capital investments to the commingled growth and value funds. All Aye.

## Fourth Quarter Investment Report

Greg McNeillie from Dahab Associates presented the 4th Quarter report. On December 31, 2003 the Franklin County portfolio was valued at 46,643,364, an increase of 2,836,708 over the ending value on September 30, 2003.

Daruma, the small cap manager, reported an increase of \$560,236 making the ending portfolio value \$5,449,178. The net increase was 11.5%, which was 3% below the Russell 2000 index, which reported a 14.5% gain.

Freedom Capital, the large cap manager, reported an increase of \$1,606,769 making the ending portfolio value \$15,851,305. The net increase was 7.4%, which was 4.1% below the S&P 500 index, which reported an 11.5% gain.

MetLife, the fixed income manager, reported an increase of \$25,885 making the ending portfolio value \$7,936,038. The net increase was .3%, which was the same as the Lehman Aggrgate.

SSGA, the international equity manager, reported an increase of \$645,275 making the ending portfolio value \$4,506,469. The net increase was 16.7%, which was .4% below the EAFE index, which reported a 17.1% gain.

Page 5 January 29, 2004

Fourth Quarter Investment Report - continued

Times Square, the real estate portfolio manager, reported an increase of \$17,504 making the ending portfolio value \$2,225,488. The net increase was 1.1%, which was .9% below the NCREIF index, which reported a 2.0% gain.

Income Research and Management, the new fixed asset manager, was not included in the report since they only held the retirement system's funds for 22 days.

The Board discussed the possibility of a revision of the portfolio's asset allocation. The Board requested that Mr. McNeillie bring a proposal when he next attends a Board meeting.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
DECEMBER 23, 2003

A special meeting of the Franklin County Retirement Board regarding the Town of Leverett's Involuntary Accidental Disability Application for Mr. Fred Bixby duly posted to

be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 10:05 AM. by Chairperson Patricia Auchard.

PRESENT:

Patricia Auchard, Chair, Retirement Board  
Herbert Sanderson, Board Member  
Sandra Hanks, Board Member  
David Gendron, Board Member  
Paul Mokrzecki, Board Member  
Michael Sacco, Esquire, legal counsel for FCRS  
Donna MacNichol, Esquire  
Santina Sciaba-Douglas, Esquire, lead counsel for Mr. Fred Bixby  
Gil Barrett, insurance consultant  
Fred Bixby  
Steven Wilson, Retirement Administrator

Minutes taken by Carrie Stevens, FCRS Staff

Michael Sacco began by explaining the format of the hearing and the sequence of events and the order of their occurrence. The Board asked preliminary questions regarding Mr. Bixby's injury, the medical evidence, requirements of the Town of Leverett pertaining to Mr. Bixby's job, and the nature of his illness. The question was asked if minutes should be taken during an Executive Session. Attorney Sacco replied that minutes should be taken, but kept separately from any other minutes because of confidentiality and the discussion of medical issues.

10:20 AM Attorney Sacco brought in Atty. Sciaba-Douglas, Mr. Bixby, Donna MacNichol, and Mr. Barrett. The Board members introduced themselves. Two others present, but not at the table, were Selectboard member Fenna Lee Bonsignore, town of Leverett, and Mr. Bixby's partner, Sarah Clare Little.

10:30 AM The hearing was turned over to Santina Sciaba-Douglas, who had two concerns: 1) was the application filed properly, and 2) has the town put forth sufficient information to proceed further with the hearing.

Donna MacNichol asked if the hearing was required to be held in Executive Session or could there be just an open hearing. Attorney Sacco explained the differences between open hearing versus Executive Session and gave legal counsels the opportunity to decide. The decision was that it would be an open hearing.

Page 2 December 23, 2003

Mr. Barrett explained that Mr. Bixby's past medical history provided medical information supporting his suffering PTSD and depression during his employ by the town of Leverett. He provided documentation of the doctor's exam, and stated that according to



the results of the exam, there was no reasonable expectation Mr. Bixby would return to work in the foreseeable future. He also stated that the hearing should not be viewed as an adversarial process. He was there to request that the Board process and forward the necessary information to PERAC, and that a medical panel be established to decide whether or not Mr. Bixby's disability is permanent and/or work-related.

Attorney Sciaba-Douglas said there were issues of irregularities that she objected to; namely that:

the inclusion of the psychologist's report (the psychologist was unable to conclude or provide sufficient information to establish causation). The psychologist indicated that there was possibility and not probability. She felt that it was an inappropriate submission of the report and not to be included as evidence.

Mr. Bixby's job description was six pages long and was not the same job description that he was originally given. She felt that it was an inappropriate submission of a report.

Attorney Sacco asked Atty. Sciaba-Douglas if Mr. Bixby was disabled and did he qualify. She answered that there was no change in his condition, and presently he is unable to work. There is the issue of causation and that Dr. Grubman's report is not useful; he is not a physician and she feels the report should not be submitted. Attorney Sacco noted the objection, but he thinks that the information may or may not be valuable and not over-prejudicial. Atty. Sciaba-Douglas is not contesting the notice.

Attorney Sacco placed Mr. Bixby under oath. He explained that the hearing is not adversarial, and asked Mr. Bixby if he had any questions. Mr. Bixby said no. Attorney Sacco then asked him a series of questions: to state his full name, DOB, when did he start work, did he undergo a pre-employment physical without a psychological component, the number of full- and part-time employees on the police force, when was he promoted to sergeant, and when did he have his first traumatic experience. Mr. Bixby answered all questions and gave details of his first experience. Attorney Sacco then asked him if he felt that he needed to seek medical help at that time. Mr. Bixby said he called a friend and talked with that person. He did not recall missing any work because of the experience. He related several other incidents, saying that "some were quite gruesome." He had an active part in all of the incidents, and received no help in making the necessary decisions. He stated that he knew most of the victims and those circumstances were hard to deal with.

Attorney Sacco asked Mr. Bixby, "from the time you stopped working, describe the difficulties you had." Mr. Bixby described in detail the incidents that contributed to his stress. He said he then took a vacation in Ireland and while he was there, he started having hallucinations, flashbacks and nightmares, which were continuous. He said that Dr. Poret indicated several years ago Mr. Bixby had PTSD, and told him he would have to learn to deal with it. He was advised to take a break. He continued to work until September of 2002. He talked with an attorney who

advised him of the 111F law to invoke his rights. He was examined by two medical doctors and two psychologists, all of whom concluded that he had PTSD. Several months later he was reimbursed under Section 111F, from September of 2002, and had to use all of his leave.

Attorney Sacco: When did you first start treatment related to your employment issues?

Mr. Bixby: In the mid-nineties.

Attorney Sacco: Was this before you were made Chief?

Mr. Bixby: I can't remember exactly. The treatment was unsuccessful.

Attorney Sacco: Were the duties you were given different from the Chief's duties?

Mr. Bixby: I was in charge of the police department, which included politicking, budget issues, racism issues. I answered all calls and was on call 24/7. I was called out to assist other officers. I was paid part-time. I didn't have a set number of hours or schedule, and often worked nights. I covered all other incidents 24/7, and was often called on my off-duty hours.

Attorney Sacco: Are you still in active treatment?

Mr. Bixby: Yes, I am being seen once a week and once a month.

Attorney Sacco: Are you on current medication?

Mr. Bixby: I have had several trials of different medications. I object to giving the names of the medications, as there is no doctor present.

Attorney Sacco: Do you feel like you are in a position to return to work?

Mr. Bixby: Sometimes.

Attorney Sacco: How can you go about returning to work?

Mr. Bixby: I am working with a psychiatrist. I still have flashbacks. There is a lot of stress from the town – rumors, etc. It is hard to recover. Once there was a drive-by shooting and I had no help from the police department..I was told not to respond.

Attorney Sacco: If you were given involuntary retirement and continued to be treated, were you aware that you could return to work after 2 years and be guaranteed your position as police chief?

Mr. Bixby: No. I don't want to live like this.

Attorney Sacco: Is there any other information you would like to tell the Board?

Mr. Bixby: No, I can't think of any.

Atty. Sciaba-Douglas asked Mr. Bixby to verify when he first started to work. Mr. Bixby stated that there was no town record of that date, but he thought it was sometime in March of 1988.

Steve Wilson stated that our records show he started in 1989, and before that time he may not have qualified for membership in the system.

Sandra Hanks asked whether there were any records in March of 1988. Mr. Bixby said no, but he recalled the vehicle and the year he purchased it.

David Gendron asked if Mr. Bixby could refer to the daily log. Mr. Bixby replied that there were no records to be found in town. He had to create his own files.

Attorney Sacco asked if there were anything outside of Mr. Bixby's job that would contribute to his condition. Mr. Bixby recalled that he had a locked box with his own personal medical records and other important and confidential files that had been stolen in the past month. He had asked the sergeant to investigate and was told to mind his own business. Attorney Sacco thanked Mr. Bixby for coming and asked if Atty. MacNichol had any issues. There were no other issues and no other witnesses.

Selectboard member, Fenna Lee Bonsignore, came to the table and stated that she agreed with everything that was said. She agreed that this hearing was best for everyone. She indicated that the policy on personnel files had been changed in the past 5 years. The new policy required all supervisors to gather all files and put them in the treasurer's office. The police department moved into a new building, but the file in question was left in the old building. Mr. Bixby was asked not to do anything – to leave it as is in case he returned. Fenna Lee said she would personally talk to everyone, but they had no idea what was in the cabinet. They were under the impression that the cabinet was empty and there were no files in it. Mr. Bixby explained again what was in the files.

Atty. Sciaba-Douglas gave a brief summation. She said she was not saying that Mr. Bixby is not disabled at this time. He is still undergoing treatment and therapy. He is also under stress not knowing where he is going. She asked that the Board look at the application and regard the attachments, and to be sure there is no prejudice.

Atty. MacNichol questioned whether the application was filed properly.

It was agreed that the application was filed properly, and that there is sufficient medical evidence to confirm that Mr. Bixby has PTSD and is unable to return to work. His prognosis is continued unchanged, confirmed by Dr. Grubman's report.

There were no more questions from the Board.

Atty. Sacco explained that Mr. Bixby could sit with three physicians at once, or see three individual doctors. Mr. Bixby informed his attorney that he would do it all at once. Atty. Sciaba-Douglas said she would put in the request. Steve said he would coordinate through Atty. Sciaba-Douglas' office.

Atty. Sacco then explained the procedure for what is to come. He requested that the old job description for Police Chief be utilized and the old one will be substituted for the new one.

Atty. Sciaba-Douglas stated that she has the job description and will copy and send it to all parties.

Attorney Sacco asked if there were any questions. Mr. Bixby asked what the time frame would be. Attorney Sacco replied that the process depends on the submission of records.

Atty. Sciaba-Douglas asked to switch to Executive Session for the medical records. Attorney Sacco replied that the physical part of the medical records was confidential and would not be used.

Atty. Sciaba-Douglas requested that any records of treatment not pertaining to Mr. Bixby's PTSD be blocked out.

Attorney Sacco said that discretion will be used in any unrelated issues. He also asked to be notified if, for some reason, the process is dragging on longer than it should. He wanted to avoid any unnecessary delays.

Atty. MacNichol asked who had the release forms.

Steve said that FCRS does. He also wanted to know if everything is listed in the application.

Herb Sanderson pointed out that any medical records unrelated to Mr. Bixby's PTSD would not be looked at by the Board. There should be no concern for confidentiality.

Mr. Bixby explained who treated him first, that it was short-term, and that he paid for it himself.

Attorney Sacco suspended the hearing until the medical panel made a decision and sent the report.

Mr. Bixby asked what would happen if he retired?

Attorney Sacco explained about the conditions of retirement.

Atty. Sacco said it was prudent for the Board to accept the application and forward it to PERAC.

David Gendron MOVED and Paul Mokerzecki seconded to proceed with the disability application process.

All Aye.

Page 6 December 23, 2003

## FRANKLIN COUNTY RETIREMENT BOARD MEETING

DECEMBER 18, 2003

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 AM. by Chairperson Patricia Auchard, with Board members Sandy Hanks and Herb Sanderson present. Board Members David Gendron and Paul Mokrzecki were absent. Also present Administrator Steven Wilson.

### NEW BUSINESS

Refunds, Transfers and Bills Warrant 11 Totaling \$39,872.31 and PR Warrant 11 Totaling \$294,944.62.

Sandy Hanks MOVED and Herb Sanderson seconded to approve the warrants as shown above. All Aye.

### New Members

#### DECEMBER 2003

NAME	UNIT	DATE OF HIRE
Barry, Katie M.	PNR	11-18-03
Halwachs, Craig R.	MOH	8-27-03
Phillips, Laura E.	MOH	11-6-03
Rice, Eileen L.	MOH	8-27-03
Roach, Karen M.	PNR	11-15-03
Rockstroh, Vicky E.	MOH, HLT & ROW	8-27-03
Walsh, Jacqueline B.	MOH	9-29-03
Wegscheider, Jane B.	CON	9-2-03

Sandy Hanks MOVED and Herb Sanderson seconded to accept the New Members as shown above. All Aye

### Buybacks

Marion Scott – Currently employed by the Town Buckland. Has requested to purchase creditable service of 1 year and 4 months with the Town of Buckland from 3/8/1975 to 2/25/1979. Total Cost \$1,427.71 including interest.

Page 2 December 18, 2003

Buybacks - continued

Margaret Babbitt – Currently employed by the Pioneer School District. Has requested to purchase creditable service of 2 months and 1 days with Pioneer from 1/1/1993 to 12/31/1993. Total cost is \$297.09 including interest.

Robert Pearce - Inactive member. Has requested to buyback creditable service of 1 year and 8 months with the Hampshire County Retirement System from 1/1/1971 to 9/1/1972. Hampshire County will accept liability. Total cost \$1,761.64 including interest.

John Laughton – Currently employed by the Orange Police Department. He was employed as a reserve on December 17, 1979 and worked intermittently until his appointment as a full time police officer on December 1, 1980. Chapter 32 section 4(2)b states in part “the board shall credit as full-time service not to exceed a maximum of five years that period of time during which a reserve or permanent-intermittent police officer or a reserve”. Total creditable as a reserve/intermittent officer is 11 months and 13 days. The law does not allow for payment of deductions for this time.

David Fraser – Currently employed by the Mohawk School District. Has requested to buy back 8 years and 11 months service with the City of Medford and Middlesex County from 6/30/1986 to 6/30/1995. Total cost including interest is \$45,559.55. Middlesex accepts liability of 7 years and 3 months and the City of Medford accepts liability of 1 year and 8 months.

Deborah Frenzios – Currently employed by Pioneer School District. Has requested to make up 3 months creditable service from 2/1/2000 to 8/31/2000. Total cost including interest is \$453.07.

Sandy Hanks MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye

Administrator's Report

Retired:	Robert Pearce	11/26/2003	Mohawk	Option A
Deaths:	Wendell Streeter	11/21/2003	Franklin County	

Page 3 December 18, 2003

#### 2004 Budget

The 2004 Budget was presented to the Board. The Board noted that the detail budget showed a total of \$477,165 and summary budget showed 475,165. The \$2000 difference was Custodial Fees; the detail showed \$10,000.00 and the summary showed \$8,000. The summary budget was corrected to show \$10,000. The Board was concerned how the custodial fees may change given the recent move of fixed asset investments to IR&M.

Sandy Hanks MOVED and Herb Sanderson seconded to approve a total 2004 budget of \$477,165 and revise the budget at a later date for the custodial fees and other line items as necessary . All Aye

#### Freedom Capital

The Board was presented with a proposal by Freedom Capital to move our current growth and value investments to a commingled fund. Currently, these investments are managed as an individual investment with Freedom. The move to a commingled fund would reduce staff accounting work and reduced custodial fees. Freedom's fee schedule would remain the same. A letter from Dahab Associates recommended the move. Board discussion followed.

Herb Sanderson MOVED and Sandy Hanks seconded to have both Freedom and Dahab present at the January 29, 2004 meeting to present the proposal. All Aye.

### FRANKLIN COUNTY RETIREMENT B`OARD MEETING NOVEMBER 20, 2003

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:33 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Member Sandy Hanks was absent. Also present Administrator Steven Wilson.

#### NEW BUSINESS

Minutes of October 30, 2003

David Gendron MOVED and Herb Sanderson seconded to approve the Minutes of October 30, 2003. All Aye

Refunds, Transfers and Bills Warrant 11 Totaling \$39,861.29 and PR Warrant 11 Totaling \$295,238.08.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the warrants as shown above. All Aye.

New Members  
November 2003

NAME	UNIT	DATE OF HIRE
Annear-Gilbert, Karen	HLT	8-26-03
Bernheim, Emily	PNR	10-15-03
Cooley, Mark A.	NSW	1-6-03
Coulombe, Theresa	MOH	10-1-03
Dionne, Ann	FRN	11-3-03
Fletcher, Mark	SND	10-1-03
Garanin, Genevieve L.	FRN	11-3-03
Graves, Sarah N.	MOH	9-29-03
Gray, Yolanda	MOH	10-6-03
Johnson, Jeannie	SND	7/1 – 8/15/03 (see attached letter)
Johnson, Veronica	MOH	9-1-03
Kenney, Patrick J.	BER	11-1-03
Killeen, Barbara	MOH	9-24-03

Page 2 November 20, 2003

New Members - continued

Labato, Clinton	WTY	9-8-03
McMurray, Melissa A.	SND	11-3-03
Taylor, Mia	HLT	9-2-03
Taylor, Shawn	MOH	8-27-03

David Gendron MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. All Aye.

Buybacks

Lynn Jacoby – Currently employed by the Town of Orange. Has requested to purchase creditable service of 2 years, 11 months and 3 weeks with the Town of Orange from 8/8/1988 to 7/31/1991. No interest is charged due to an administrative error. In accordance with the regulations in effect at that time she should have become a member. Total Cost \$1,805.95.

Margaret Babbitt – Currently employed by the Pioneer School District. Has requested to buyback 1 year and 10 months creditable service with Pioneer from 8/30/1994 to 6/30/1996. Total cost is \$1863.62 including interest. Ms. Babbitt is requesting that interest be waived since she was refunded in error. (On 9-18-1996 Ms. Babbitt was refunded her deductions in error. The error was caught and on 10-7-1997 she was



notified that she could repay her deductions plus interest to buyback the 1 year and 10 months. She chose not to do that at that time. Attorney Sacco was contacted and commented that Ms. Babbitt should have contacted the retirement system when she received the check in September 1996).

Margaret Babbitt – Currently employed by the Pioneer School District. Has requested to buyback 7 months creditable service with Pioneer from 4/29/1993 to 6/15/1994. Total cost is \$887.60 including interest.

David Gendron MOVED and Paul Mokrzecki seconded to approve the buyback as shown above and deny the Babbitt request for interest waiver. All Aye.  
Page 3 November 20, 2003

#### Administrator's Report

Retired: Edwin Matthews 11/03/2003 Warwick Option A

Deaths: William Powers 11/06/2003 Franklin County

#### Paciorek Buyback

Becky Paciorek is currently a member of the EastHampton Retirement System.

Becky Paciorek requested to purchase 6 months and 17 days creditable service with the Town of South Deerfield from 1987 to 1989. She was not eligible to be a member with the Franklin County Retirement System at that time. The calculation is:

YEAR	TOTAL HOURS	RATE OF PAY	TOTAL EARNINGS
1987	193.75 hours	@4.00/hr	\$775.00
1988	374.00 hours	@4.00/hr	\$1496.00
1989	492.75 hours	@4.00/hr	\$1971.00

Total hours 1060.50 / 37.5 = 28.28 weeks / 4.33 weeks per month = 6.58 mths  
Total buyback cost: \$517.21

The buyback request was made with the Easthampton Retirement System. The request was denied as it is a policy of the Easthampton not to allow members to purchase creditable service earned in other systems. The buyback would give Ms. Paciorek enough time to become vested.

Becky Paciorek is now requesting to purchase the service with the Franklin County Retirement System.

The Franklin County Retirement System shows Becky Paciorek as an inactive member. She became a member in 1991 and has deductions of \$14.04 in her account.

The deductions should have been transferred to Easthampton when Ms. Paciorek became a member there. However Easthampton did not request the transfer even though her membership form indicated she was a member here in Franklin County. Had the deductions been transferred, Franklin County Retirement System would not accept the buyback and not take liability for the 6 months and 17 days.

Attorney Sacco has said that Franklin County Retirement can accept or reject the request for buyback.

Board discussion focused on Easthampton's policy not to allow their members to purchase (makeup) creditable service from other systems when no deductions were  
Page 4 November 20, 2003

Paciorek Buyback – continued

taken. Franklin County's policy has been to allow such purchases. During the discussion it was discovered that the Paciorek matter was not addressed at a duly called Easthampton Board meeting. The Franklin County Board agreed that Becky Paciorek must obtain an official denial prior to addressing the matter with this Board.

David Gendron MOVED and Herb Sanderson seconded to table the matter until Ms. Paciorek has an official denial from the Easthampton Board. All Aye.

Fred Bixby

Attorney Sacco has recommended that a hearing be held regarding the Involuntary Accidental Disability Application submitted by the town of Leverett.

Paul Mokrzecki MOVED and Herb Sanderson seconded to hold a hearing on December 23, 2003 at 10:00 AM at 278 Main Street first floor conference room, Greenfield MA.

Daruma

Noreen Mckee and Mariko Gordon were present to update the Board on investment performance. Prior to discussing performance, the Daruma style was discussed. Daruma invests in small cap stocks in the mid range of the value stock selection. The range for small caps is from 100% value stocks which the Russell 2000 Value is the benchmark index to 100% growth stocks which the Russell 2000 Growth is the benchmark index. The Russell 2000 benchmark index is midpoint between the Russell 2000 Value and Russell 2000 Growth. Daruma investing is midpoint between the Russell 2000 and the Russell 2000 Value.

At 10/31/2003 Franklin County's annualized net-of-fee return since inception as 9.35% versus 4.19% for the Russell 2000 index and -6.87% for the Russell 2000 Growth index.

Given the short amount of time for the presentation, Daruma agreed to return in the Spring of 2004 during a lighter agenda schedule.

## Dahab

David Lee was present from Dahab to update the Board on other investments. He first noted that, in spite of the continuing concerns in the middle east, the US economy was up 7.2%, the fastest growth in 19 years.

On September 30th, the System's assets were value at \$43,806,656, and increase of \$1,975,144, which included 993,388 in net contributions, from the value ending June 30, 2003.

Page 5 November 20, 2003

Dahab – continued``

Freedom Capital's total portfolio reported a \$405,456 increase. The total fund was up 1.7% ranking below the 63rd percentile. Equities returned 3.1% ranking below the 66th percentile. The S&P returned 2.6% for the quarter. Bonds returned a -0.2% ranking in the 74th percentile. The Lehman index was -0.2%.

Metlife's portfolio returned a -0.1% ranking in the 67th percentile. Again the Lehman index was a -0.2%.

SSGA's portfolio returned 5.9% ranking in the 75th percentile. The MSCI EAFE index returned an 8.2%.

Times Square's portfolio returned 2.4%. The NCREIF index returned 2.1%, but is not totally accurate due to report timing.

## IR&M Bond Fund Contract

Attorney Sacco has recommended the approval of the IR&M Bond Fund Contract and side letter. The side letter addresses Legal requirements not addressed in the contract.

Paul Mokrzecki MOVED and Herb Sanderson seconded to authorize the Chairperson to sign the contract and side letter. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
OCTOBER 30, 2003

The regular meeting of the Franklin County Retirement Board duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:40 AM. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Member Sandy Hanks was absent. Also present Administrator Steven Wilson.

NEW BUSINESS

Minutes of September 12, 2003

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the Minutes of September 12, 2003. All Aye

Minutes of September 25, 2003

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the Minutes of September 25, 2003. All Aye

Minutes of October 8, 2003

David Gendron MOVED and Paul Mokrzecki seconded to approve the Minutes of October 8, 2003. All Aye

Refunds, Transfers and Bills Warrant 10 Totaling \$141,915.63 and PR Warrant 10 Totaling \$296,095.16.

Herb Sanderson MOVED and David Gendron seconded to approve the warrants as shown above. All Aye.

New Members  
October 2003

NAME	UNIT		DATE OF HIRE
Bonilla, Miguel		FRN	9-29-03
Burt, Carol		FRN	8-13-03 (summer tutor)
Cialek, Michelle		FRN	9-8-03
Donnelly, Maureen		MHR	9-22-03
Duda, John		BER	10-15-03
Edwards, Katherine		STB	9-2-03

Page 2 October 30, 2003  
New Members continued

NAME	UNIT		DATE OF HIRE
Field, John F.		STB	5-5-03
Fowler, Christine H.		SND	9-29-03
Harris, Donna M.		SND	9-4-01
Harris, Donna M.		DER	7-1-03
Hartnett, Robin E.		HLT	8-26-03
Kosloski, Shaina		ERV	9-15-03
LaPlante, Madeline		PNR	9-12-03
Mako, David A.		DER	9-3-03
Makosiej, Melissa L.		CON	9-2-03
Oravec, Kimberly M.		SND	10-7-03
Peters, Sally A.		CON	9-2-03
Rose, Michael I.		SND	9-8-03
Tarini, Kristina		STB	9-2-03
Terrien, Desiree		CON	9-10-03
Thurston, Tony		STB	9-17-03
Willard, Karen		MHR	9-1-03
Williams, Andrea C.		FRTA	9-22-03
Wood, Kathryn		ERV	9-24-03

Paul Mokrzecki MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.

#### Buybacks

Carol Kane - Currently employed by Hawlemont School. Has requested to buyback 15 years and months creditable service with the Teachers' Retirement Board from 9/8/1971 to 06/06/1988. Total cost is \$28,776.81. Teachers' Retirement Board will accept liability of 15.6 years liability.

David Gendron MOVED and Paul Mokrzecki seconded to approve the buyback as shown above. All Aye.

Page 3 October 30, 2003

#### Administrator=s Report

Retired: Martha Jenks 10/10/2003 Conway Option A

#### Actuarial Study Report

Larry Stone of Stone Consulting presented the Actuarial study and valuation as of January 1, 2003. Mr. Stone addressed several factors that impacted the final contribution amounts beginning in Fiscal Year 2005. The factors are:

Significant actuarial asset loss due to investment performance over the past 2 years.

Change of interest rate assumption from 8.50% to 8.00%.

Change salary assumption from 5.00% to 4.75%.

Changes in non-economic assumption such as group 1 retirement rates, lowered disability for groups 1 and 4, increased group 1 withdrawals and added group 4 withdrawal.

Given the above factors, the recommended Fresh Start Funding Schedule with 3(8)(c) Payments effective for Fiscal Year 2005 is \$3,923,420. This is an increase of \$420,007 over the January 1, 2001 funding schedule.

David Gendron MOVED and Herb Sanderson seconded to approve the Funding Schedule as presented. All Aye.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING OCTOBER 8, 2003

A Special meeting of the Franklin County Retirement Board, duly posted held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 3:01 PM. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki, and Herb Sanderson present.

### OLD BUSINESS

#### Attorney Interviews

The Board interviewed Carol Nesson and Michael Sacco. Board member Sandy Hanks left early prior to the Board making a final decision. After Board discussion, the Board agreed to retain Michael Sacco pending favorable reference checks.

David Gendron MOVED and Herb Sanderson seconded to retain Michael Sacco as the Boards legal counsel provided that reference checks are favorable. ALL Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
SEPTEMBER 25, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 AM. by Chairperson Patricia Auchard, with Board members David Gendron, and Herb Sanderson present. Board member Paul Mokrzecki arrived at 8:55 AM. Board Member Sandy Hanks was absent. Also present Administrator Steven Wilson.

NEW BUSINESS

Minutes of August 28, 2003

David Gendron MOVED and Herb Sanderson seconded to approve the Minutes of August 28, 2003. All Aye

New Members  
September 2003

NAME	UNIT	DATE OF HIRE
ARNOLD, WENDY	FRN	9-2-03
CONGER, SUSAN	SWM	8-18-03
FOLEY, TAYLOR M.	FRN	9-2-03
KNECHTEL, JOSHUA T.	OGE	8-11-03
L'HEUREUX, JESSIE	OGE	8-15-03
MAKOSIEJ, MELISSA LYNN	FRN	9-2-03
MYLES, ANN	FRN	9-2-03
RATTELSDORFER, LORETTA	FRN	9-2-03
SALLS, DIANNE E.	BER	8-18-03
SALLS, DIANNE E.	NTD	8-25-03
SORGER, FRANCES T.	ERV	8-27-03
TYREE, RYAN P.	FRN	9-2-03
WALL, MARY N.	WCK	8-1-02

David Gendron MOVED and Herb Sanderson seconded to accept the New Members as shown above. All Aye.

Page 2 September 25, 2003

Refunds, Transfers and Bills Warrant 9 Totaling \$59,255.95 and PR Warrant 9 Totaling \$296,582.32.

David Gendron MOVED and Herb Sanderson seconded to approve the warrants as shown above. All Aye.

Paul Mokrzecki present at 8:55

#### Buybacks

John Tatro – Currently employed by Buckland. Has requested to purchase 4 years, 11 months and 29 days for service with the Town of Ashfield from June 2, 1973 to December 31, 1980. Total cost is \$7,890.65.

David Gendron MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye.

#### Administrator=s Report

Retired: Nancy Wood	Orange Housing Auth	9/1/2003	Option A
Judtih LaChapell	Hawlemont	9/5/2003	Option A
Mary Lunny	FRCOG	9/1/2003	Option B

Deaths: John Coolidge      New Salem    9/11/2003    In service

#### Attorney Interviews

The Board conducted interviews with Gerald McDonough, Nicholas Poser and Gregory Galvin. The Board discussed when the interviews of Carol Nesson and Michael Sacco could be conducted. The Board agreed that Wednesday October 8th in the afternoon would be possible provided the attorneys could be here.

### FRANKLIN COUNTY RETIREMENT BOARD MEETING SEPTEMBER 12, 2003

A Special meeting of the Franklin County Retirement Board, duly posted held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 AM. by Chairperson Patricia Auchard, with Board



members Sandy Hanks, Paul Mokrzecki, and Herb Sanderson present. Board Member David Gendron was absent.

## NEW BUSINESS

### Fixed Asset Investment Manager Interviews

The Board interviewed Altus (ING) Investments, Phoenix Investments and Income Research Investments.

Sandy Hanks MOVED and Paul Mokrzecki seconded to retain Income Research and Management to manage the fixed income portfolio currently held by Freedom Capital. Sandy Hanks – Aye, Paul Mokrzecki – Aye, Patricia Auchard – Aye and Herb Sanderson – Nay.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING AUGUST 28, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:42 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks and Herb Sanderson present. Board member Paul Mokrzecki was absent. Also present Administrator Steven Wilson.

## NEW BUSINESS

### Minutes of June 26, 2003

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the Minutes of July 31, 2003. All Aye.

### New Members August 2003

NAME	UNIT	DATE OF HIRE
BERNIER, FROSTINE	DER	7-7-03
BERUBE, JOHN C.	FRN	8-5-03
EDDY, DONNA H.	DER	7-7-03
KINGSLEY, MICHELE	NTD	5-27-03
LAPORTE, BRIEN E.	DER	8-4-03

RATHBUN, JOHN A.	ERV	7-2-03
SMITH, ZACHARY	SDF	9-1-02
SVOBODA, JOHN J.	ASH	7-5-03
TAYLOR, ALAN L.	ASH	8/12/03

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.

Page 2      August 28, 2003

Refunds, Transfers and Bills Warrant 8 Totaling \$79,060.48 and PR Warrant 8 Totaling \$293,790.84.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

#### Buybacks

Sally Zimmerman – Currently employed by Pioneer School. Has requested to buyback service with the Massachusetts State Board of Retirement from 9/5/1972 to 10/1/1976. The State of Massachusetts Retirement Board will accept 4 years and 27 days liability. Total buyback cost is \$4,258.94.

Tina Smith – Currently a member of the Massachusetts State Board of Retirement. Has requested to purchase creditable service from 6/12/1980 to 12/31/1980 with Franklin County in the CETA program. FCRS will accept liability of 6 months.

Joan Baldwin – Currently employed by Frontier School. Has requested to buy back service with the Teachers Retirement System from 9/1/1975 to 4/13/1981. The Teachers Retirement System will accept 4 years and 6 months liability. Total cost is \$4613.61.

Ms. Baldwin has requested to buy back service with Frontier School from March 1992 to July 1999. Total creditable service of the buy back is 5 years and 7 months. Total cost is \$2,963.21.

Ms. Baldwin has requested to purchase service with Frontier School from 1973 to 1975. Total creditable service to be purchased is 3 months. Total cost is \$672.81.

James Lyons – Currently a member of the Massachusetts State Board of Retirement. Has requested to buy back creditable service from 6/01/1988 to 12/31/1993 with the Town of Leverett. FCRS will accept liability of 4 years and 6 months.

Albert Stone – Currently a member of the State Retirement System. Has requested to buy back creditable service from 1991 to 1994 for elected service with the Town of Northfield. FCRS will accept 2 years liability.

Susan Pasteris – Currently employed by Pioneer School. Has requested to buy back creditable service with the Massachusetts State Board of Retirement from 9/2/1975 to 10/01/1977. The Massachusetts State Board of Retirement will accept 2 years and 1 month liability. Total cost of the buy back is \$3,320.03.

Amy Leos-Urbel – Currently an inactive member with 9 years and 1 month service. Has requested to buy back creditable service with the Massachusetts State Board of Retirement from 9/12/1971 to 08/31/1972. The Massachusetts State Board of Retirement will accept liability of 11 months and 19 days. Total cost is \$1,622.83.

Has requested to purchase creditable service with Franklin County from 6/1/1988 to 6/30/1991. Total creditable service to be purchased is 2 years and 7 months. Total cost is \$6,303.09.

Rebecca Contreras – Currently a member of the Massachusetts Teachers' Retirement Board. Has requested to buy back creditable service with Pioneer School. There are 2 buybacks. The first is from 4/1/1992 to 6/30/1992 and FCRS will accept 3 months liability. The second is from 1/1/1993 to 2/28/1993 and FCRS will accept 2 months liability.

John Bartus – Currently employed by the Town of Orange. Has requested to purchase creditable service with the Town of Orange from 10/16/1976 to 5/31/1977. Total creditable service to be purchased is 8 months and 15 days. Total cost is 318.92. Interest is not charged due to an administrative error – deductions should have been taken.

Sandy Hanks MOVED and David Gendron seconded to approve the buybacks as shown above. All Aye.

Administrator=s Report

Retired:	Judity Siddell	8-16-2003	Deerfield	Option A
Deaths:	Clinton M. Taylor	8-16-2003	Mahar	Option B

The Board was given notice of the upcoming Fall MACRS Conference to be held in Springfield, MA on from October 19th through the 22nd.

Sandy Hanks MOVED and David Gendron seconded to approve travel to the MACRS Conference.

#### Investments

Greg McNeillie of Dahab Associates was present to update the Board on the 2nd Quarter investment performance.

On June 30th, the retirement system's assets were valued at \$41,831,512 an increase of \$3,516,648 from the March ending value of \$38,314,864.

The Daruma account was valued at \$4,521,603 which was an increase of \$762,933 from the March ending value of \$3,758,670. Daruma's performance for the quarter was up 20.3% compared to the Russell 2000 which was up 23.4%.

Freedom Capital, at the end of the 2nd Quarter was valued at \$24,532,924 which was an increase of \$2,088,072 from the March ending valuation of \$22,444,852. Equities were up 15.8% compared to the S&P 500 which was up 15.4%. Bonds returned 2.4% compared to the Lehman Aggregate which would have returned 2.5%.

The MetLife account was valued at \$7,920,696 which was an increase of \$194,181 over the March valuation of \$7,726,515. MetLife returned 2.5%.

Page 5 August 28, 2003

SSGA was valued at \$2,692,629 which was increase of \$441,382 from the 1st quarter SSGA returned 19.6% compared to the MSCI EAFE index which was 19.6%.

Times Square portfolio was valued at \$2,163,657 which was an increase of \$30,078 from the 1st Quarter.

Mr. McNeillie went on to discuss the Fixed Income Search and the methods for determining the top three candidates to be interviewed. The Board discussed the selection process and decided on the three to be interviewed.

Sandy Hanks MOVED and Paul Mokrzecki seconded to meet on September 12, 2003 at 8:30 AM to interview Aeltus Investment Management, Income Research Aggregate Company and Phoenix Investment Core Plus.

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:40 a.m. by Chairperson Patricia Auchard, with Board members, Paul Mokrzecki, and Herb Sanderson present. Board members David Gendron and Sandy Hanks were absent. Also present Administrator Steven Wilson.

## NEW BUSINESS

Minutes of June 26, 2003

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the Minutes of June 26, 2003. All Aye.

New Members  
July 2003

NAME	UNIT	DATE OF HIRE
Grover, Joy	FCR	6-30-03
Kaczmarczyk, Kevin A.	OGE	7-1-03
Letourneau, Robert G.	LEY	7-1-03
Nauman, Patricia L.	ERV	7-7-03
Ness, Carolyn S.	DER	5-5-03
Sharp, Thomas E.	ERV	6-30-03
Smart, Cherrie L.	COL	6-10-03
Turner, Richard H., Jr.	ASH	6-23-03
Watrous, Jill A.	BER	6-30-03
Wentworth, Linda C.	LEV	7-1-03
Young, William J.	BER	5-5-03

Herb Sanderson MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. All Aye.

Page 2 July 31, 2003  
Administrator=s Report

Retired:	Dorothy Mexcur	6-30-2003	Mahar	Option A
	Dorothy Giffin	6-30-2003	Hawlemont	Option A
	Clayton Brooks	6-30-2003	Leyden	Option A
	Wilfred Franklin	6-30-2003	Leyden	Option C
	Joanne Balzarini	6-30-2003	Bernardston	Option A

Deaths: Rebecca Coutu 7-6-2003 Colrain School Option A

Refunds, Transfers and Bills Warrant 7 Totaling \$210,730.11 and PR Warrant 7 Totaling \$297,800.88.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

#### Buybacks

Robert McGuire – Currently a member of the Hampshire County Retirement System. He has requested to buyback service with the Town of Shutesbury from 1994 to 1996. FCRS will accept liability of 2 months.

George Slocum – Currently a member of the Northampton Retirement System. Has requested to buyback service with Franklin County from 1989 to 1991 and service with Bernardston from 1991 to 1994. FCRS will accept liability of 7 years, 2 months and 3 days.

Sherrie A. Sunter – Currently a member of the MWRA Retirement System. Has requested to buyback service with the Town of Deerfield from 1988 to 1990. FCRS will accept liability of 2 years.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye.

Page 3 July 31, 2003

#### Investment of Excess Cash

Greg McNeille of Dahab Associates was present to advise the Board regarding the investment of one million dollars in the SSGA Global Growth Opportunities Fund portfolio. Mr. McNeille explained that the SSGA Global Growth Opportunities Fund consist of good international stocks. He would not recommend SSGA had their poor performance was not without just cause. The poor performance is more due to the international economy and the fact that international stocks are easily liquidated for cash needs by other stock holders. Mr. McNeille presented the schedule shown in Attachment A.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the investment of one million dollars with SSGA as recommend by Dahab Associates in Attachment A. All Aye.

ATTACHMENT A  
Schedule prepared by DAHAB

Franklin County Retirement System					
July 31, 2003					
Asset Allocation/Portfolio Rebalancing					
	Current \$	Current %	Target %	Target \$	
Freedom Capital (Balanced 55/45 Target)	\$ 24,532,920	57.3%	65%	\$ 27,840,478	\$ 3,307,558
Daruma (Small Cap Equity)	\$ 4,521,603	10.6%	10%	\$ 4,283,151	\$ (238,453)
SSgA (Int'l Equity)	\$ 2,692,629	6.3%	10%	\$ 4,283,151	\$ 1,590,522
Met-Life (Indexed Fixed Income)	\$ 7,920,696	18.5%	10%	\$ 4,283,151	\$ (3,637,546)
Times Square (Real Estate)	\$ 2,163,657	5.1%	5%	\$ 2,141,575	\$ (22,082)
Additional \$1 million	\$ 1,000,000	2.3%	0%	\$ -	\$ (1,000,000)
Total Fund	\$ 42,831,505	100%	100%	\$ 42,831,505	
Recommendation:	Use the \$1 million from cash to fund the under allocated international equity allocation. Although returns have been negative over the past three years, SSgA trails the EAFE Index by only 3.1% on an annualized basis.				
	Personnel questions raised over the past couple of months have been answered. The well publicized State Street cutting of expenses has led to only three retirements from the SSgA IGOF team. Three analysts will be retiring as of August 31 and replacements are being sought. The portfolio management team is still in place.				
	Deal with the over allocation to Met-Life by amending the Investment Policy giving them a target allocation of 20% while leaving the remaining 20% of the fixed income allocation with the active product, currently Freedom Capital. Upon completion of the Fixed income search, leave Freedom Capital with 35% of the total fund in large cap equity.				
	Current \$	Current %	Recommended %	Recommended \$	
Freedom Capital (Balanced 55/45 Target)	\$ 24,532,920	57.3%	35%	\$ 14,991,027	\$ (9,541,893)
Daruma (Small Cap Equity)	\$ 4,521,603	10.6%	10%	\$ 4,283,151	\$ (238,453)

SSgA (Int'l Equity)	\$ 2,692,629	6.3%	10%	\$ 4,283,151	\$ 1,590,522
TBD (Active Fixed Income)	\$ -	0.0%	20%	\$ 8,566,301	\$ 8,566,301
Met-Life (Indexed Fixed Income)	\$ 7,920,696	18.5%	20%	\$ 8,566,301	\$ 645,605
Times Square (Real Estate)	\$ 2,163,657	5.1%	5%	\$ 2,141,575	\$ (22,082)
Additional \$1 million	\$ 1,000,000	2.3%	0%	\$ -	\$ (1,000,000)
Total Fund	\$ 42,831,505	100%	100%	\$ 42,831,505	

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JUNE 26, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:41 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Paul Mokrzecki, and Herb Sanderson present. Board member Sandy Hanks was absent. Also present Administrator Steven Wilson.

NEW BUSINESS

Minutes of May 29, 2003

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the Minutes of May 29, 2003. All Aye.

New Members

June 2003

NAME	UNIT	DATE OF HIRE
Brooks, David E.	LED	5-27-03
Smith, Zachary	DER	5-12-03

Paul Mokrzecki MOVED and Herb Sanderson seconded to accept the New Members as shown above. All Aye.

Administrator=s Report



Retired:	April Field	6-16-2003	Shutesbury	Option A
Deaths:	Peral Bruno	5-28-2003	Mohawk	Option B

Refunds, Transfers and Bills Warrant 6 Totaling \$60,361.49 and PR Warrant 6 Totaling \$287139.59

Dave Gendron MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

Page 2 June 26, 2002

#### Attorney Services

It was explained to the Board that with the untimely death of Paul Mondry, Esq. it is necessary to begin a search for attorney services. PERAC was contacted and their response was to issue an RFP although it is questionable that an RFP is required for an attorney services search. After discussion, the Board requested staff to check with other systems in western Massachusetts to find out what they are doing if Paul Mondry was their attorney and, if not, who is their current attorney. The Board also recommended placing advertisement in the Beacon, Massachusetts Bar and the Franklin County Bar Association.

#### Staff Evaluations

The Board was given an opportunity to review staff evaluations. The Board previously approved a 2.4% COLA and a .6% maximum merit raise for a total of 3%. The Board agreed that all staff should receive the maximum merit raise. Administrator Wilson discussed Carrie Stevens evaluation and her willingness to help given the recent resignation of the Accounting Assistant. Further, Carrie's attitude has significantly improved. Given these factors it was recommended that the Administrative Assistant's salary be increased to place her at the midpoint of her salary range.

The Board requested to be provided with the FRCOG's new performance evaluation procedure.

Dave Gendron MOVED and Herb Sanderson seconded to approve an increase of \$1000.00 over the next year after the 3% increase. All Aye.

#### Travel - MACRS Conference

It was explained that the approval for the conference should have been approved prior to June 16, 2003 but was not. Approval is now being sought and that any future travel would be brought to the Board prior to the event.

Herb Sanderson MOVED and David Gendron seconded to approve travel for the June MACRS Conference.

#### Investment of Excess Cash

Greg McNeille of Dahab Associates was contacted in early in May 2003 for a recommendation regarding the investment of excess cash. At that time he recommended State Street Global Associates (SSGA) to keep within the investment allocation policy.

During the May 29, 2003 Board meeting Rich Dahab voiced concern about SSGA and recommended a delay of the investment. Greg McNeille was contacted again, and again, recommended SSGA. The Board expressed concern over the recommendation and requested Mr. McNeille to support his recommendation in writing.

Page 3 June 26, 2002

#### Investment of Excess Cash - CONTINUED

Herb Sanderson MOVED and David Gendron seconded to table the matter until a written recommendation is received from Dahab. All Aye.

### FRANKLIN COUNTY RETIREMENT BOARD MEETING MAY 29, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 a.m. by Chairperson Patricia Auchard, with Board members Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Board Member David Gendron was absent. Also present Administrator Steven Wilson.

#### NEW BUSINESS

Minutes of April 24, 2003

Sandy Hanks MOVED and Herb Sanderson seconded to approve the Minutes of April 24, 2003. All Aye.

#### New Members

May 2003

NAME	UNIT	DATE OF HIRE
Beaudin, Courtney	SND	9-1-02
Field, John F.	STB	5-5-03
Lankowski, Nicole	DER	09-04-01
Novotny, Leah	DER	12-2-02

Sandy Hanks MOVED and Herb Sanderson seconded to accept the New Members as shown above. All Aye.

### Buybacks

Martha Jenks - Employed by the Town of Conway. Has requested to buy back 7 years and 7 months creditable service with the Hampshire County Retirement System. Hampshire County will accept 7 years and 7 months liability. Total cost is \$7,934.09.

Page 2 May 29, 2003

Nancy Wood - Currently employed by the Orange Housing Authority. Has requested to buy back 4 months and 1 weeks creditable service with the Franklin County Regional Housing Authority from November 22, 1982 to March 31, 1983. Total cost is \$295.54.

Charles Bray - Currently employed by the Town of Shutesbury. Has requested to buy back 8 months creditable service with the Hampshire County Retirement System. Hampshire County will accept 8 months liability. Total cost is \$1,153.90.

Constance Kruger - Currently a member of the Hampshire County Retirement System. Has requested to buy back 1 year and 2 months creditable service from 1982 to February 1983. FCRS will accept liability of 1 year and 2 months.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye.

### Administrator's Report

Deaths:	Pamela Kemp	4/27/2003	Mohawk	Option B
	Ruth Rice	5/8/2003	Mohawk	Option A

Refunds, Transfers and Bills Warrant 5 Totaling \$245,484.69 and PR Warrant 5 Totaling \$287,204.64

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the warrants as shown above. All Aye.

Page 3 May 29, 2003

#### Freedom Capital

Freedom capital was present to update the Board on the 1st Quarter 2003 investment results. The total portfolio ended the 1st quarter at a value of \$22,444,852. This was down \$323,580.00 from 12/31/2003 value. Freedom did note that the market turned upward in May making the value of the portfolio \$23,551,069. Again Freedom is tilted toward value stocks and, given the trend upward, value should show very good increases. Value stocks at the end of May were up \$341,445 and growth stocks were up \$162,872.

#### Dahab

Greg McNeille, the Board's investment consultant was to update the Board on the 1st quarter results for the entire investment portfolio. In total on March 31, 2003 the investment portfolio was valued at \$38,313,188 which is a decrease of \$632,360 from the December value of \$38,945,548. Daruma was down 5.2% compared to the Russell 2000 which was down 4.5%. MetLife was up 1.4% compared to the Lehman Aggregate which was up 1.4%. SSGA was down 9.2% compared to the EAFE index which was down 8.2%. Times Square real estate was up 1.1%.

The Board went on to discuss the RFP for Freedom Capital's fixed investments.

Sandy Hanks moved and Paul Mokrzecki seconded to approve the issuance of an RFP which would solicit both index and active fixed income investment managers. All Aye.

#### Stone Consulting

Larry Stone of Stone Consulting was present to discuss the upcoming actuarial valuation study to be conducted this year. The study will use 2002 data. Mr. Stone noted that, even though the Board chose a schedule for FY 2002 which significantly increase assessments, there is no further room to amortize losses over a longer period and gains over a shorter period. For the FY 2004 funding schedule the board could consider asset smoothing.

The primary consideration in assessment changes are the return assumption rate, salary increases and the retiree COLA. The 2001 valuation used an 8.5% return on investments. Given the current market, the 8.5% is high and Mr. Stone suggested a rate of 8.0% to 8.25% would be more reasonable. Salary increases of members for the

2001 valuation was at an annual rate of 5.5%. Given the economy, Mr. Stone suggested that this could be reduced to 4.75%. Although the salary increase of even 4.75% seems to be high the rate includes several factors. Finally, the COLA for retirees will remain the same at 3%.

Once the retirement office staff provides data and answers questions he has, Mr. Stone will return in the Fall with proposed figures.

Page 4 May 29, 2003

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
APRIL 24, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:41 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, and Herb Sanderson present. Board member Paul Mokrzecki was absent. Also present Administrator Steven Wilson.

NEW BUSINESS

Minutes of March 27, 2003

Sandy Hanks MOVED and Dave Gendron seconded to approve the Minutes of March 27, 2003. All Aye.

New Members

APRIL 2003

NAME	UNIT	DATE OF HIRE
Almeida, Angela	MOH	9-24-02
Benjamin, Mary O.	MOH	12-3-02
Billiel, David C.	MOH	7-15-02
Brooks, Brenda Lee	MOH	9-4-02
Croteau, Susan B.	MOH	7-8-02
Gemborys, Paul B.	MOH	10-28-02
Gleason, Mary W.	MOH	9-3-02
Henry, Regina A.	MOH	2-3-03
Herzig-Doherty, Karla J.	MOH	11-14-02
Hunt, Robert P.	MOH	12-2-02
Jacobson, Elizabeth R.	MOH	9-16-02
Kuklinski, Beth E.	MOH	11-4-02
Loomis, Sean R.	MOH	1-13-03
MacKenzie, Amy G.	MOH	9-3-02

Meigs, Terri L.	MOH	9-18-02
Meigs, Terri L.	HLT	9-18-02
Pg 2 May 24, 2003		
Morse, Karen L.	MOH	9-4-02
Myers, James, A.	MOH	9-3-02
Pincus, Melissa R.	MOH	9-3-02 (term. date: 12-6-02)
Popowich, Daniel J.	MOH	11-8-02
Rauch, Eileen M.	MOH	9-23-02
Ricko, Charles M., II	ASH	3-10-03
Wood, Kathryn M.	MOH	1-21-03
Yorgakopoulou, Marda D.	MOH	9-3-02
Zukowski, Deborah	HLT	1-2-03

David Gendron MOVED and Sandy Hanks seconded to accept the New Members as shown above. All Aye.

#### Buybacks

Janet Swem - Currently employed by the Town of Ashfield. Has requested to buy back 8 years and 2 months creditable service with the Town of Ashfield from November 02, 1982 to January 1, 1991. Total cost is \$3,156.59.

Joanne Balzarini - Currently employed by the Town of Bernardston. Has requested to buy back 2 years, 9 months and 2 weeks creditable service with the Town of Bernardston from January 27, 1986 to June 30, 1991. Total cost is \$5,607.85.

Sandy Hanks MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye. Pg 3 May 24, 2003

#### Administrator=s Report

Deaths:	Edith Jerome	4/2/2003	Mohawk	Option B
	Theodore Sak	3/29/2003	Frontier	Member in Service
	Elizabeth Sadoski	4/16/2003	Franklin County	Option D
	Bruce Mackie	4/9/2003	Sunderland	Member in Service

Refunds, Transfers and Bills Warrant 4 Totaling \$91,194.66 and PR Warrant 4 Totaling \$289,833.82

Sandy Hanks MOVED and Dave Gendron seconded to approve the warrants as shown above. All Aye.

#### Retiree COLA

Retiree COLA=s are due to be implemented July 1, 2002. The Social Security System COLA to be effective July 1, 2002 is 1.4%. To date 39 Massachusetts Retirement Systems have granted a 3% increase. The annual cost of a 3% COLA is \$72,800.00. Our recent actuarial valuation is assuming a 3% COLA. The maximum COLA is limited to 3% on the first \$12,000.00 of retirement allowance paid

David Gendron MOVED and Sandy Hanks seconded to approve a 3% COLA effective July 1, 2003. All Aye.

### Fixed Income Investment Management Services

At the March 27, 2002 Board meeting the Board tabled approval of the RFP prepared by Dahab to begin a search for a fixed asset manager to replace Freedom Capital. The board wanted to see how the investment policy would change with the fixed asset portion removed from Freedom Capital.

A proposed draft of the Franklin County Investment Policy (for all investments) and a proposed draft of the investment policy for Freedom only was reviewed by the Board.

Rich Dahab of Dahab Consultants was present. He discussed the RFP and the possibility of moving the money to MET LIFE without going through the RFP process. Mr. Dahab proposed to delay the RFP so that Dahab could review the MET LIFE possibility and bring back next month a recommendation. The Board agreed.

Sandy Hanks MOVED and Dave Gendron seconded to table the RFP approval to the May 29, 2003 meeting. All Aye.  
Pg 4 May 24, 2003

### Dahab

Rich Dahab of Dahab consultants presented a preliminary summary of the 1st quarter returns. A full report will be made at the May meeting. In total the 1st quarter investments were down 1.6%. Exceptions were Real Estate which was up 1.1% and MET LIFE which was up 1.4%. Factors impacting the quarter were the war in Iraq, oil price increases and SARS which impacted the economy and travel.

The Board discussed the returns and questioned whether or not to invest the excess one million dollars in SSGA which was down 9.2% for the quarter while the index was down only 8.2%. Mr. Dahab recommended to delay the excess fund investment until the next meeting and that Dahab would review all the investments of the retirement system and bring back to the Board a new blueprint for the entire investment portfolio. The Board agreed.

Sandy Hanks MOVED and Dave Gendron seconded to table investment of one million dollars to the May 29, 2003 meeting. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
MARCH 27, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:48 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present Administrator Steven Wilson.

OLD BUSINESS

Robert Decker

The findings of fact are:

1. Mr. Robert Decker, 9 Keller Rd, South Deerfield, MA, retired from the State of Massachusetts requested 5 years creditable service for call fire time with the South Deerfield Fire District from 1966 to 1992. In his opinion, the South Deerfield Fire District vote dated March 26, 2001 to join the retirement system on July 1, 2001 included Chapter 32 ' 4 (2)(b1/2) because the vote was worded Ato adopt and accept sections one to twenty-eight inclusive as amended@.

The South Deerfield Fire District vote to join the retirement system is shown in Attachment A to the minutes.

Chapter 32 ' 4 (2)(b1/2) is shown in Attachment B to the minutes.

The Board requested and received an opinion from PERAC dated December 30, 2002 as shown in Attachment C to the minutes. The opinion states that AAcceptance of the provisions of G.L. c. 32, ' 1-28 pursuant to G.L. c. 32, ' 28(4) would not include those local option provisions that specifically require legislative body or retirement board acceptance.@ Chapter 32 ' 4 (2)(b1/2) requires specific legislative action.

The Board requested and received an opinion dated January 14, 2003 from the Board=s attorney as shown in Attachment C to the minutes. The opinion stated that AThere is nothing in the Clerk=s Certificate to indicate that the District voted to specifically accept the provisions of section 4 (2)(b1/2).@

Mr. Decker requested the Board obtain a declaratory judgement from Superior Court regarding the interpretation of the district=s vote.

The Board requested and received an opinion dated February 18, 2003 from the Board=s attorney as shown in Attachment D to the minutes. The opinion stated that ASince the Retirement Board has received two legal opinions regarding this issue there does not appear to be a dispute over its interpretation.@



Pg 2 March 27, 2003

The Board received a letter dated February 25, 2003 from Ms. Kristi Bodin, Mr. Decker=s Attorney, stating AI have reviewed the opinions you obtained from PERAC and from Attorney Mondry, and I respectfully disagree with their conclusions. Moreover, my research has not revealed any basis in law for the suggestion that the Fire District=s (District) vote on March 26, 2001 somehow excluded G.L. c. 32, ' 28(4)(2)(b1/2) from acceptance. I can find no case law or in statutory law to support the position taken by PERAC and by Attorney Mondry, and so I invite them to refute my opinion.@ The letter is shown in Attachment E to the minutes

Attorney Mondry responded in a letter dated March 20, 2003 as shown in Attachment F. He wrote that even if Ms. Bodin were correct, Mr. Decker was not an eligible employee when the District joined the retirement system and is not eligible for creditable service from 1966 to 1992.

Board discussion followed. Mr. Decker was allowed to bring any new information to the Board. Mr. Decker responded by saying that the minutes should show that he is a member of the Franklin County Retirement System as approved by the Board on January 31, 1984. The Board Administrator commented that even though a membership application had been approved, no deductions have been received. Board discussion followed. Board member Sanderson was concerned that the Mondry letter dated March 20, 2003 was just received by the Board and that Mr. Decker and his attorney did not have time to respond to it. Board discussion followed.

David Gendron MOVED and Sandy Hanks seconded to deny Mr. Decker=s request for 5 years creditable service based on the above findings of fact. David Gendron, Sandy Hanks, Paul Mokrzecki and Patricia Auchard voted yes. Herb Sanderson Voted no.

## NEW BUSINESS

Minutes of February 27, 2003

Sandy Hanks MOVED and Dave Gendron seconded to approve the Minutes of February 27, 2003. All Aye.

New Members

MARCH 2003

NAME	UNIT	DATE OF HIRE
Brazeau, Debhra	LEV	2-10-03
Brown, Kerri M.	STB	9-3-02

Pg 3 March 27, 2003

Marcotte, Linda	BUC	2-11-03
Metcalf, Jason D.	SND	2-24-03
Sanderson, Herbert	FRN	9-1-02
Siwicki, Karen M.	FRN	2-6-03
Swan, Kara A.	NSW	11-5-02
Taylor, Calvin L.	ERV	2/19/03
Williamson, Anne K.	OGE	2-24-03

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.

#### Buybacks

David Gagne - Currently employed by the City of Northampton. Has requested to buy back 4 months creditable service with the Town of Ashfield from March 27, 1989 to August 4, 1989. FCRS will accept liability of 4 months.

Sandra Kelley - Currently employed by the Town on Greenfield. Has requested to buy back 10 years and 9 months creditable service with the Pioneer School District from September 1982 to May 1993. FCRS will accept Liability of 10 years and 9 months.

Sandy Hanks MOVED and David Gendron seconded to approve the buybacks as shown above. All Aye.

#### Administrator=s Report

##### New Retirements:

Therese Sherburne	Mohawk	Option B	3/1/2003
-------------------	--------	----------	----------

Deaths:	Kenneth Harwood	3/8/2003	Warwick	Option C
	Juliana Samoriski	3/11/2003	Mohawk	Member in Service
	Helen Petroski	3/2/2003	Frontier	Option B

Refunds, Transfers and Bills Warrant 3 Totaling \$74,329.77 and PR Warrant 3 Totaling \$290,263.97

Herb Sanderson MOVED and Sandy Hanks seconded to approve the warrants as shown above. All Aye.

Pg 4 March 27, 2003

#### Performance Evaluation Procedure

The FCRS personnel policy requires an annual evaluation of personnel. Salary increases are based on a cost of living (COLA) increase to be given annually. In addition to the COLA a merit raise of 0 to 3.5% will be given. The result of the evaluation shall be the employee=s point average for determining a rating for salary purposes. An average employee would receive up to a 2% increase with an outstanding employee receiving a 3.5% increase. However, all compensation policy decisions must take into consideration the overall financial condition of the FCRS.

Herb Sanderson MOVED and David Gendron seconded to grant a salary increase of 3% which includes a COLA of 2.4%. All Aye.

#### Office Space Lease

Attached is a proposal form pvd. Inc. to extend the current lease for one more year to July 2004. Lease payment are \$875.00 per month.

Sandy Hanks MOVED and Paul Mokrzecki seconded to extend the current lease for one year through July 2004. All Aye.

#### Fixed Income Investment Management Services

Attached is the RFP prepared by Dahab for Board review and approval. After discussion the Board agreed to table the matter so that it could be determined how the product with Freedom would change and how management fees would change.

Sandy Hanks MOVED and Herb Sanderson seconded to table the matter to the April 24, 2003 meeting. All Aye.

#### Early Retirement Incentive Amortization

Several units approved the 2002 ERI. For each retirement, the cost of the ERI benefit must be paid by the unit which is in addition to their regular assessment. PERAC recommends a 15 year level amortization of these benefits. This is the same schedule that was used at the time of the last local ERI. The schedule pays for the cost of the  
Pg 5 March 27, 2003

ERI benefit substantially during the lifetime of those members affected. The Board needs to adopt an amortization schedule.

Sandy Hanks MOVED and Herb Sanderson seconded to approve the 15 year amortization schedule provided those units granting the ERI would be given the option to pay on a shorter schedule. All Aye.

Pg 5 March 27, 2003

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
FEBRUARY 27, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:47 a.m. by Chairperson Patricia Auchard, with Board members Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Board Member David Gendron, was absent. Also present Administrator Steven Wilson.

OLD BUSINESS

Robert Decker

Herb Sanderson MOVED and Paul Mokrzecki seconded to table the matter for further review by Board's attorney. All Aye

NEW BUSINESS

Minutes of January 30, 2003

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the Minutes of January 30, 2003. All Aye.

New Members

FEBRUARY 2003

NAME	UNIT	DATE OF HIRE
Atherton, Louella	BER	12-31-02
Butler, Aaron O.	SND	5-5-02
Byrne, Kathy K.	FCH	1-27-03
Higgins, Mandy	DER	1-13-03
Kaczinski, John	DER	1-21-03
McNeil, Jane A.	FRT	2-3-03
Murcell, Richard C.	OGE	1-13-03
Roussel, Debra	GILL	2-1-03
Simonelli, Kerri J.	SND	2-10-03
Taylor, Chris	SND	12-23-02
Wickline, Karen L.	PNR	1-13-03

Sandy Hanks MOVED and Paul Mokrzecki seconded to accept the New Members as shown above with the exception of Kerri Simonelli (temporary less than one year). All Aye.

## Buybacks

Carrie Stevens - Currently employed by the Franklin County Retirement System. Has requested to buy back 8 years, 2 months and 10 days creditable service earned with the State of Massachusetts from 10/5/1986 to 12/14/1994. Total cost including interest is \$15898.15. The State of Massachusetts will accept 8 years, 2 months and 10 days liability

GARY STOKARSKI - Currently employed by the South Deerfield Fire District and was employed as a Fire Chief by the District when they joined the system on July 1, 2001. Mr. Stokarski was a call firefighter from 1976 to full time employment with the District. Under Chapter 32 Section 4(2)(b) the Board shall grant up to 5 years of creditable service for the call fire time.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the buyback and call fire creditable service as shown above. All Aye

## Administrator's Report

### New Retirements:

Sandy Hanks        Buckland        Option A        2/1/2003

Deaths:    Steven Smyder    Orange    Inactive member since 1996

Refunds, Transfers and Bills Warrant 2 Totaling \$104,843.80 and PR Warrant 2 Totaling \$289,700.02

Herb Sanderson MOVED and Sandy Hanks seconded to approve the warrants as shown above. All Aye.

## Performance Evaluation Procedure

Sandy Hanks MOVED and Herb Sanderson seconded to table the matter to the March 27, 2003 meeting. All Aye.

Pg 3 February 27, 2003

#### Office Space Lease

Sandy Hanks MOVED and Herb Sanderson seconded to table the matter to the March 27, 2003 meeting. All Aye.

#### Freedom Capital

Representatives from Freedom Capital updated the Board on Freedom Capital's portfolio. The total portfolio for the fourth quarter was up 2.44% compared to the indices which were up 5.52%. The value equity portfolio was up 5.51% compared to the S&P Barra Value Index which was up 9.90%. The growth equity portfolio was up 3.45% compared to the S&P Barra Value Index which was up 7.11%. The fixed income portfolio was up 1.22% compared to the Lehman Index which was up 1.57%. Over the last 5 years, Freedom Capital's total performance was up 3.72% compared to the index was up 3.48%.

The total portfolio was valued at \$22,799,238.00 on December 31, 2002 which was an increase of \$525,248.00 over the end of the third quarter.

Freedom capital admitted that bad investment decisions in both equities and fixed assets attributed to the poor performance. Future expectation, once the possible war with Iraq is over, is that the portfolio will be closer to the index. Board discussion followed expressing concern with the current performance.

#### Dahab Consultants

Greg McNeille from Dahab updated the Board on the remainder of the portfolio.

Daruma was valued at \$3,965,283 on December 31, 2002 which as a decrease of \$8,015 from the end of the third quarter. The performance of Daruma was down .1% compared to the index which was up 6.2%. Since inception in March 2000 Daruma's performance is 1% compared to the index which was down 26.1%.

MetLife was valued at \$7,619,510 on December 31, 2002 which was an increase of \$118,865 from the end of the third quarter. For the quarter MetLife was up 1.6% compared to the index which was up 1.6%. Over a five year period MetLife is up 44.3% compared to the Lehman Index which was up 43.9%.

SSGA was valued at \$2,478,088 on December 31, 2002 which as an increase of \$209,678 from the end of the third quarter. The performance of SSGA was up 9.2%

compared to the EAFE index which was up 6.5%. Since inception in June 2000 SSGA's performance is -46.0% compared to the index which was -40.7%. Mr. McNeille expects performance to improve when the economy turns around.  
Pg 4 February 27, 2003

#### Dahab Consultants - Continued

Times Square Real Estate was valued at \$2,114,236 on December 31, 2002 which is a decrease of \$28,485 from the end of the third quarter. The performance of Times Square Real Estate was down -1.0% compared to the NCREIF index which was up 1.7%. Since inception in March 2001 Times Square Real Estate's performance is -4.5% compared to the index which was 12.7%.

Discussion followed. The Board again noted its concern with Freedom Capital's performance. Mr. McNeille commented that Freedom's growth performance is good but performance in other areas is not good. Given the poor performance the Board requested that Dahab prepare an RFP for fixed income managers to include index managers. The Board further requested comparisons of the value manager interviewed to Freedom's performance.

Paul Mokrzecki MOVED and Sandy Hanks seconded to direct Dahab to prepare an RFP for a fixed income manager search to include index managers. All Aye.

#### TRAVEL

The Board was notified that the Middlesex conference would be held on April 7, 8 and 9. The conference will be held at the Radisson Hotel & Suites in Chelmsford, MA. The cost to attend is \$50.00 per person plus hotel and meals. The agenda was not yet available but would be provided when received.

Sandy Hanks MOVED and Herb Sanderson seconded to approve travel and conference fees for the Middlesex conference. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JANUARY 30, 2003

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:48 a.m. by Board member Paul Mokrzecki, with Board members David Gendron, Sandy Hanks and Herb Sanderson present. Chairperson Patricia Auchard was absent. Also present Administrator Steven Wilson.

OLD BUSINESS

Robert Decker

The opinions (Attachment A) from the Board's attorney and from PERAC regarding Chapter 32 section 4(2) b ½ and South Deerfield Fire District's vote to join the retirement system were in agreement. Both stated that the vote did not include Chapter 32 section 4(2) b ½. Discussion followed.

Mr. Decker, who was present, again claimed the vote to join the retirement system did include section 4(2) b ½ because of the words "as amended" were used and by using these words all of chapter 32 was accepted including local options. Mr. Decker went on to say that he suggested to the Board Administrator in an October 31, 2002 Email that the Board could go into Superior Court and request a Declaratory Judgement as to the extent of the District vote and whether a separate vote was necessary to accept b and or b ½ . After discussion the Board agreed that it should request an opinion form the Board's attorney on this matter.

Sandy Hanks MOVED and David Gendron seconded to defer the matter pending receipt of a written opinion from the Board's attorney concerning the request of a Declaratory Judgement from Superior Court.

NEW BUSINESS

Minutes of December 19, 2002

David Gendron MOVED and Herb Sanderson seconded to approve the Minutes of December 19, 2002. All Aye.



Pg 2 January 30, 2003

New Members

January 2003

NAME	UNIT	DATE OF HIRE
Betsold, Penney W.	NTD	11-5-02
Brown, Heather M.	HLT	11-4-02
Butler, Aaron	BER	12-17-02
Cortright, Victoria	OGE	1-6-03
Day, Charity	FCH	8-19-02
Deveneau, Leigh	OGE	12-9-02
Emerson, Corina M.	HLT	9-23-02
Evans, Sara G.	STB	11-4-02
Gervais, Sheryl L.	DER	12-5-02
Girard, Steve C.	SHB	7-3-02
Guertin, Elaine D.	OGE	12-16-02
Hanas, Lora A.	CON	12-18-02
Holman, Susan J.	PNR	12-9-02
Johnson, Michael S.	HLT	11-11-02
McGarry, James A.	OGE	7-1-02
McGinnis, Marjorie	LEV	1-13-03
Mero, Deborah M.	PNR	11-25-02
Mochon, Raymond P.	OGE	1-6-03
Nelson, Duane A.	FCH	10-21-02
Neveu, Charles E.	NTD	12-2-02
Rackmill, Rebecca	FRN	One-time sub
Raymer, John	GILL	9-1-02
Stoler, Rachel A.	FRCOG-	1-6-03
Sweeney, Donna M.	OGE	10-10-02
Tanner, Eric J.	HAW	1-1-03
Walker, Thomas E.	NTD	11-4-02
Young, James Jr.	OGE	1-13-03
Zilinski, Stephen	WEN	9-3-02

David Gendron MOVED and Sandy Hanks seconded to accept the New Members as shown above. All Aye.

Administrator's Report

RETIRED:

Virginia Jones	Orange	Option A	1/1/2003	ERI
Nancy Baldic	Orange	Option A	1/1/2003	ERI
Thomas Forest	Orange	Option B	1/1/2003	ERI

Pg 3 January 30, 2003

Administrator's Report - Continued

Janice Lanou	Orange	Option A	1/1/2003	ERI
Paul Bickford	Orange	Option A	1/1/2003	ERI
Bonnie Hurtle	Orange	Option A	1/1/2003	ERI
Judy Granger	Pioneer	Option A	1/1/2003	ERI
Margaret Fuller	Pioneer	Option B	1/1/2003	ERI
Shirley Ware	Pioneer	Option B	1/1/2003	ERI
Claudia Lyon	Pioneer	Option A	1/1/2003	ERI
Barbara Haydocy	NS/Wendell	Option A	1/1/2003	ERI
Lois Carey	NS/Wendell	Option A	1/1/2003	ERI
Dorothy Damon	Leverett	Option A	1/1/2003	ERI
Jane Davis	Leverett	Option A	1/1/2003	ERI
Edith Riddle	Leverett	Option B	1/1/2003	ERI
Lorna Rivers	Leverett	Option B	1/1/2003	ERI
Beverly Demars	Gill	Option A	1/1/2003	ERI
Ernest Hastings	Gill	Option B	1/1/2003	ERI
Judy Sullivan	Colrain	Option B	1/1/2003	ERI
Constance Jackman	Conway	Option A	1/1/2003	
Pamela Kemp	Mohawk	Option B	1/1/2003	

Refunds, Transfers and Bills Warrant 1 totaling \$159,275.00, Payroll Warrant 1 totaling \$289,885.80.

Sandy Hanks MOVED and David Gendron seconded to Warrants as shown above. All Aye.

Buybacks

Lorna Revers - Retired 1/1/2003. Was employed by Leverett. Request to buy back 4 years and 6 months creditable service from 11/1/1962 to 4/30/1967. Total cost \$3,308.14. Massachusetts Teachers will accept 1 year and 4 months liability and Gardner Retirement System will accept 2 years and 10 months liability.

David Gendron MOVED and Sandy Hanks seconded to approve the buybacks as shown above. All Aye.

Pg 4 January 30, 2003

2003 Budget

The 2003 Budget and the budget to actual reports for 2002 (Attachment B) were presented to the Board. 2002 over budget line items were explained. The 2003 budget was presented with line item detail. There was concern regarding the salary increases for 2003. The Board talked about the current performance evaluation procedure and

agreed it should be reviewed in the near future. There was also concern regarding the current office space lease which expires in July 2003. The Board requested a inquiry about a possible extension for another year.

Dave Gendron MOVED and Sandy Hanks seconded to approve the 2003 budget in the amount of \$462,515.00. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
DECEMBER 19, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:38 a.m. by Chairperson Patricia Auchard , with Board members David Gendron, Paul Mokrzecki and Herb Sanderson present. Board Member Sandy Hanks was absent. Also present Administrator Steven Wilson.

NEW BUSINESS

Minutes of September 26, 2002

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the Minutes of November 21, 2002. All Aye.

Refunds, Transfers and Bills Warrant 12 totaling \$78,217.55, Payroll Warrant 11 totaling \$261,168.56.

Paul Mokrzecki MOVED and David Gendron seconded to Warrants as shown above. All Aye.

Buybacks

Brian Gale - Currently employed by the Town of Orange. Has requested to buyback 3 years 11 months and 1 week creditable service with the Town of Warwick from 8/28/1976 to 10/31/1980. Total cost is \$8,752.22.

Meryl Mandell - Currently a member of the Massachusetts State Teachers Retirement System. Has requested to buyback 3 years of elected service with the Town of Shutesbury from 1990 to 1992. FCRS will accept liability for 3 years.

David Sansouci - Currently employed by the Town of Sunderland. Has requested to buyback creditable service of 6 years and 9 months with the Hampshire County

Retirement System from 11/13/1985 to 08/31/1992. Hampshire County Retirement System will accept 6 years and 9 months liability. Total cost is \$12,680.09.

Bonnie Hurtle - Currently employed by the Town of Orange. Has requested to buyback 2 years creditable service with the Town of Orange from 5/1/1980 to 6/30/1990. Total cost is \$2,549.28.

Pg 2 December 19, 2002

Buybacks - continued

Beverly Demars - Currently employed by the Town of Gill. Has requested to buyback 6 months creditable service with the town of Gill from 03/01/1988 to 12/31/1988. Total cost is \$556.89.

November approved buyback:

Jane Davis - Currently employed by the Town of Leverett. Has requested to buy back 6 years, 2 months and 21 days service with the State of Massachusetts. Total cost \$4,739.50. Total cost is revised to \$5584.73

David Gendron MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye.

Administrator's Report

New Retirements:

Larry Adams	Orange	Option B	12/1/2002	ERI
Ilene Rowe	Orange	Option B	12/1/2002	ERI

Deaths:

Theodore Harrison	Franklin Cty	Option B	12/11/2002
-------------------	--------------	----------	------------

Internet Service

Staff is proposing to update the office internet service from dial up to DSL which is much faster. DSL service would be helpful with research and necessary down loads saving staff time. Further, with DSL we will be able to receive and send faxes at the same time someone is on the internet. Currently if someone is using the internet fax transmission is blocked.

The basic monthly cost for DSL would be 59.95 per month. Currently, we are paying \$25.55 a month for dial up service. Total installation cost would be approximately \$450.00.

Pg 3 December 19, 2002

#### Internet Service - continued

As part of the conversion to DSL we would be changing our telephone service provider from CTC Communications to Verizon. With CTC our telephone bills for 2002 have averaged \$175.00 per month which includes long distance charges of about \$10 per month. By going to Verizon the monthly cost will be \$61.00 per month. The \$61.00 includes estimated long distance charges of \$10 per month.

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve purchase of the DSL service with Crocker and to move the telephone service to Verizon. All Aye.

#### Waiver of Repayment

Jane Davis of Leverett has requested a waiver of repayment. A review of her records submitted to the Franklin County Retirement System from the State of Massachusetts upon her transfer to the Franklin County System indicated that deductions were taken at 5%. The deduction rate should have been 7% which results in \$557.81 due to the retirement system.

Ms. Davis has submitted a signed and notarized affidavit stating that:

- (1) the error in any benefit payment or amount contributed persisted for more than one year, and
- (2) the error was not the result of erroneous information provided by me, and
- (3) I did not have knowledge or did not have reason to believe the benefit amount or contribution rate was in error.

The Board noted that the Acknowledgment signed by the Notary was dated December 2, 2001. The date should have been December 2, 2002.

David Gendron MOVED and Paul Mokrzecki seconded to approve the Waiver with the date correction as shown above. All Aye.

#### Calendar 2003 Budget

The 2003 Budget was presented to the Board for approval. Since the budget was not available prior to the meeting the Board wanted more time to review the document. After discussion, the Board agreed that in order to pay staff salaries in January 2003, that individual line item would need to be approved now.

Dave Gendron MOVED and Paul Mokrzecki approved 2003 Staff Salaries of \$113,100.00 for 2003 and to table action on the remaining budget until the January 2003 meeting. All Aye.

Pg 4 December 19, 2002

Payroll Warrant 12 totaling \$263,957.88

Herb Sanderson MOVED and Paul Mokrzecki to approved Payroll Warrant 12. All Aye.

Indexing Investments and Benchmarks

Al Neubert, one of the world's leading authorities on index development and maintenance protocols.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
NOVEMBER 21, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:19 a.m. by Chairperson Patricia Auchard , with Board members Paul Mokrzecki and Herb Sanderson present. Board Members David Gendron and Sandy Hanks were absent. Also present Administrator Steven Wilson.

NEW BUSINESS

Minutes of September 26, 2002

Herb Sanderson MOVED and Paul Mokrzecki seconded to approve the Minutes of September 26, 2002. All Aye.

Refunds, Transfers and Bills Warrant 10 totaling \$86,163.54. Authorization to Issue Payroll Checks prior to Board Approval

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve Warrant 10 and to authorize issuance of payroll checks on November 29, 2002 prior to Board approval. All Aye.

Buybacks

Jane Davis - Currently employed by the Town of Leverett. Has requested to buy back 6 years, 2 months and 21 days service with the State of Massachusetts. Total cost \$4,739.50.

Edith Riddle - Currently employed by the Leverett. Has requested to buy back 1 month and 1 week service with the Town of Leverett from 9/1/1981 to 09/30/1983. Total Cost \$166.63

Pamela Kemp - Currently employed by Mohawk School District. Has requested to buy back 5 months and 3 weeks service with Mohawk (CETA) from 02/01/1979 to 07/20/1979. Total cost \$570.44.

Paul Mokrzecki MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye.

Pg 2 November 21, 2002

New Members

November 2002

NAME	UNIT	DATE OF HIRE
Anderson, Donna J.	NSW	10-16-02
Beck, Carolann	MOH	8-12-02
Bernier, James M.	SND	10-28-02
Bond, Deborah	DER	9-4-02
Caines, Christopher	CON	12/20/99
Chechile, Ellen	LEV	9-3-02
Cooper, Sara B.	SND	10-28-02
Daly, Evelyn L.	OGE	11-4-02
Dubay, Francis H., Jr.	ERV	5-8-02
Ensign, Susan A.	FRN	10-21-02
Gardner, Patricia E.	PNR	11-12-02
Girard, Steve C.	BUC	7-1-02
Hedemann, Johanne K	WTY	9-3-02
Hedemann, Johanne K.	DER	9-3-02
Inoue, Michiko	MOH	4-8-02
Johnson, Michael S.	HLT	11-11-02
Ledford, Melanie A.	MHR	10-28-02
Lupien, Stephanie M	OGE	11-12-02
Sanderson, Herbert	FCR	10-30-02
Suzor, Theresa H.	FRN	10-28-02
Vacca, John	MHR	10-23-02
Weissman, Beth D.	PNR	10-31-02
Whitney, Jessica	MOH	9-1-02



Patricia Auchard MOVED and Paul Mokrzecki seconded to approve the new members as shown above. All Aye.

Pg 3 November 21, 2002

### Administrator's Report

#### New Retirements:

Judith Wood	Frontier Sch	Option A	10/14/2002	ERI
John Patch	Northfield	Option A	11/01/2002	ERI
Ed Holloway	Northfield	Option B	11/01/2002	ERI
William Lapine	Northfield	Option B	11/01/2002	ERI
David Gibson	Northfield	Option A	11/01/2002	ERI
Sharon Miller	Northfield	Option A	11/01/2002	ERI
Conrad Gale	Orange	Option C	11/01/2002	ERI
Leonard Laffond	County	Option A	10/15/2002	

#### Deaths:

Frederick Parker	Conway	Option A/D	10/28/2002	
------------------	--------	------------	------------	--

A letter from the Franklin County Regional Council of Governments (FRCOG) dated November 12, 2002 was presented to the Board. The letter explained that a new search was begun to find more permanent office space for the FRCOG. The letter requested our participation in this search.

Paul Mokrzecki MOVED and Herb Sanderson seconded to join the FRCOG in their search for office space with the Administrator representing the Retirement System. All Aye.

#### Travel

The Travel Policy approved by the Board on August 29, 2002 was submitted to PERAC requesting their opinion regarding one day travel. PERAC responded by suggesting a section allowing one day travel reimbursing mileage and parking which would not need prior approval by the Board. The travel policy was revised to address this issue.

Paul Mokrzecki MOVED and Herb Sanderson seconded to submit the revised travel policy to PERAC for approval as supplemental regulation. All Aye.

State Street Global Advisors

Ed Armstrong and Lindsey Richardson were present from State Street Global Advisors (SSGA) to update the Board on the international investment portfolio.

Mr. Armstrong began with the end of last year when the portfolio began an upturn which was expected to carry over into 2002. However, this did not occur and significant downturns were experienced in the 2nd and 3rd quarters of 2002. Year to date the portfolio is down 23.7%.

Pg 4 November 21, 2002

Recently, the market has turned upward with the portfolio showing a 9.22% gain last month. The SSGA fund total assets (all investors) has grown with many investors committing additional monies showing confidence in the fund.

Ms. Richardson talked about the portfolio composition. Recent market events such as accounting issues and corporate governance have impacted blue chip stocks. The portfolio was restructured by selling off companies that would, in their opinion, not perform in the future. Stock purchases and stocks held are positioned to increase in value when the market turns up. Ms. Richardson commented further that SSGA has gone out and visited companies to insure they are positioned for growth in the future. Again, she said the fund is committed to a growth bias.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
OCTOBER 31, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:36 a.m. by Chairperson Patricia Auchard , with Board members David Gendron, Sandy Hanks, Paul Mokrzecki and Herb Sanderson present. Also present Administrator Steven Wilson.

Old Business

Robert Decker

During the August 29, 2002 Board Meeting Mr. Robert Decker requested creditable service for call fire with the South Deerfield Fire District and for one day cutting brush at the town of Deerfield. The matter was tabled for review by the Board's attorney.

Staff contacted the Board's attorney for a legal opinion. The attorney, after review of the minutes from the August meeting and documents presented by Mr. Decker, recommended the both claims be rejected.

Mr. Decker, who was present, reiterated his position. After discussion, Mr. Decker requested the Board seek written opinions form PERAC and from the Board's attorney.

Paul Mokrzecki MOVED and Sandy Hanks seconded to table the matter until written opinions are obtained. All Aye.

NEW BUSINESS

Minutes of September 26, 2002

Herb Sanderson suggested the minutes be amended to show him being present at the meeting.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of September 26, 2002 as amended. All Aye.

Refunds, Transfers and Bills Warrant 10 totaling \$80,813.30. PR Warrant 10 totaling \$253,420.99.

Sandy Hanks MOVED and David Gendron seconded to approve the Warrants as shown above. All Aye.

Pg 2 October 31, 2002

Buybacks

Carl Herzig - Currently employed by the town of Colrain. Has requested to purchase 16 years of creditable service from 1971 to 1986 at the Town of Colrain as an elected Special Constable. Total cost is \$2384.66.

Edith Riddle - Currently employed by the Town of Leverett. Has requested to purchase creditable service from September, 1981 to September time at the Town of Leverett . Total cost is \$611.68

David Gendron MOVED and Herb Sanderson seconded to approve the buybacks as shown above. All Aye.

## NEW MEMBERS

October 2002

NAME	UNIT	DATE OF HIRE
Arruda, Laura B.	ASH	10-15-02
Beck, Robert J.	FRN	10-15-02
Denison, Lisa A.	DER	9-16-02
Erhardt (Kelly) Cheryl L.	STB	9-3-02
Maguire, Susan E.	MHR	10-15-02
Makosiej, Melissa L.	WTY	9-3-02
Maulucci, Constance E.	PNR	9-27-02
O'Gorman, Helen M.	SND	9-3-02
Purington, Kevin W.	COL	8-1-02

Silver, Sherry L.	FCH	7-29-02
Sweet, Julie A.	CON	9-3-02
Valley, Sarah L.	WTY	9-19-02
Voelker, Gabriele H.	STB	10-9-02

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.

Pg 3 October 31, 2002

#### Administrator's Report

##### Retired:

Judith Wood            Frontier School            10-14-2002    Retired on ERI with + 5 years service

##### Deaths:

Margaret Mowry        Mohawk    10-9-2002    Retired Option A and receiving an Option D allowance

Richard Scoville      Frontier        10-7-2002    Retired Option C

#### Dahab Consultants 3rd Quarter Investment Report

Greg McNeille was present to update the Board on the 3rd Quarter investment results.

On September 30th, the System's assets were valued at \$38,128,348, a decrease of \$2,521,512 from the June ending value of 40,649,860. During the last quarter, there were \$493,532 in net contributions, which partially offset the fund's \$3,015,044 net loss.

Mr. McNeille began with Daruma which was down 21.6% which closely compared to the Russell 2000 which was down 21.4%. Daruma was ranked in the 90th percentile.

Freedom Capital equities were down 17.1% compared to the S&P 500 which was down 17.3%. Freedom Capital equities ranked in the 60th percentile. Freedom Capital bonds were up 3.8% which was .8% below the Lehman Aggregate bond index 4.6% return. The bond performance ranked in the 53rd percentile.

MetLife returned a positive 4.6% for the quarter matching the Lehman Aggregate bond index 4.6% return. MetLife performance ranked in the 32nd percentile.

SSGA was down 21.9% which was 2.2% below the MSCI EAFE index. SSGA performance ranked in the 85th percentile. Mr. McNeille has been concerned with SSGA's performance and visited the fund managers in Boston. He was pleased with their investment position and expects them to rebound in the future when global growth picks up.

Times Square real estate returned a positive 1.7%.

Mr. McNeille talked about reallocation of the fixed assets to equities. Although the current allocation is within the Board's investment policy target range, the target for equities is 45.0%, the bond target is 40.0% and international equities is 10.0%. Current Pg 4 October 31, 2002

allocation is 36.3%, 50.4% and 5.9% respectively. Given current market conditions the over allocation in bonds has returned positive returns. However, in the future, bond returns could turn flat. It is his recommendation to move money from bonds to equities. Prior to the reallocation he would like to see October's results.

Finally, Mr. McNeille commented that our investments overall, from 12/1996 to 9/2002, have done well ranking in the 17th percentile.

Paul Mokrzecki MOVED and Sandy Hanks seconded directing Dahab and staff to recommend an asset reallocation to bring assets back to the target allocations. All Aye.

#### Operations 3rd Quarter Financial Report

The 3rd quarter operations report was presented. At this time there are no concerns of being over budget in total. As of the 3rd quarter only one category was in the red and that was insurance. The insurance costs for fiduciary liability, which cannot be controled, caused the overage.

### FRANKLIN COUNTY RETIREMENT BOARD MEETING SEPTEMBER 26, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:36 a.m. by Chairperson Patricia Auchard , with Board members Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Board Member David Gendron was absent. Also present Administrator Steven Wilson.

#### NEW BUSINESS

Minutes of August 29, 2002

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of August 29, 2002. All Aye.

Refunds, Transfers and Bills Warrant 9 totaling \$50,353.67. PR Warrant 9 totaling \$254,932.24.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. All Aye.

### Buybacks

Warren Kirkpatrick - Purchase 4 years of creditable service for military service from July 1965 to August 1969. For each year of service purchased the cost is 10% of his first year salary at the Town of Ashfield which was \$24,707.76.  $\$2,470.78 \times 4 = \$9,883.12$ . Mr. Kirkpatrick has purchased 17 years + and is now a vested member which allows him to purchase military service time.

Leonard Laffond - Purchase 3 years elected service with the Town of Rowe from 1975 to 1977. Total cost \$446.22.

Beverly Rhodes - Currently employed by the State of Massachusetts. Has requested to purchase creditable service time at the Town of Whately from July 7, 1988 to February 28, 1989. FCRS to accept liability of 8 months.

Douglas Oakes - Currently employed by the Town of Monroe. Has requested to purchase creditable service time of 9 months with the State of Massachusetts Department of Environmental Management from 1986 to 1987. Total cost \$1,300.62.

Pg 2 September 26, 2002

Lois Carey - Currently employed by the New Salem / Wendell School District. Has requested to purchase creditable service time of 3 years, 5 months and 2 weeks with the Town of Wendell from 1/1/1976 to 03/01/1989. Total cost is \$3,682.41.

Conrad Gale - Purchase 5 years call fire service as provided for in Chapter 32 section 4 (2) (b). Mr. Gale served as call fire with the Town of Orange and then became a full time firefighter with the town of Orange on April 5, 1976. Total cost including interest is \$151.42.

Kathy Hammock MOVED and Sandy Hanks seconded to approve the buybacks as shown above. All Aye.

### New Members

September 2002

NAME	UNIT		DATE OF HIRE
Bartlett, Lydia L.		MHR	09/3/02
Boucher, Nicole R.		FRN	09/4/02
Boyd, Corey James	HAW		08/7/02



Clarke, Karla J.		CON	09/11/02
Conant, Sally P.		NSW	08/26/02
Coolidge, John C.		NEW	05/7/02 Elected
Coons, Deborah J.		FRN	09/17/02
Corbett, James P.		ERV	05/09/02
Emmett, Jean D.		NSW	09/16/02
Glabach, Catherine A.	PNR		08/29/02
Gomes, Paul G.		OGE	09-01-02
Gulick, Margaret		FRN	09/03/02
Hamilton, Richard E.		ROW	07/22/02
Johnson, Christine O.		SND	7/22 to 8/16/02 (summer only)
Johnson, Jeannie R.		DER	09/03/02
Johnson, Raymond A.	PNR		09/09/02

Pg 3 September 26, 2002

NAME	UNIT		DATE OF HIRE
Kachelmeyer, Kristopher	PNR		08/29/02
Kelly, Sandra L.		STB	08/26/02
Kiely, Thomas J.		ERV	08/05/02
Kimball, Tina M.		PNR	08/28/02
King, Francis D., IV		OGE	07/11/02
Kloc, Marilee P.		FRN	09/03/02
MacPhee, Kimberly N.	FRG		08/05/02
Messinger, Lance A. (Resigned 9-13-02)		FRN	08/28/02
Niquette, Leslie		PNR	09/05/02
Paciorek, John P.		FRG	07/01/02
Pereira, Thomas H.		FRN	09/01/02
Perkins, Andrew M.		FRN	09/11/02
Roberts, Leonard H.		ASH	07/01/02
Ryan, Bethany L.		FRN	09/01/02
Thiem, Katherine A.		NSW	08/26/02
Vitale, Mark T.		OGE	09/03/02
White, Christopher		FRTA	07/22/02

Administrator's Report

Retired:

James Paddock Wendell 9-01-2002 Retired on ERI with + 5 years service

Dianna Zani New Salem/ 9-01-2002 Retired on ERI with + 3 years  
Wendell School Dist service and + 2 years age

Deaths:

David E. Duprey Mohawk 9-10-2002 Member in Service  
Thomas Reynolds Orange 8-24-2002 Retired Option A

Pg 4 September 26, 2002

#### Nomination and Election Procedures of Board Member Representative

The Nomination and Election Procedures of Board Member Representative as approved by the Franklin County Retirement System Advisory Board on September 19, 2002 were presented to the Board for their review and approval.

The issue of ballot acceptance was discussed. The Advisory Board approved ballot procedures that would require a signature on the ballot envelope and the member's printed name on the ballot for verification purposes. To maximize the number of ballots counted, the Retirement Board recommended that the ballot be counted as long as the member's name could be read from the return envelope or the ballot envelope.

The Board also discussed the Advisory Council's approval of the 50 word statement to be included with the ballot. The Board discussed the statement and the recommendation of the Board's attorney not to include such a statement since a statement may be hostile, and deciding could put the retirement board in a liable position. The Board concluded that its fiduciary responsibility would be to not recommend such a statement.

Paul Mokrzecki MOVED and Kathy Hammock seconded to approve election procedures with the recommendation to the Advisory Council to eliminate the 50 word statement by the candidates. Paul Mokrzecki Aye, Kathy Hammock Aye, Patricia Auchard Aye, Sandy Hanks Abstained.

#### Travel

In accordance with travel policy, Administrator Wilson requested authorization to attend a retirement seminar presented by the State on Massachusetts to be held in Springfield on Saturday September 28, 2002.

Sandy Hanks MOVED and Kathy Hammock seconded to approve the travel.

#### FRANKLIN COUNTY RETIREMENT BOARD MEETING

AUGUST 29, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:06 a.m. by Chairperson Patricia Auchard , with Board members Sandy Hanks and Paul Mokrzecki present. Board Member David Gendron was present at 9:43 a.m. Board member Kathy Hammock absent. Also present Administrator Steven Wilson.

#### OLD BUSINESS

## Travel Policy

Attached (Attachment A) is the travel policy with corrected language requested by the Board on July 25, 2002. The Board also recommended the policy be change to eliminate board approval for meetings costing \$100.00 or less and single day travel for official business. Attorney Mondry has recommended the policy remain as it is and the Board can annually pre approve one day travel etc. The Board also questioned Section C regarding the payment of lost wages if the board member took vacation to attend a meeting. Attorney Mondry said that reimbursement is made only if the person actually losses wages.

The Board approved to the wording changes. With regard to approving one day travel, the Board considered the pre approval to be against the travel policy as it is written.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Travel Policy as amended. All Aye.

## NEW BUSINESS

Chairperson Auchard recommended to change the Agenda order to allow Mr. Decker to speak and then hear the 2nd quarter investment report.

Paul Mokrzecki MOVED and Sandy Hanks seconded to change the Agenda order to allow Mr. Decker to speak and then hear the 2nd quarter investment report. All Aye.

Pg 2 August 29, 2002

Robert Decker Creditable Service

## FINDINGS OF FACT

Robert Decker retired under the State Early Retirement Incentive in 2001 - (actual retirement date was in March 2002)

Mr. Decker contacted Franklin County Retirement System during the Spring of 2002 requesting creditable service for his call fire service at the South Deerfield Fire District from 1966 through 1992.

The South Deerfield Fire District joined the retirement system on July 1, 2001. Mr. Decker was not employed by the Fire District at that time.

Mr. Decker was informed that to receive creditable service of up to 5 years for call fire duty he must become a permanent member of the fire department where he was a call firefighter as provided for in Chapter 32 section 4 (2) (b).

Mr. Decker asked if there were any other provisions to allow him the creditable service. He was then given PERAC's web address to present his request to them.

PERAC responded by saying that he may receive credit of up to 5 years creditable service if the Fire District voted in Chapter 32 section 4 (2) (b 1/2). This paragraph allows creditable service for call fire without the restriction of becoming a permanent firefighter.

Mr. Decker insists that, when the district joined the retirement system, by using the word "inclusive" in their vote it also included Chapter 32 section 4 (2) (b 1/2). A copy of the voted article is part of Mr. Decker's papers.

Both the Board's Attorney and PERAC's attorney have said that Chapter 32 section 4 (2) (b 1/2) must be voted on as a separate issue and the Fire District has not yet made that vote. Further, the Board cannot grant creditable service for call fire outside of Chapter 32 such as granting one year of service for 5 years of call fire service. Per PERAC's attorney, Chapter 32 section 4 (2) (b) must be strictly followed.

Pg 3 August 29,2002

There are other factors which disallow granting creditable service to Mr. Decker:

Even if the district voted now or in the future for Chapter 32 section 4 (2) (b 1/2) the provision would be applicable to only current and future employees of the district.

Mr. Decker is retired. Chapter 32 requires that to purchase prior service the person must be a current employee within the retirement system.

It is recommended by the Board attorney the Board hear Mr. Decker's argument and table the matter for review by the Board's attorney.

A summary of Mr. Decker's presentation follows:

He began by commenting that he retired from the State in March 2002 and prior to his retirement he had applied for purchase of prior service time on January 5, 2002. Mr. Decker said the State waived the requirement that he purchase the time before retirement. Mr. Decker repeated the Findings of Fact paragraphs 4 through 7 above. Again he said that when the South Deerfield Fire District joined the retirement system, by using the words "inclusive, as amended" includes Chapter 32 section 4 (b 1/2). Mr. Decker further commented that the Board, on April 30, 1985 granted 1 year of creditable service for 5 years of call fire to Raymond Willis and that he should receive the same benefit. Finally, Mr. Decker requested to purchase creditable service for his call fire and one day service for cutting bursh.

Sandy Hanks MOVED and Paul Mokrzecki seconded to table the matter until further review by the Board's Attorney. All Aye

## 2nd Quarter Investment Report

Greg McNellie of Dahab Associates presented the 2nd Quarter Investment report. On June 30, 2002, the fund's assets were valued at \$40,649,860, a decrease of \$1,685,432 from the March 2002 ending value of \$42,335,292.

The fund, in total, was down a negative 4.0% compared to the indexes which ranged from a negative 18.7% to a positive 3.7%. Although there was a loss, the fund did better than 2/3 of the universe.

Pg 4 August 29, 2002

Beginning with Freedom Capital, their shift from growth to value reduced losses. The S&P 500 was negative 13.4% and Freedom was negative 13.0%. Freedom bonds showed a gain of 3.2% compared to the index which was up 3.7%. Mr. McNeillie commented that Freedom's value portfolio has not consistently outperformed the S&P 500 since December 1996. Expectations with a manager would be to produce better returns. Also to be noted is their bond investment performance. During the 2nd quarter bonds were down 70 basis points mostly due to Freedom. This is a large amount for bonds.

Daruma, the small cap investor, was down -6.5% compared to the shadow index which was down -12.5%. Their performance is still very good.

Metlife, which invests only in bonds, matched the index with a positive return of 3.7%.

Times Square, real estate investments, also show a positive return of 1.7%.

SSGE which manages international investments had a negative return of 6.8% compared to the index which was a negative 2.1%. Mr. McNellie expects their performance to improve.

The Board discussed Freedom's performance and, given their concern, requested that they be present when the 3rd quarter reports are presented.

Paul Mokrzecki MOVED and Sandy Hanks seconded to have Freedom Capital present at the next investment reporting meeting and to have the other managers present in 2003. All Aye.

Mr. McNellie then addressed the Williams Companies Bond downgrade to a B rating. Discussion followed regarding the Investment Policy requirement to liquidate the bonds when the rating falls below a Ba. The Board also discussed the possibility of holding on to the bonds since their value has dropped substantially. In Mr. McNellie's opinion the Investment Policy would allow the Board to address the matter within a reasonable period of time rather than liquidating immediately.

Minutes of July 25, 2002

David Gendron MOVED and Paul Mokrzecki seconded to approve the Minutes of July 26, 2002. All Aye.

Pg 5 August 29, 2002

Refunds, Transfers and Bills Warrant 7 totaling \$118,146.66. PR Warrant 7 totaling \$254,001.51.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. All Aye.

#### Buybacks

Leonard Tyler - Mr. Tyler is currently employed by the Town of Bernardston. He as requested to purchase 13 months and 3 weeks for service from 5/1/1976 to 02/28/1978 at the Town of Bernardston. Total cost is \$1473.26.

Anthony Bosco - Mr. Bosco is currently employed by the Teachers Retirement System. He has requested to purchase 1 year, 1 month and 3 weeks for service provided at the Town of Orange from 1975 to 1979. FCRS to accept liability of 1 year, 1 month and 3 weeks.

Warren Kirkpatrick - Purchase 4 years of creditable service for military service from July 1965 to August 1969. For each year of service purchased the cost is 10% of his first year salary at the Town of Ashfield which was \$24,707.76.  $\$2,470.78 \times 4 = \$9,883.12$ . Mr. Kirkpatrick is not yet vested. He intends purchase previously approved time which will make him vested. He would like to do the purchase for both with one payment.

Dorothy Mexcur - Dorothy Mexcur is currently employed by Mahar Regional School District. She has requested to purchase 3 years, 6 months and 2 weeks for service provided at Mahar from 10/1/1980 to 6/30/1990. Total cost \$4,286.91.

David Gendron MOVED and Paul Mokrzecki seconded to approve the buybacks except for Warren Kirkpatrick. Warren Kirkpatrick was tabled until he becomes a vested member. All Aye.

Pg 6 August 29, 2002

## Election Procedures

The agenda item was withdrawn for revision and acceptance by the Advisory Council.

## Travel

In accordance with travel policy approved under New Business above, the Board now needs to approve travel for board members and staff to attend the MACRS conference October 27-30, 2002 and to attend the Green Mountain SRI Summit September 8-10, 2002.

David Gendron MOVED and Paul Mokrzecki seconded to approve travel to attend the MACRS October 27-30, 2002 conference All Aye.

Paul Mokrzecki MOVED and David Gendron seconded to approve travel to attend the Green Mountain SRI Summit, September 8-10, 2002. All Aye.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING JULY 25, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:03 a.m. by Administrator Steven Wilson, with Board members, David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Chairperson Pat Auchard absent.

## OLD BUSINESS

Russell Denison

Per Attorney Mondry's recommendation the Board Administrator prepared and presented a final calculation of the amount due from Mr. Denison for the overpayment of retirement allowance and the amount due to Mr. Denison for payment of deductions on the road detail fees:

The amount due to Franklin County Retirement System as of

TOTAL ALLOWANCE ACTUALLY	\$109,167.2
TOTAL ALLOWANCE THAT SHOULD HAVE BEEN PAID	73,040.37 includes COLA's
	<hr/>
OVERPAYMENT TO MR. DENISON	36,126.88
LESS DEDUCTIONS DUE TO MR. DENISON	<u>(2,569.70)</u>
NET DUE TO FRANKLIN COUNTY	\$33,557.18

Board discussion followed. The Board was questioned how repayment would take place, could we withhold his current allowance, how would we proceed if Mr. Denison refused to pay, what would happen if Mr. Denison should pass away prior to full repayment how would collection be made. Further, the question of charging interest on the amount due was discussed. The Board directed staff to call Attorney for answers.

Sandy MOVED and Kathy Hammock seconded to find the 10% fee for administration of road detail paid to Russell Denison was not regular compensation. All Aye.

Pg 2 July 25, 2002

Sandy Hanks MOVED and Kathy Hammock seconded to find the recalculation of Mr. Denison's retirement allowance effective May 1, 2000, which excluded the road detail administration fees, was proper and correct. All Aye.

Sandy Hanks MOVED and Paul Mokrzecki seconded to find the total amount due from Mr. Denison for overpayment of his retirement allowance from December, 1 1992 to June 30, 2002 is \$36,126.88. All Aye.

Sandy Hanks MOVED and David Gendron seconded to find the total amount due to Mr. Denison is \$2,569.70 which represents deductions withheld on the road detail administration fees. All Aye.

## NEW BUSINESS

Minutes of May 30, 2002

Kathy Hammock MOVED and Sandy Hanks seconded to approve the Minutes of May 30, 2002. All Aye.

Minutes of June 18, 2002



Sandy Hanks MOVED and Kathy Hammock seconded to approve the Minutes of June 18, 2002. All Aye.

New Members

June 2002

NAME	UNIT	DATE OF HIRE
Beausoleil, Michael J.	COL	5/6/02
Brazeau, Richard P.	LEV	4/27/02
Coburn, Leah C.	COL	5/6/02
Pg 3 July 25, 2002		
Hastings, David W.	BER	5/29/02
Jorczak, Elizabeth J.	FRN	3/11/02
Pelletier, Garry X.	COL	5/6/02

July 2002

NAME	UNIT	DATE OF HIRE
Bailey, Beth Ann	OGE	8-20-01
Bartlett, Dara J.	DER	06/5/02
Bernard, Marcia E.	ERV	5/6/02
Eastman, Matt J.	NEW	5/13/02 elected
Erali, Michael F., II	OGE	7-1-02
Fritz, Kathryn A.	ERV	6/10/02
Hachey, Wayne F.	NEW	5/13/02 elected
Jernstrom, Erik C.	FCH	04/19/02
Longo, Mark M.	FCH	05/13/02
Loomis, Sean R.	ROW	7/1/02
Lyman, Justin D.	WCK	5/13/02
Morris, Athena M.	ERV	6/6/02
Pollard, Bruce D.	ERV	5/6/02
Risser, Maryellen	ASH	6/17/02
Todd, Susan B.	ASH	5/6/02

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the New Members as shown above. All Aye.

Administrator's Report:

RETIRED:

Harold Swift Whately                      Option B              6-26-2002

Option D Julia Aron spouse of Richard Aron who died in service on August 9, 2001

Refunds, Transfers and Bills Warrant 6 totaling \$82,390.59. PR Warrant 6 totaling \$249,073.64.

Kathy Hammock MOVED and David Gendron seconded to approve the Warrants as shown above. All Aye.

Pg 4 July 25, 2002

Refunds, Transfers and Bills Warrant 7 totaling \$63,568.74. PR Warrant 7 totaling \$255,463.95.

David Gendron MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. All Aye.

#### Buybacks

Barbara Haydocy - Currently employed by the New Salem/Wendell school district. Request to buy back 7 months and 3 weeks creditable service from 1/1/1981 to 12/31/1982. Total cost \$729.43

Larry Adams - Currently employed by the Town of Orange. Request to buy back 3 months creditable service working at Athol from 7/1/1971 to 10/4/1971. Total cost \$316.20. Athol will accept liability for 3 months.

Malcolm Caron - Currently employed by the Town of Colrain. Request to buy back 10 months and 2 weeks creditable service from 9/26/1961 to 12/31/1962. Total cost \$780.87.

Richard Stelman - Currently employed by the Town of Deerfield as an elected assessor. Request to buy back 6 years 2 months and 2 weeks appointed and elected creditable service from 10/1/1984 to 06/30/1991. Total cost \$997.92.

Sandra Niedzeiedz - Currently employed by the Town of Montague. Has requested to buyback creditable service of 5 years and 5 months while working for Erving from January 1987 to May 31, 1992. Ms. Niedzeiedz can also purchase 1 month and 2 weeks while working for Erving when no deductions were taken. FCRS will accept liability for one and/or both.

Marcia Larocque- Employed by the Mahar School District. Buyback creditable service for time worked at Orange Library from January 1, 1979 to December 31, 1980. Total creditable service buyback is 7 months and 1 week. Cost \$611.10.

Pg 5 July 25, 2002

James Paddock - Employed by the Town of Wendell. Buyback creditable service for time worked at Wendell from January 1, 1984 to December 31, 1986. Total creditable service buyback is 6 months and 3 weeks. Cost \$900.17

David Gendron MOVED and Sandy Hanks seconded to approve the buybacks as shown above. All Aye.

#### Travel Policy

The travel policy prepared by Attorney Paul Mondry was presented to the Board. The Board recommended that, in all places, saying "Executive Director" be changed to "Administrator". Further, the Board recommended the policy be change to eliminate board approval for meetings costing \$100.00 or less and single day travel for official business. The Board questioned Section C regarding the payment of lost wages if the board member took vacation to attend a meeting. Under Section C 4 which allows Spouses accompanying the member on travel should be changed to "Spouses/Children/Partners of Board members or staff ..."

David Gendron MOVED and Sandy Hanks seconded to table the matter for future review. All Aye.

#### COLA For Staff

Per the FCRS Employee Regulations each employee shall receive a base increase Cost of Living Adjustment (COLA) equal to the Consumer Price Index (CPI) as promulgated by the Bureau of Labor Statistics for the past 12 months ending December 31, 2001 The CPI was 2.9%. Both the employee's current salary and salary range shall be adjusted by the CPI.

David Gendron MOVED and Paul Mokrzecki seconded approve a staff COLA of 2.9%. All Aye

#### Administrator Evaluation

The evaluation prepared by Chairperson Auchard was presented to the Board. After discussion, the Board agreed that the Administrator's performance warranted a 3% merit raise.

David Gendron MOVED and Sandy Hanks seconded approve a 3.0% merit raise for the Administrator. All Aye

### FRANKLIN COUNTY RETIREMENT BOARD MEETING JULY 25, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:03 a.m. by Administrator Steven Wilson, with Board

members, David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Chairperson Pat Auchard absent.

## OLD BUSINESS

Russell Denison

Per Attorney Mondry's recommendation the Board Administrator prepared and presented a final calculation of the amount due from Mr. Denison for the overpayment of retirement allowance and the amount due to Mr. Denison for payment of deductions on the road detail fees:

The amount due to Franklin County Retirement System as of

TOTAL ALLOWANCE ACTUALLY	\$109,167.2
TOTAL ALLOWANCE THAT SHOULD HAVE BEEN PAID	73,040.37 includes COLA's
	<hr/>
OVERPAYMENT TO MR. DENISON	36,126.88
LESS DEDUCTIONS DUE TO MR. DENISON	<u>(2,569.70)</u>
NET DUE TO FRANKLIN COUNTY	\$33,557.18

Board discussion followed. The Board was concerned that if Mr. Denison should pass away prior to full repayment how would collection be made. Further, the question of charging interest on the amount due was discussed. The Board directed staff to call Attorney for answers.

Sandy MOVED and Kathy Hammock seconded to find the 10% fee for administration of road detail paid to Russell Denison was not regular compensation. All Aye.

Sandy MOVED and Kathy Hammock seconded to find the recalculation of Mr. Denison's retirement allowance effective May 1, 2000, which excluded the road detail administration fees, was proper and correct. All Aye.

Pg 2 July 25, 2002

Sandy MOVED and Paul Mokrzecki seconded to find the total amount due from Mr. Denison for overpayment of his retirement allowance from December, 1 1992 to June 30, 2002 is \$36,126.88. All Aye.

Sandy MOVED and David Gendron seconded to find the total amount due to Mr. Denison is \$2,569.70 which represents deductions withheld on the road detail administration fees. All Aye.

## NEW BUSINESS

Administrator's Report:

RETIRED:

Marcia Larocque    Mahar            Option A        6-12-2002

### Buybacks

Marcia Larocque- Employed by the Mahar School District. Buyback creditable service for time worked at Orange Library from January 1, 1979 to December 31, 1980. Total creditable service buyback is 7 months and 1 week. Cost \$611.10.

James Paddock - Employed by the Town of Wendell. Buyback creditable service for time worked at Wendell from January 1, 1984 to December 31, 1986. Total creditable service buyback is 6 months and 3 weeks. Cost \$900.17

Kathy Hammock MOVED Paul Mokrzecki and seconded to approve the buybacks as shown above. All Aye.

### Travel Policy

PERAC is requiring that Retirement Boards submit a travel policy as a supplemental regulation. Attorney Mondry suggested the Board review his travel policy, which has been submitted to PERAC for approval, for possible adoption.

Sandy Hanks MOVED and Kathy Hammock seconded to table the Travel Policy matter pending receipt and review of Mr. Mondry's travel policy. All Aye

## FRANKLIN COUNTY RETIREMENT BOARD MEETING J

JUNE 18, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA on the above date was called to order at 9:20 a.m, by Chairperson Patricia Auchard, with Board members, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. David Gendron absent. Also present: Steven Wilson, Administrator.

Due to a conflict of meetings in the conference room, the Board meeting was moved to 278 Main Street, Greenfield, MA Suite 311.

At 9:25 Sandy Hanks MOVED and Paul Mokrzecki seconded to adjourn the meeting. All Aye.

At 9:29 Kathy Hammock MOVED and Sandy Hanks seconded to reopen the meeting. All Aye.

OLD BUSINESS Russell Denison

Paul Mondry, Board attorney, was present to update the Board regarding the Russell Denison's case. Mr. Mondry reviewed the hearing held on November 15, 2001. The hearing determined that Mr. Denison was aware that the 10% road detail administration fees were included in the calculation of his retirement allowance. Further, the hearing substantiated that the additional compensation was for management of road detail which is not regular compensation for retirement purposes.

Attorney Mondry recommend the Board Administrator do a final calculation of the amount due from Mr. Denison for the overpayment of retirement allowance and the amount due to Mr. Denison for payment of deductions on the road detail fees. The Board then should vote on:

1. The matter of road detail not being regular compensation,
2. The recalculation of the retirement allowance excluding the road detail administration fees.
3. The amount due from Mr. Denison and
4. The amount due to Mr. Denison.

After the Board votes, Mr. Mondry will prepare a Letter of Determination to Mr. Denison which will state the facts of the hearing, the Board decision, the amount due us, the amount due to him and notice of appeal.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING MAY 30, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:10 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: Steven Wilson, Administrator.

## OLD BUSINESS

Russell Denison

The Board set a date of June 18, 2002 to hold the regular Board meeting for June and to address the Russell Denison repayment of overpaid retirement allowance.

## NEW BUSINESS

Minutes of April 25, 2002

Kathy Hammock MOVED and Paul Mokrzecki seconded to approve the Minutes of April 25, 2002. All Aye.

## New Members

May 2002

NAME	UNIT	EMPLOYMENT DATE
Dann, David C.	ASH	04/29/02
Egan, Mary Ann	CON	11/26/01
Rackmill, Rebecca B.	WTY	04/02/02
Shover, James L.	PNR	12/5/01
Snow, Michael W.	BER	5/6/02
Streeter, David W.	BER	5/6/02

Sandy Hanks MOVED and Kathy Hammock seconded to accept the New Members as shown above. All Aye.

Pg 2 May 30, 2002

## Administrator's Report:

### RETIRED:

Larry Kershaw	Orange	Option A	5-13-2002
Barbara Hoffman	Colrain	Option B	5-1-2002
Basil Hoffman	Colrain	Option B	5-1-2002
John Bell	Shutesbury	Option A	5-6-2002

## DEATHS

Clark Johnson      2-3-2002                      Inactive member      Heath

#### WRITE OFF INACTIVE ACCOUNTS

Inactive for 10 years - See Attachment A.

Sandy Hanks MOVED and Kathy Hammock seconded to approve the write offs per the above attachment. All Aye.

Refunds, Transfers and Bills Warrant 5 totaling \$71,747.06. PR Warrant 5 totaling \$252,275.47.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. All Aye.

#### Buybacks

Judith Jewitt - Currently a member of the State Teachers Retirement System. Ms. Jewitt refunded 6 months creditable service earned at Wendell School from January 1, 1981 to June 30, 1981. FCRS to accept Liability for 6 months.

Pg 3 May 30, 2002

Douglas Oakes - Currently employed by Mahar School. Mr. Oakes has requested to purchase refunded creditable service of 3 months with Mahar from 10-01-1962 to 12-29-1962. Total cost \$232.28. Mr. Oakes is also requesting to purchase creditable service of 1 year and 7 months with Mahar from 03-06-1961 to 10-01-1962. No deductions were taken during that period. Total cost is \$227.75.

Janice Lanou - Currently employed by the town on Orange. Ms. Lanou has requested to purchase part-time work at Orange from 2/1/1976 to 12/31/1978. No deductions were taken. Creditable service earned is 11 months. Total purchase cost is \$916.24.

Kathy Hammock MOVED and Sandy Hanks seconded to approve the buybacks as shown above. All Aye.

DAHAB 1ST Quarter Investment Report



Greg McNeillie presented the 1st Quarter Investment Report. On March 31, 2002, the assets were valued at \$42,335,292, and increase of \$106,684 over the December ending value of \$42,228,608. This is a total portfolio increase of 0.3%.

Total equities were up 1.1% compared to the S&P 500 of .03%. Total bonds were essentially flat for the quarter. Real Estate gained 1.1%. Finally, international equities were down 4.1%.

Freedom Capital equities were weighted to value for the quarter. Equities were down 0.7% compared to the S&P 500 which was up 0.3. Mr. McNeillie considered Freedom's performance to be acceptable. He noted that Freedom did carry some poor performers which hurt their performance. Freedom Capital bonds were down 0.1% compared to the Lehman AGG which was up 0.1%. Board Chairperson Auchard asked if bond monies should be moved from Freedom to MetLife since MetLife is providing a better return. Mr. McNeillie recommended to leave the allocation as it is since Freedom could shift funds as needed to enhance performance.

Daruma (small caps) was up 5.7% again showing a very good performance for the quarter.

Pg 4 May 30, 2002

MetLife was up 0.1% equaling the Lehman AGG which was up 0.1%.

SSGA international equities were down 4.1%. Mr. McNeillie commented that SSGA like Freedom held some poor performing stocks.

Times Square Real Estate returned 1.1%. Returns were reduced due to write downs of property values.

Administrator Wilson informed the Board that \$500,000 in excess cash was available for investment. Mr. McNeillie recommended the funds be invested in SSGA. The Board's asset allocation policy for international funds is 10%. The current allocation is at 6.1%. The Board was concerned about moving money to SSGA given their performance. Mr. McNeillie said the move was appropriate for diversification purposes.

Paul Mokrzecki MOVED and Kathy Hammock seconded to transfer \$500,000 to SSGA. All Aye.

#### John Raskevitz Disability Application

The medical Panel met with Mr. Raskevitz on Monday, April 8, 2002 at Orthopedics of Western Mass., 66 Morgan Road, W. Springfield, MA 01089. All three of the panel physicians have determined that the incapacity was not due to the personal injury sustained or hazard undergone on account of which retirement is claimed.

The Board reviewed the report maintaining confidentiality of the medical information.

Sandy Hanks MOVED and Paul Mokrzecki seconded stating "The Franklin County Retirement Board denies the disability application of John Raskevitz because of failure to meet the burden of proof on the issue of causation." All Aye.

## Travel Policy

PERAC is requiring that Retirement Boards submit a travel policy as a supplemental regulation. The current travel policy and a revised travel policy was presented to the Board. The following revised travel is presented with revisions in bolded italics:

Pg 5 May 30, 2002

## TRAVEL REIMBURSEMENT

\* The Retirement Board is the final authority for accepting or rejecting travel reimbursement claims.

### \* MILEAGE REIMBURSEMENT

Use of private vehicle for official business will be reimbursed at the U. S. Government approved mileage rate in effect at the time of travel. Staff travel on regularly scheduled workdays to and from a destination shall be calculated to and/or from home, or the FCRS office, whichever is less unless travel begins and/or ends at the FCRS office, i.e. normal commute distance will not be reimbursed. Staff travel on weekends or holidays shall be calculated from and to home.

\* PARKING AND TOLLS shall be reimbursed on basis of receipt or with the Administrator's approval.

\* PUBLIC TRANSPORTATION FEES and parking meter costs where no receipt is provided will be approved within reason.

\* MEALS while on business will be reimbursed on basis of receipt with a limit, excluding tax and tips, of \$5 \$7 for breakfast, \$10 for lunch and \$15 for dinner, or a total of \$30 \$32 per day, whichever is more beneficial to the employee (the limit is based on meals reimbursed, reimbursements for breakfast and lunch may not exceed \$17, etc.). Tips may be reimbursed up to a maximum of 15% of the meal cost. Reimbursement for meals without receipt shall be limited to \$3.00 for breakfast and \$5.00 for lunch. No reimbursement will be made for alcoholic beverages. No reimbursement will be made when meals are provided at meetings or conferences.

\* HOTEL RESERVATIONS/DEPOSITS LODGING (PER DIEM) REIMBURSEMENTS - If an employee pays for lodging, a receipt clearly marked paid or a charge to a credit card will be required for reimbursement.

Pg 6 May 30, 2002

\* OUT OF STATE TRAVEL and OVERNIGHT STAYS - Board approval is required for all out of state travel and overnight stays. Overnight stays are allowed beyond a 30 mile radius of Greenfield, Massachusetts or a Board member's home or office

\* TRAINS, AIRPLANES AND BUSES AND OTHER MODES OF TRANSPORTATION - If an employee pays for travel in advance, reimbursement will only be made AFTER the date of travel. A receipt clearly marked paid or a charge to a credit card will be required for reimbursement.

The Board discussed the revisions. The meals reimbursement section was discussed at length. Board member Paul Mokrzecki was concerned about setting limits since, in some locations, meals could be higher than the limits set and, as time passes, the limits would need to be revised. He said that the Town of Greenfield meals policy did not have limits. Chairperson Pat Auchard was concerned that without limits there is a potential of abuse. The Board agreed to the follow revision for meals reimbursement:

\* MEALS while on business will be reimbursed on basis of receipt including tax and meal tips of no more than 15%. Reimbursement for meals including tax and tips without receipt shall be limited to \$7 for breakfast, \$10 for lunch and \$15 for dinner, or a total of \$32 per day, whichever is more beneficial to the employee (the limit is based on meals reimbursed, reimbursements for breakfast and lunch may not exceed \$17, etc.). No reimbursement will be made for alcoholic beverages. No reimbursement will be made when meals are provided at meetings or conferences.

The Board began discussion on Out of State Travel and Overnight Stays but decided to table further discussion until the next meeting.

Sandy Hanks MOVED and Kathy Hammock seconded to table the Travel Policy revision and revisit the matter at the next meeting. All Aye

#### Section 125 Plan

Chairperson Pat Auchard discussed the need for the retirement system to adopt a section 125 plan. The plan allows employee payroll insurance premiums to be deducted before taxes are calculated. The plan can be set up by the American

Pg 7 May 30, 2002

Benefits Group which the COG uses for a fee of \$300.00.

Paul Mokrzecki MOVED and David Gendron seconded approving staff to engage the American Benefits Group to set up a Section 125 Plan. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
April 25, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:15 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: Steven Wilson, Administrator.

NEW BUSINESS

Minutes of January 31, 2002

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of February 28, 2002. Patricia Auchard; Aye, David Gendron, Aye; Sandy Hanks; Aye and Paul Mokrzecki; Aye.

Minutes of March 28, 2002

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of February 28, 2002. Patricia Auchard; Aye, Sandy Hanks; Aye and Paul Mokrzecki; Aye.

NEW MEMBERS

April 2002

NAME	UNIT	EMPLOYMENT DATE
Avery, Michelle	MOH	09-24-01
Beckwith, Melissa C.	MOH	09-11-01
Columbus, John F.	WCK	01-01-02
Depault, Katherine D.	FCH	01-14-02
LaRose, Kathryn G.	FRTA	04/01/02
LeDuc, Denise Myers	FCH	02-25-02
McCarthy, Leo A.	WCK	08-09-01

Sandy Hanks MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. All Aye.

Pg 2 April 28, 2002

Administrator's Report:

RETIRED:

Elva Coburn            Mohawk School    Option A    4-13-2002

DEATHS

Harland Parrott\*            4-16-2002    Member in service: Bernardston

John Churchill            4-10-2002    Option B    Heath

Edward Smiarowski 4-17-2002    Option B    Whately

\* Harland Parrott had designated his spouse as his only beneficiary. Mrs. Parrott died on the same day as Mr. Parrott. Chapter 32 gives the Board the authority to determine the disposition of Mr. Parrott's annuity which amounts to \$495.19. The Board options are to remit the annuity to his estate, remit the annuity equally to his children or the keep the annuity and transfer it to the Pension Reserve Fund.

Sandy Hanks MOVED and Kathy Hammock seconded to pay the annuity of \$495.19 to the estate on Harland Parrott. All Aye.

2002 1st QUARTER BUDGET TO ACTUAL

The 2002 1st Quarter Budget to Actual was presented to the Board. See Attachment A to the minutes.

Refunds, Transfers and Bills Warrant 4 totaling \$174,453.75. PR Warrant 4 totaling \$245,531.03.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. All Aye.

Pg 3 April 25, 2002

#### Retiree COLA

Retiree COLA's are due to be implemented July 1, 2002. The Social Security System COLA to be effective July 1, 2002 is 2.6%. To date over 37 Massachusetts Retirement Systems have granted a 3% increase. The annual cost of a 2.6% COLA is approximately \$59,044.00. The annual cost of a 3% COLA is \$68,140.00. Our recent actuarial valuation is assuming a 3% COLA. The maximum COLA is limited to 3% on the first \$12,000.00 of retirement allowance paid.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve a 3% COLA . All Aye

#### Lease Extension

The Retirement System's lease for office space at 278 Main Street, Greenfield, MA expires July 31, 2002. The current lease provides for an extension of one year. The notice to extend must be given 90 days in advance. The extended lease cost will be \$875.00 per month.

David Gendron MOVED and Kathy Hammock seconded to authorize a one year lease extension. All Aye

#### Buybacks

Thomas Forest - Currently employed by the Town of Orange. Mr. Forest has requested to purchase creditable service while working for Orange from May 1966 to November 1970. Mr. Forest was working full time however he did not become a member and no deductions were taken (an administrative error). Creditable service to be purchased is 4 years 5 months and 3 weeks at a cost of \$896.69. Since the error was an administrative error, no interest is being charged.

David Gendron MOVED and Kathy Hammock seconded to approve the buyback as shown above. All Aye.

### FRANKLIN COUNTY RETIREMENT BOARD MEETING MARCH 28, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:12 a.m. by Chairperson Patricia Auchard, with Board members Sandy Hanks and Paul Mokrzecki present. Also present: Steven Wilson, Administrator. Board members David Gendron and Kathy Hammock absent.

#### NEW BUSINESS

Minutes of February 28, 2002

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of February 28, 2002. All Aye.

NEW MEMBERS

NAME	UNIT	EMPLOYMENT DATE
Antonellis, Suzanne	DER	11/1/01
Arel, Beth Dickson	MHR	2/25/02
Cote, Tina M.	FRTA	3/4/02
Cuddeback, Kenneth M.	FRN	11/1/01
Dodge, Martha H.	HLT	1/8/02
Heim, Kenneth J.	ASH	2/17/02
Johnson, Michael S.	MOH	8/20/01
Newton, Margo A.	HTH	2/1/02
Shearer, Roxanne M.	MOH	2/13/02
Tower, Pamela S.	STB	3/4/02
Ware, Jacob S.	STB	1/7/02
Weathersby-Gaynor, Lisa	OGE	2/14/02
Worden, Colleen	MOH	9/01/01

Sandy Hanks MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. All Aye.

Pg 2 March 28, 2002

Administrator's Report:

DEATHS

Alton H. LeVitre      3-5-2002      Option B      Retired from Franklin County

Refunds, Transfers and Bills Warrant 3 totaling \$581,202.77. PR Warrant 3 totaling \$246,651.17.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. All Aye.

## Buybacks, Liability Acceptance & Purchase Military Service

Dennis J. King - Currently a member of the Massachusetts State Retirement System. Mr. King was employed by Erving from 11-4-1963 to 4-3-1964. FCRS to accept liability for 5 months creditable service.

Warran Kirkpatrick - Currently employed by Ashfield. The buyback was approved in January 1998 but had some errors in the calculation. The revised buyback will give Mr. Kirkpatrick 3 options. The first option is to buyback 1969 thru 1971, 1 year 8 months and 3 weeks for \$2,822.97. The second option is to buyback 1974 thru 1990, 14 years 9 months and 3 weeks for \$26,197.28. The final option is to buyback all the creditable service of 17 years 6 months and 2 weeks for \$29,090.25.

Roger Mallet - Currently employed by Orange. Mr. Mallet has requested to buyback 16 years creditable service from 1964 to 1973 and 1978 to 1984 as a selectman in Orange. Total cost is \$2,699.38.



Pg 3 March 28, 2002

Michael Pierce - Currently employed by Erving. Mr. Pierce has requested to buyback creditable service from 7-17-1978 to 3-30-1982 while working for Orange. Mr. Pierce has 3 options. The first option is to purchase 8 months and 2 weeks at a cost of \$1,077.82. The second option is to purchase 3 years and 4 months at a cost of \$5,982.02. The final option is to buyback all the creditable service of 4 years and 2 weeks at a cost of \$7059.83.

Larry Kershaw - Currently employed by Orange. Purchase military service of 3 years and 9 months from 4-1958 to 9-1962. His first year compensation was \$15,586.07. At 10% the total cost will be \$5,844.79.

Marilyn Lively - Currently employed by Mohawk School District. Ms. Lively has requested to buyback 1 year and 10 months while working at Colrain from 1985 through 1987. Total cost is \$986.57.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the buybacks, liability acceptance and purchase of military service as shown above. All Aye.

#### Actuarial Valuation

The actuarial valuation report dated January 1, 2001 prepared by Stone Consulting was presented to the Board. The report contained the assessment funding schedule approved by the Board during the December 27, 2001 meeting.

Paul Mokrzecki MOVED and Sandy Hanks seconded to accept the actuarial valuation report dated January 1, 2001 to be effective for FY 2003. All Aye.

#### Adjournment

Sandy Hanks MOVED and Paul Mokrzecki seconded to adjourn the meeting at 10:12 a.m. All Aye.

Next regularly scheduled meeting of the Retirement Board is April 25, 2002 at 9:00 a.m.  
Pg 3 March 28, 2002

Respectfully submitted:

Approved:

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
FEBRUARY 28, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:30 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Kathy Hammock and Sandy Hanks present. Also present: Steven Wilson, Administrator. Board member Paul Mokrzecki absent.

## OLD BUSINESS

Russell Denison

During the Board meeting of January 31, 2002, the Board expressed concern that Mr. Denison's recalculated retirement allowance was incorrect due the possible inclusion of non regular compensation used to determine the highest 3 year average compensation.

The compensation used to calculate the original allowance was:

1988	\$36,126.63
1989	\$16,408.50
1990	\$21,231.50
\$73,766.63	Div by 3 = \$24,588.88

Under Option C the monthly allowance was calculated to be \$1,018.77.  
The above compensation included administration road detail fees.

Backing out the administration fees the three highest years and compensation were:

1989	\$13,158.75
1990	\$15,310.88
1991	\$14,375.25
\$42,844.88	Div by 3 = \$14,281.63

Under Option C the monthly allowance was calculated to be \$591.72.

The payroll register was presented to the Board. The \$15,310.88 compensation used to recalculate the allowance was for police services and excluded wages paid for road detail administration. Also presented were samples of submissions from Denison for police services.

This matter was tabled for further research regarding data used to determine the nature of police services and the hourly rate.

Pg 2 February 28, 2002

## NEW BUSINESS

Minutes of January 28, 2002

Sandy Hanks MOVED and David Gendron seconded to approve the Minutes of January 28, 2002. All Aye.

## NEW MEMBERS

NAME	UNIT	EMPLOYMENT DATE	
Bascom, Phillip N.	SHB	02/20/02	
Barnes, Michael P.	MOH	12/3/01	
Brower, Sharon O.	PNR	02/18/02	
Carey, Susan	SND	01/7/02	
Fisk, Dorie May	MOH	7/23/01	
Gleason, Randall F.	MOH	12/5/01	
Haigh, Robert H.	OGE	2/4/02	
Haley, Timothy P.	FRN	1/2/02	
Kelsey, Paula M.	MOH	9/21/01	
Kimberley, Diana E.	MOH	09/4/01	
Levy, Chloe A.	HLT	09/5/01	
Mallet, Roger W.	OGE	2/1/02	
McCloud, Sandra L.	MOH	9/4/01	
Merrill, Deane W., Jr.	MOH	09/04/01	
Miller, Gretchen J.	HLT	8/29/01	
Miller, Robert M.	MOH	11/19/01	
Parra, Erasmus J.	MOH	9/11/01	
Popowich, Rachel M.	MOH	9/4/01	
Purington, Sammy W.	MOH	7/16/01	
Sadoski, Roger J.	SDF	7/1/01	(On call - vol. Fire)
Schleeweis, Dennise F.	STB	8/30/01	
Scoville, Douglas M.	SDF	7/1/01	(On call - vol. Fire)
Sercu, Lynn Marie	MOH	9/18/01	
Valvo, Paul A.	MOH	12/10/01	
Wilson, Tracy L.	OGE	1/22/02	

Sandy Hanks MOVED and Kathy Hammock seconded to accept the New Members as shown above. All Aye.

Pg 3 February 28, 2002

Administrator's Report:

## NEWLY RETIRED:

Marcella Lively	Heath	Option A	2-11-2002
Charles Smith	Wendell	Option B	2-15-2002

## DEATHS

Louis Greuling	12-24-2001	Option B	Retired from Erving
Evelyne Skerry	2-11-2002	Option B	Retired from Leverett

Refunds, Transfers and Bills Warrant 2 totaling \$180,371.05. PR Warrant 2 totaling \$246,470.82.

Kathy Hammock MOVED and Sandy Hanks seconded to approve the Warrants as shown above. All Aye.

#### Buyback

Lenoard LaClaire - Now a member of the Massachusetts State Retirement System.

Was a member of the Franklin County Retirement System from 1-1-1971 to 11-30-1972 working for Leverett. His annuity was refunded upon termination. He now wants to buy back the creditable service which totals 1 Year 11 Months. The Franklin County Retirement System will accept liability for 1 Year and 11 Months.

Mr. LaClaire also worked for Leverett from 9-15-1969 to 12-31-70 full time but did not become a member. He wants to buy this time which amounts to 1 Year 3 Months and 2 Weeks. Franklin County will accept liability for 1 Year 3 Months and 2 weeks.

Total Liability acceptance is 3 Years 2 months and 2 weeks.

Kathy Hammock MOVED and Sandy Hanks seconded to approve the buyback as shown above. All Aye.

Pg 4 February 28, 2002

## Retiree Payroll Procedures

Administrator Wilson proposed a revision in the current retiree payroll procedures. When a retiree dies we have always revised and prorated their final check prior to issuance. In some instances the revision amounts to a \$20 savings to the system. In other instances the savings may be \$200 or more.

The process of voiding and reissuing a check requires a calculation be made and entered into the retirees record, a new check is issued and the payroll register with the old check is adjusted to show the new check. Finally the payroll warrant must be revised. Such changes are infrequent but requires staff time.

Using February 2002 as an example the checks will be printed on Monday February 24 and the checks will be mailed on Wednesday February 27. If a retiree dies on the February 26, 2002 we will void the check printed on Monday and reissue a prorated check for February.

It is proposed that the Board allow full checks to be issued when prorating would only save the system \$200.00 or less.

Sandy Hanks MOVED and David Gendron seconded to approve the issuance of full payroll checks to deceased retirees after the payroll register has been finalized provided the cost to the system will be \$200.00 or less. All Aye.

## Fourth Quarter 2001 Investment Update

Present were Dahab Associates: Investment Consultants, Freedom Capital: Large Cap and Fixed Income Manager, State Street Global Associates: International Investment Manager and Daruma: Small Cap manager.

Each manager presented their results of the fourth quarter 2001. They commented on the market during 2001 and their investment strategy for the future. All were in agreement that a rebound would occur in 2002.

Dahab Associates summarized the fourth quarter results. As of 12/31/2001 the system's assets were valued at \$42,228,608, an increase of \$2,360,612 (5.9%) over the September ending value of \$39,867,996. The annualized rate of growth for 2001 was 2.9%.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING JANUARY 31, 2002

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:02 a.m. by Chairperson Patricia Auchard, with

Board members David Gendron and Sandy Hanks and Paul Mokrzecki present. Also present: Steven Wilson, Administrator.

## OLD BUSINESS

Russell Denison

The Board discussed the Denison hearing that was conducted on November 15, 2001.

The purpose of the hearing was to provide the Board the opportunity to ask Mr. Denison questions regarding his compensation that was used to determine his retirement allowance effective December 1, 1992.

After discussion, the Board postponed their final decision until it was sure the recalculated allowance used the proper compensation. Staff was directed to determine that salary used to recalculate his retirement allowance was all regular compensation.

This matter was tabled until completion of the salary research and until Board counsel can be available.

## NEW BUSINESS

Minutes of December 27, 2001

Sandy Hanks MOVED and David Gendron seconded to approve the Minutes of December 27, 2001. All Aye.

## NEW MEMBERS

Antaya, Maureen E.	FRN
Armakovitch, Deborah	MOH
Eddy, Benjamin J.	LEV
Gallerani, Roberta A.	SND
Jackman, Wayne D.	FCH
Kelly, Cheryl L.	WTY
Levasseur, Veronica A.	MHR
Raymond, Sharon C.	NSW
Shebell, Donald A.	PNR
Sojka, Laura J.	DER
Weiskel, Portia W.	LEV
Wilder, Richard A.	WEN

Pg 2 January 31,2002

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.  
Administrator's Report:

NEWLY RETIRED:

Beverly Burke	Charlemont	Option A	12-15-2001
Theresa Cassidy	Mohawk	Option B	1-1-2002
Majorie Porrovecchio	Mohawk	Option B	1-1-2002
John Raskevitz	Leverett	Option B	1-1-2002*

\*Interim until disability application is finalized.

DEATHS:

John Senior 1-27-2002 Option A Retired from Bernardston  
Refunds, Transfers and Bills Warrant 1 totaling \$77,591.39. PR Warrant 1 totaling \$247,289.68.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Warrants as shown above. All Aye.

Buybacks

Judy Granger - Employed by the Pioneer School District. Buyback creditable service for time worked at Northfield from May 15, 1978 to June 27, 1978, November 12, 1979 to December 31, 2002 and from January 1, 1980 through September 10, 1984. Total creditable service buyback is 4 years, 11 months and 2 weeks. Buyback cost is \$1,723.75.

Pg 3 January 31, 2001

Mary Devon - Currently a member of the Massachusetts Teachers' Retirement Board. Buyback creditable service for time worked at Frontier Regional School District from January 10, 1980 through June 17, 1980. Franklin County to accept liability for creditable service of 4 months and 1 week.

David Gendron MOVED and Paul Mokrzecki seconded to approve the buybacks as shown above. All Aye.

## John Raskevitz Accidental Disability

The Board discussed the findings of fact, the Physician's Statement and a letter submitted by the physician. The Board was also informed of the accidental disability process by the Administrator.

The accidental disability application consists of the member's application, the employer's statement and a physician's statement. All of these have been received and have been reviewed by Attorney Mondry. After the Board accepts the application, the complete application, medical records and insurance records will be forwarded to PERAC. PERAC will then set up a medical panel within thirty days to review Mr. Raskevitz's case. Within 60 days after the panel meets, a recommendation will be made and presented to the Board for approval or disapproval.

David Gendron MOVED and Paul Mokrzecki seconded to accept John Raskevitz's accidental disability application for processing under Chapter 33, Section 7.

## Adjournment

Paul Mokrzecki MOVED and David Gendron seconded to adjourn the meeting at 11:22 a.m. All Aye.

Next regularly scheduled meeting of the Retirement Board is February 28, 2002 at 9:00 a.m.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING DECEMBER 27, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:49 a.m. by Chairperson Patricia Auchard, with Board members David Gendron and Sandy Hanks present. Paul Mokrzecki (present at 9:11 a.m. & departed at 10:55 a. m.) Also present: Steven Wilson, Administrator.

## NEW BUSINESS

Minutes of November 29, 2001

David Gendron MOVED and Sandy Hanks seconded to approve the Minutes of November 29, 2001. Aye: Pat Auchard, David Gendron and Sandy Hanks.



## New Members

Burke, Rebecca Lynne	OGE
Cecala, Lisa S.	PNR
Connors, Lynne M.	MOH
Flagg, Donna J.	MOH
Gilmore, Mark E.	SDF
Hilliard, H. Conway	PNR
Jenkins, Robin H.	MOH
Joy, Kriste L.	COL
Morra, Robert A.	FCH
Minckler, Scott D.	BER
Norman, Patrick J.	PNR
O'Connell, Shawn E.	SDF
Paciorek, John P.	SDF
Paciorek, John P., Jr	SDF
Pease, Cheryl P.	MOH
Premo, Claudia J.	MOH
Raymer, John F., Jr.	SDF
Stellman, Brendon J.	FRN
Stillwell, Kimberly S.	STB
Wojtowicz, Debra E.	DER
Zamojski, David	SDF

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. Aye: Pat Auchard, David Gendron and Sandy Hanks.

Pg 2 December 27, 2001

FY 2003 Actuarial Report

Larry Stone of Stone Consulting was present to update the Board on the proposed funding schedule beginning FY 2003.

As a result of his study, the contribution for Fiscal 2003 will need to be \$3,186,298 as opposed to \$2,626,410 which was required as a result to the 1999 study. This is an annual increase in funding of approximately \$560,000.

The \$560,000 increase can be broken down into three components: a \$345,000 actuarial loss, a \$100,000 increase in normal cost and \$115,000 increase in 3(8)(c) payments.

The \$345,000 actuarial loss results from increased salaries and reduced investment performance since the 1999 valuation. Total salaries for all units combined have gone up a total of 19.1%. Of this total, there was a 5.1% growth in active members and a 13.1% increase in average salaries. Investment performance was expected to return 8.5% and only returned 5.5% since 1999. Mr. Stone commented that further increases in contributions may be necessary during periods of low returns.

The \$100,000 increase in normal costs will result from new retirements this year. These costs are strongly influenced by member salaries.

Finally, an additional \$115,000 will be needed to cover the net outflow of 3(8)(c) payments. 3(8)(c) payments result from members who have worked in multiple Massachusetts retirement systems and then retire. Each system is responsible for part of the pension portion of retirement allowances based on years worked in that system. Franklin County Retirement System is expending \$115,000 more than it receives for these retirement allowances.

Mr. Stone proposed several alternatives for implementing the \$560,000 annual additional funding. To lessen the impact we could amortize the loss differently, we could change assumptions to be more aggressive or we could phase in the increase over a period of time. His recommendation is to implement the full amount in FY2003 since the alternatives will be more costly in the future.

Pg 3 December 27, 2001

Board discussion followed. All members agreed that a one time increase would be difficult for the units. However, all agreed that it was more fiscally sound to implement the new funding schedule as presented making the FY 2003 contribution \$3,186,298.

David Gendron MOVED and Paul Mokrzecki seconded to implement the funding schedule presented by Stone Consulting. Aye: Pat Auchard, David Gendron Sandy Hanks and Paul Mokrzecki .

TACS Software Upgrade

Continued from the November 29, 2001 meeting.

Administrator Wilson explained that due to the high cost of the TACS investment software which is \$9,077.06, plus the cost of annual maintenance which would be approximately \$1,400 and the fact that data entry would still be required by the staff, other alternatives were investigated.

Eastern Bank was contacted. They offer accounting and reporting services equivalent to the TACS Software but no data entry would be required by retirement staff. The approximate cost of their services would be \$22,300.00 annually.

Finally, the custody could be moved to another department at State Street for better custody reporting, however, this would not eliminate the accounting and reporting work in the retirement office.

Administrator Wilson explained that given the above, the retirement system would be better off by delaying a decision regarding investment accounting and reporting. However, it is recommended that the retirement system purchase the WinRet 32 upgrades for our current TACS software modules. The cost of the upgrades would be \$11,085.40.

Sandy Hanks MOVED and David Gendron seconded to approve the purchase of the WinRet 32 upgrades at a cost of \$11,085.40. Aye: Pat Auchard, David Gendron and Sandy Hanks.

Pg 4 December 27, 2001  
Administrator's Report:

#### NEWLY RETIRED:

David Mankowski Franklin Regional Transit Option A 12 -28 - 2001

Refunds, Transfers and Bills Warrant 12 totaling \$57,741.54. PR Warrant 12 totaling \$243,437.22.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Warrants as shown above. Aye: Pat Auchard, David Gendron, Sandy Hanks and Paul Mokrzecki.

#### Buybacks

Wanda Jo Mussachio - Mohawk. Buyback 1 year, 7 months and 16 days of creditable service refunded from the Greenfield Retirement System. Greenfield Retirement will accept 1 year, 7 months and 16 days liability. Total cost plus interest is \$2,482.27.

Wilfred Franklin - Leyden. Military buyback of 3 years and 3 months. First year salary was \$13,452.00 from May 1987 to April 1987. 10% equals \$1345.20 per year. Total cost \$4371.90.

Donald Dekker - Heath. Military buyback of 3 years and 11 months. First year salary was \$2,417.25 from April 1991 to Mar 1992. He was elected. 10% equals \$241.73 per year.

Total cost \$946.78.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the buybacks as shown above. Aye: Pat Auchard, David Gendron, Sandy Hanks and Paul Mokrzecki.

Pg 5 December 27, 2001

## Calendar Year 2002 Budget

The calendar year 2002 Budget was presented as shown in Attachment A. The budget total is \$459,440.00.

David Gendron MOVED and Sandy Hanks seconded to approve the 2002 budget totaling \$459,440.00 Aye: Pat Auchard, David Gendron and Sandy Hanks.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING NOVEMBER 29, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:05 a.m. by Chairperson Patricia Auchard, with Board members David Gendron and Paul Mokrzecki present. Sandy Hanks(present at 9:25 a.m.) Also present: Steven Wilson, Administrator.

### OLD BUSINESS

#### Roy Page

A hearing for Roy Page was held on October 16, 2001 at the Division of Administrative Law Appeals in Boston, MA. The decision is in favor of the Franklin County Retirement System. Attached is the Decision. Provided no further objections are made which must be submitted by November 24, 2001, the Board needs to determine possible repayment plans.

Per Attorney Mondry the Board should vote to withhold any further retirement payments and direct staff to determine the amount now due given any COLA payments that may be credited and withheld retirement payments. The staff is then further directed to contact Mr. Page for repayment.

Sandy Hanks MOVED and David Gendron seconded to withhold further retirement payments, direct staff to determine the amount due less cola payments and contact Mr. Page for repayment. All aye.

### NEW BUSINESS

Minutes of October 25, 2001

Sandy Hanks MOVED and David Gendron seconded to approve the Minutes of October 25, 2001. All Aye.

New Members

Babits, Kevin	PNR	
Barkan, Susanne		MOH
Bell, Kenneth	MOH	
Bezio, Donna L.		FRT

Pg 2 November 29, 2001

Bleil, Cynthia M.		FCH
Boutwell, Jason A.		FHA
Breor, William P.		SND
Carreto de Medina, Margarita		STB
Chagnon, Melissa L.		MHR
Churchill, Laura L.		MOH
Crowley, Margaret E.		MHR
Dennett, Andrea M.		DER
Donovan, Tammy L.		MOH
Fijita, Naomi		HLT
Graham, Pamela Ann		MOH
Harmon, David C.		FCH
Hawkins-Harrison, Catharine		PNR
Herbert-Ramirez, Cynthia		SHB
Herzig, Lynne Ann		MOH
Holmes, Kenneth R.	OGE	
Lankowski, Nicole		FRN
Shemchuk, Nicholas		MHR
Sibilia, Gary M.		ASH
Sprague, Brandon		ROW
Wickline, Karen Lynn		PNR

Sandy Hanks MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. All Aye.

Administrator's Report:

NEWLY RETIRED:

Robert Rice	Rowe	Option B	10 -17 - 2001
-------------	------	----------	---------------

DEATHS:

Helen Jenks	Shelburne	Option A	11- 26- 2001
John Knapp	Rowe	Option B	11 - 3 - 2001
Roland Stiles	Hawley	Option B	10 - 30 - 2001

Pg 3 November 29, 2001

Refunds, Transfers and Bills Warrant 11 totaling \$97,835.70. PR Warrant 11 totaling \$243,773.14

Paul Mokrzecki MOVED and David Gendron seconded to approve the Warrants as shown above. All Aye.

#### TACS Software Upgrade

TACS is the software the retirement system uses for its members files, retirees files and payroll, Bill payments and accounting. Over the past several years the vendor has been upgrading their product. The upgraded product is called WinRet32 and has been available for the past couple of years.

The cost to purchase WinRet32 upgrades for Franklin County was \$15,017.94. However the vendor has offered a reduced price of \$11,085.40, a savings of \$3,932.54 if the upgrades are purchased prior to December 31, 2001.

Our current modules are working well, however TACS will, in the near future, no longer maintain our version.

In addition to the upgrades of our current modules, TACS has offered a reduced price for their investment module if purchased prior to December 31, 2001. The regular cost is \$14,349.20 and can be purchased for \$9,077.06, a savings of \$5,272.14. The investment module would replace investment accounting that is currently done on spreadsheets. It would reduce our current time and effort for not only monthly reporting but also year end reports. Further, it would be easier for another person to due the accounting in absence of the Administrator.

Sandy Hanks asked about the cost of annual maintenance for the investment module. It was decided to table the matter to investigate the cost of annual maintenance and the possibility of using other custody banks with better transaction reporting.

#### Freedom Capital 3rd Quarter Update

Ray Depelteau, Mike Spencer and Richard Howe were present to update the Board on Freedom Capital's 3rd Quarter results. First, Mr. Depelteau commented on the merger of Tucker Anthony, their parent company and the Royal Bank of Canada. As the

Pg 4 November 29, 2001

merger proceeds, Freedom Capital may spinoff as an independent company.

The total portfolio performance was down 5.25% compared to a blended index (stock and bonds) which was down 6.36%. Although the past year has been negative, Freedom has performed better than the indices. The current portfolio value is \$24,229,912.13 compared to a value of \$26,489,208.51 at the beginning of 2001. During the 3rd quarter with the events of 9/11/2001, the market is up 16% since its low after 9/11.

The equity "value" portfolio for the 3rd quarter was down 12.18% compared to the S&P Barra Value Index which was down 16.20%. The "value" portfolio is currently \$9,451,940.54 compared to \$10,425,973.91 at the beginning of the year.

The equity "growth" portfolio was down 16.79% compared to the S&P Barra growth index which was down 13.20%. The "growth" portfolio is currently \$2,588,064.83 compared to \$3,390,414.89 at the beginning of the year.

The bond portfolio for the 3rd quarter was up 4.08% compared to the Lehman Brothers Aggregate index which was up 4.61%. The bond portfolio is currently valued at \$12,189,906.77 compared to \$12,672,819.71 at the beginning of the year. The Bond performance was off since our portfolio had more investments in companies that were affected by the 9/11 incident.

Freedom Capital commented that the recession which started in March 2001 will not be long and deep. It is expected that the market will recover in 2002. With the portfolio weighted to value and the market rebound expected to be in value stocks, we should do well in 2002.

#### Dahab Associates 3rd Quarter Report

Lillian Jones from Dahab Associates was present to update the Board on the 3rd quarter results of our entire portfolio. First, she commented that the Freedom spinoff would be in our best interests.

The entire portfolio which is managed by Freedom Capital, Daruma, MetLife, Times Square and SSGA was down 5.4%. The indices were down in a range from 10.9% to 20.8% except the Lehman Aggregate (bonds) which was up 4.6%. The entire portfolio



Pg 5 November 29, 2001

is now valued at \$39,867,996 compared to \$40,769,972 at the beginning of the year. Ms. Jones again commented that our portfolio, even though it was down, did better than the indices and other portfolios.

Since Freedom has already been reported, Ms. Jones went on to discuss our other managers.

Daruma, our mid cap manager, was down 14.9% for the quarter compared to the shadow index of 14.2%. The portfolio value is now \$4,300,470 compared to \$4,366,300 on 1/1/2000.

MetLife, our pooled fixed income (bonds) manager, was up 4.6% compared to the shadow index which was up 4.6%. The portfolio value is now \$6,903,729 compared to \$6,366,855 on 1/1/2000.

Times Square who manages our real estate investments was up .9% compared to the shadow index which was down 2%. The portfolio value is now \$2,101,259 compared to \$2,000,000 on 1/1/2000 when the initial investment was made.

SSGA, our international portfolio manager, was down 17.5% compared to the shadow index which was down 13.9%. The portfolio value is now \$2,343,883 compared to \$3,401,233 on 1/1/2000.

#### Accounting Assistant Salary

Administrator Wilson reported that, Tina Schneider, the Accounting Assistant, work has proven to be well above expectations since her promotion to the position last year. She has been very reliable not only in being at work but also in getting her work done with very little supervision. She has very high integrity and carries out the Board's and PERAC's rules and regulations. Over the past year, she has saved the system over \$50,000 in finding payments due to us or payments that we would have made that should be paid by the State. Her level of work is excellent and she gets done what needs to be done in a timely manner. Given her performance, she should be paid at the midpoint salary of her grade.

Tina Schneider started at the low end of a grade 7. The midpoint of a grade 7 will be in the neighborhood of \$33,790 July 1, 2002. It is proposed that her salary be increased

Pg 6 November 29, 2001

\$1500.00 per calendar year effective January 1, 2002. With this increase plus the Cola and merit raise in July she will be at the mid point salary for her grade.

Paul Mokrzecki MOVED and David Gendron seconded to increase the Accounting Assistant's salary 1,500.00 per year effective January 1, 2002. All aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
OCTOBER 25, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:05 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Kathy Hammock and Sandy Hanks Paul Mokrzecki present. Also present: Steven Wilson, Administrator.

OLD BUSINESS

Russell Denison

Board Attorney Paul Mondry was present to inform the Board on the upcoming hearing on November 15, 2001 with Russell Denison. Notice has been given to Mr. Denison and his attorney of the hearing. Mr. Denison's pension has already been reduced using compensation excluding road detail administrative payments. The issue now that must be addressed is the overpayment of retirement benefits since his retirement. The hearing will provide Mr. Denison due process of law in that he can give testimony regarding the inclusion of road detail administrative payments that were used in the calculation of his salary for retirement purposes.

Roy Page Hearing Update

Roy Page owes the retirement system \$22,513.76 in overpaid retirement benefits due to the fact that he remarried on October 24, 1992. Mr. Page was receiving a survivor benefit as his spouse died in service on July 17, 1988. Mr. Page accepted the minimum benefit of \$250.00 monthly provided that if he remarried his allowance would be reduced to 2/3 of the Option C allowance or \$5.22 monthly.

A Hearing was held on Tuesday, October 16, 2001 at the Division of Administrative Law appeals in Boston. The Magistrate heard arguments from both sides and will return a judgement within 60 days. The judgement can be appealed by both sides.

NEW BUSINESS

Minutes of September 27, 2001

Sandy Hanks MOVED and David Gendron seconded to approve the Minutes of September 25, 2001 All Aye.

Pg 2 October 25, 2001

New Members

Baker, Kerry Lyn	FRN & DER
Blakesley, Laura Ann	ASH
Bordner, Brenda L.	PNR
Browning, Heather Irene	FRN
Bryant, Shannon D.	FRN
Chadwick, Kathy Ann	CHT
Clark, Sherry A.	BUC
Cole, Andrew J.	NSW
Cranshaw, Moira D.	SND
Davenport, Heather S.	PNR
Donnis, Anne H.	SND
Donovan, Jean M.	NSW
Donovan, Kathryn J.	FRN
Dresser, Melina L.	MHR
Ellis, Karen L.	PNR
Fontaine, Sharon L.	PNR
Fournier, Darlene G.	PNR
Gargolinski, Joseph P.	FRN
Gondela, David L.	PNR
Gordon, Deborah A.	DER
Grover, Joy L.	FRG-SWM
Henry, James F.	CON
Jenkins, Jessyca L.	PNR
Johnson, Betty P.	COL
Jurek, Rebecca M.	HTH
Kelly, Sandra L.	FRN
Kline, Cheryl A.	PNR
Lodi, Elise R.	CON
MacConnell, Bruce A.	FRN
Maguire, Clare e.	PNR
Marble, Janice M.	OGE
Martinez, Brett L.	FRN
Mellor, Kimberly J.	CON
Morin, Christine A.	NSW
Myers, Cynthia A.	FRN
Pease, Tammy L.	DER
Richardson, Alyssa J.	PNR
Roberts, Cianne G.	LEV

Ryan, Christopher E.                    WTY  
Thomas, Shannon M.                    PNR  
Truelove, Heather D.                    CON  
Pg 3    October 25, 2001

New Members - Continued

Urkiel, Charles A.                    FRN  
Velleca, Paula A.                    OGE  
Warner, Maria P.                    DER  
Wells, Sharon A.                    NSW  
Zafian, Tracy L.                    COG

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.

Administrator's Report:

NEWLY RETIRED:

Francis Smith	Orange	Option B	10 -1 - 2001
Sheila Roberts	Mohawk	Option B	10 -1 - 2001
Evelyn Kaweck	Frontier	Option B	10 -17 - 2001

DEATHS:

Carolyn Parenteau	Option A	9 - 4 - 2001
Olive Wood	Option B	9 - 26 - 2001
Norman Clarke	Option B	10 - 8 - 2001

Refunds, Transfers and Bills Warrant 10 totaling \$219,886.82. PR Warrant 10 totaling \$244,640.11

Kathy Hammock MOVED and David Gendron seconded to approve the Warrants as shown above. All Aye.

Revised Warrant 09PR

Due to death of Olive Wood on 9/26/2001 the direct deposit of \$153.06 was voided and a prorated check was issued for \$132.65. The revised warrant total is now \$241,309.95.

Kathy Hammock MOVED and David Gendron seconded to approve the revision of Warrant 09PR. All Aye.

Pg 4 October 25, 2001

Buyback - Accept Liability:

Shirley Robertson - Transferred to Massachusetts Teachers wants to buyback time worked Sunderland during 1974,75 and 1986 when no deductions were taken. FCRS to accept liability for 9 months. When Shirley Robertson transferred her creditable service did not include summer vacation time which is now given provided the person is employed for more than 7 months. The additional creditable service time would be 1 year, 2 months and 2 weeks.

David Gendron MOVED and Sandy Hanks seconded to approve to accept liability as shown above. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
SEPTEMBER 27, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:08 a.m. by Chairperson Patricia Auchard, with Board members David Gendron, Kathy Hammock and Sandy Hanks present. Board Member Paul Mokrzecki present at 9:10 a.m. Also present: Steven Wilson, Administrator.

OLD BUSINESS

At the June 28, 2001 Board meeting, it was decided to require members or retirees to submit a notarized affidavit requesting a waiver or repayment. The new form was approved the Board attorney and was sent to those currently requesting waivers.

Janice Lanou Waiver of Repayment

Janice Lanou was sent a new request for waiver requiring her to sign an affidavit and have the request notarized. The new request was completed and returned.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve Janice Lanou's Request for Waiver of \$407.33 for 2% deductions not taken from 1995 through 2000. All Aye.

Raymond Fournier Waiver of Repayment

Raymond Fournier was sent a new request for waiver requiring him to sign an affidavit and have the request notarized. The new request was completed and returned.

Sandy Hanks MOVED and Kathy Hammock seconded to approve Raymond Fournier's Request for Waiver of \$2,827.46. for deductions taken at an incorrect rate prior to his retirement. All Aye.

## NEW BUSINESS

### Minutes

Kathy Hammock MOVED and Sandy Hanks seconded to approve the Minutes of July 26, 2001. Kathy Hammock, Sandy Hanks and Pat Auchard Aye.

Kathy Hammock MOVED and Paul Mokrzecki seconded to approve the Minutes of August 30, 2001. Kathy Hammock, Sandy Hanks and Paul Mokrzecki Aye.

Pg 2 September 27, 2001

## NEW MEMBERS

### September 2001

Baker, Kerry Lyn	FRN & DER
Blakesley, Laura Ann	ASH
Bordner, Brenda L.	PNR
Browning, Heather Irene	FRN
Bryant, Shannon D.	FRN
Chadwick, Kathy Ann	CHT
Clark, Sherry A.	BUC
Cole, Andrew J.	NSW
Davenport, Heather S.	PNR
Donnis, Anne H.	SND
Donovan, Jean M.	NSW
Donovan, Kathryn J.	FRN
Dresser, Melina L.	MHR
Ellis, Karen L.	PNR
Fontaine, Sharon L.	PNR
Gargolinski, Joseph P.	FRN
Gondela, David L.	PNR
Gordon, Deborah A.	DER
Grover, Joy L.	FRG-SWM
Henry, James F.	CON
Jenkins, Jessyca L.	PNR
Johnson, Betty P.	COL
Jurek, Rebecca M.	HTH
Kelly, Sandra L.	FRN

Kline, Cheryl A.	PNR	
MacConnell, Bruce A.	FRN	
Maguire, Clare e.	PNR	
Marble, Janice M.	OGE	
Martinez, Brett L.	FRN	
Mellor, Kimberly J.	CON	
Morin, Christine A.	NSW	
Myers, Cynthia A.	FRN	
Richardson, Alyssa J.		PNR
Roberts, Cianne G.	LEV	
Ryan, Christopher E.		WTY
Thomas, Shannon M.		PNR
Urkiel, Charles A.	FRN	



NEW MEMBERS-continued

Velleca, Paula A.	OGE
Wells, Sharon A.	NSW
Zafian, Tracy L.	COG

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. All Aye.

Administrator's Report:

NEWLY RETIRED:

Neil Raymond	Mohawk	Option B	9 - 1 - 2001
Eric Temple	Mohawk	Option B	9 - 1 - 2001
Alice Fortier	Pioneer	Option A	9 - 30 - 2001

Refunds, Transfers and Bills Warrant 9 totaling \$ 115,695.95. PR Warrant 9 totaling \$241,330.36

David Gendron MOVED and Kathy Hammock seconded to approve the Warrants as shown above. All Aye.

State Street Global Advisors

Ed Armstrong and Lindsey Richardson from State Street Global Advisors were present to update the Board on the current status of the system's global investments.

Ed Armstrong began by saying that, presently, the global investment environment is much different than 15 months ago when the Retirement System began its investments with SSGA. At the time of our initial investment of \$3,800,000.00 the market outlook was good. However, the market changed to a bear market soon thereafter and is still very bearish. The fund, as of the end of the 2nd quarter 2001, is down 27.01% to \$2,631,625.00.

Lindsey Richardson talked about the SSGA organization with it's worldwide offices and professional staff that will, in the long run, be able to produce much better results when there is an upturn in the market.

Ms. Lindsey went on to say that SSGA's strategy is to invest in high quality companies which are considered large cap blue chip stocks that are producers in a global environment . The investments are broadly diversified and are positioned for future growth, not the short term. Although the 4th quarter is still in progress, an upturn may not be seen until 2002.

Ed Armstrong talked about State Street's S&P 500 Index Fund since the Retirement System may consider further diversification by investing in an index fund. An index fund is investment in 500 stocks at the same weighting as the S&P 500. The fund's purpose is provide a return on investments that duplicates the S&P 500 and is not meant to be a value added or growth fund. State Street's fund is one of the largest in the country, is very liquid and can produce cost savings when stocks are traded.

The Retirement Board will continue to consider investment in an index fund and will also determine if an RFP is necessary.

Buyback:

Charles Bray - Buyback 5 years and 4 months for service with the Town of Amherst. Cost \$10,521.50. Hampshire County accepts liability.

Sandy Hanks MOVED and David Gendron seconded to approve the buyback as shown above. All Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
AUGUST 30, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:02 a.m. by Chairperson Patricia Auchard, with members, Kathy Hammock and Paul Mokrzecki present. Board member Sandy Hanks present at 10:02 a.m. Board Member David Gendron absent. Chairperson Auchard left the meeting at 10:28 a.m. Also present: Steven Wilson, Administrator.

OLD BUSINESS

Russell Denison

Attached is the calculation determining the overpayment of retirement benefits to Russell Denison. Mr. Denison was over paid a total of \$36,982.27 from December 1, 1992 through February 2001.

Attorney Mondry has recommended the Board conduct a hearing with Mr. Denison preferably sometime in October 2001. The Board should select several possible dates for the hearing which will take no longer than 1 to 2 hours. The possible dates will be forwarded to Mr. Denison's attorney.

Sandy Hanks MOVED and Kathy Hammock seconded to hold a hearing with Russell Denison and directed staff to determine a date for the meeting. All Aye.

#### Eleanor Ward Waiver of Repayment

Eleanor Ward submitted a revised Waiver of Repayment for overpayment of retirement benefits. The waiver includes a signed and notarized affidavit. Under pains of perjury, Eleanor Ward has certified that:

- (1) the error in any benefit payment persisted for more than one year, and
- (2) the error was not the result of erroneous information provided by her, and
- (3) She did not have knowledge or did not have reason to believe the benefit amount was in error.

Sandy Hanks MOVED and Paul Mokrzecki seconded to accept the signed and notarized waiver and release Eleanor Ward from repaying the amount due of \$3,515.90. All Aye.

Pg 2 August 30, 2001

#### NEW BUSINESS

##### Minutes

There was not a quorum present to approve the minutes of July 26, 2001.

#### NEW MEMBERS

August 2001

Binney, Linda F.

FRN

Bourdeau, Robin L.	OGE
Cerone, James A.	CTY
Churchill, Charlene E.	HTH
Eddy, Donna H.	SND
Johnson, Elizabeth A.	LED
Lovell, Judith E.	OGE
Lynch, Julie A.	PNR
MacKenzie, Linda M.	PNR
Raymer, John F., Jr.	DER
Smiaroski, Neal E.	SHB
Stokarski, Gary J.	SDF
Sumner, Ricky L.	CON

NOTE: VOUDREN, Shannon - retract membership from July 2001 - he is ineligible

Kathy Hammock MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. All Aye.

Administrator's Report:

NEWLY RETIRED:

Jerome Noyes	Orange	Option A	8-15-2001
Joanne Sahagian	Orange	Option B	8-18-2001
Beverly Kimberly	Mohawk	Option A	8-30-2001

Pg 3 August 30, 2001

Refunds, Transfers and Bills Warrant 8 totaling \$122,237.55 and PR Warrant totaling \$239,602.55.

Kathy Hammock MOVED and Sandy Hanks seconded to approve the Warrants as shown above. All Aye.

## 2nd Quarter Investment Report

Greg McNeillie from Dahab Associates presented the 2nd Quarter Investment Report to the Board. On June 30, 2001 the total portfolio was up 4.5% with an annualized return of 4.4%. The S&P 500 was up 5.9% for the 2nd quarter with an annualized return of -14.8%. The retirement portfolio is doing very well considering the volatility of the current market.

The total fund is now valued at \$42,330,032, an increase of \$1,830,800 over the 1st quarter.

Daruma, the fund's small cap manager, portfolio was up 18.8% for the 2nd quarter. This return beat the Russell 2000 by 25%. The small cap fund is now valued at \$5,060,600, up \$802,461 over the 1st quarter.

Freedom Capital had two components. The equity investments were up 6.9% compared to the S&P 500 of 5.9% and the Russell 1000 which was up 6.3%. The second component are bonds. Freedom's bonds grew at .7% rate compared to the Lehman aggregate which was up .6%. The total Freedom Capital account is now valued at \$25,573,622, which is an increase of \$972,784 over the 1st quarter.

MetLife manages only fixed assets or bonds. The fund was up .6% compared to the Lehman index of .6%. The total fund is now valued at \$6,598,704, which is up \$37,804 over last quarter. Mr. McNeillie commented that even though MetLife's performance was not as good as Freedom's, MetLife does well when Freedom's bonds don't do well and vice versa.

International investments managed by SSGA was down.3% compared to the EAFE index which was down 1.2%. The international investments are now valued at \$2,839,883, a decrease of \$9,940 from the 1st quarter.

Real Estate investments managed by Times Square was up 1.3%. The real estate index NCRIF is difficult to use as a comparison since it's reports are two to three months lagging. The real estate fund is now valued \$2,060,332, up \$27,693 over the 1st quarter.

Finally, Mr McNeillie talked about the possibility of further diversification by investing in a large cap index fund. The cost of such an investment is minimal since a large cap index funds only invest in the top 20 or so major stocks in the S&P 500. Investing in this type of fund dampens the lows and highs of our current portfolios.

Pg 4 August 30, 2001

### Call Fire Creditable Service

MGL Chapter 32 s. 4(b) provides for crediting up to 5 years of call fire time as full time creditable service only if the individual was later appointed as a permanent member of the fire department.

This provision does not address whether or not the Board shall require the individual to pay what would have been taken for retirement deductions.

For example, from 1993 to 12/31/2000 a person is on call fire and was paid accordingly, let's say \$30.00 per month. On 1/1/2001 the person becomes a permanent member of the fire department. He/she would receive 5 years credit at full time for the call fire time from 1995 through 2000. In this case the total pay for the five years would have been  $\$30 \times 12 \times 5 = \$1800.00$ . Retirement deductions on the call fire pay at 9% (when he/she did become a member) would have been \$162.00. Should the Board charge retirement deductions, at the rate when membership began, for the call fire pay?

Some Boards charge retirement deductions on the call fire pay and some don't.

Kathy Hammock MOVED and Sandy Hanks seconded to require members receiving full time credit for call fire pay to pay what would have been taken for retirement deductions. The deduction rate shall be the rate at the time of membership into the system. Further, interest, as set by the State of Massachusetts, shall accrue on the amount due until paid.

### Call Fire and Liability Acceptance

#### Call Fire:

Francis Smith, Orange: Receiving 5 years full time creditable service for call fire service from 1970 to 1975. Total call fire pay was \$2338.88 for the five years previous to becoming a permanent member of the fire department. Deductions at 7% would have been \$163.73. Total due with interest of \$419.60 is \$583.33

#### Accept Liability:

Elizabeth A. Bianchi: Currently a member of Barnstable County Retirement System. FCRS accepts Liability for 3 years, 9 months and 2 weeks.

Pg 5 August 30, 2001

Larry Stone Consulting

The contract proposed by Larry Stone was presented to the Board for approval. The contract for actuarial services for 2001 is \$11,000.00. Included is an option to extend the contract for the 2003 actuarial services at the same cost of \$11,000.00.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the contract including the option for the 2003 actuarial services. Ally Aye.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JULY 26, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:20 a.m. by Chairperson Patricia Auchard, with members, Kathy Hammock and Sandy Hanks present. Board member David Gendron present at 9:55 a.m. Board Member Paul Mokrzecki absent Also present: Steven Wilson, Administrator and Paul Mondry, Board Legal Counsel.

OLD BUSINESS

Janice Lanou Waiver of Repayment - Findings of Fact: Attachment A

Raymond Fournier Waiver of Repayment - Findings of Fact: Attachment B

Eleanor Ward Waiver of Repayment - Findings of Fact: Attachment C

With Attorney Mondry present, Findings of Fact for each request were presented with comments on why the Board tabled the matter. Janice Lanou request was tabled primarily due to the fact that she is currently employed and could afford to make the repayment. Raymond Fournier and Eleanor Ward waivers were also tabled until the Board can determine if criteria beyond the three as stated in MGL c. 32, s 20(5)(c)(3) should be considered.

Attorney Mondry stated that the Board could introduce further criteria to judge waiver requests. For example if a person is currently employed should they be denied a waiver. Should the repayment be waived if a hardship exists and what is considered a hardship. Any additional criteria would be discretionary and cause more problems than it solves. Attorney Mondry strongly recommended the Board waiver of repayment policy address only the three criteria stated in the law which are:

(1) the error in any benefit payment or amount contributed persisted for more than one year, and

(2) the error was not the result of erroneous information provided by the member or the beneficiary, and

(3) The member or beneficiary did not have knowledge or did not have reason to believe the benefit amount or contribution rate was in error.

Given Mondry's recommendation, the Board directed staff to include in the Waiver of Repayment form an affidavit attesting to the three conditions above. The waiver would then be signed by the individual and by a notary.

Page 2 July 26, 2001

Attorney Mondry went on to address the recent Memo #32/2001 issued by PERAC on June 20, 2001. This memo concluded that Boards could repay any amounts already paid as a result of a demand for repayment or any amounts repaid through reduction in a member's retirement allowance. Memo #36/2000 issued on August 15, 2000 which originally addressed waiving of repayments stated that Boards could not refund amounts already paid. Attorney Mondry said that Memo #32/2001 has no legal basis. The law addresses only the issue of waiving of repayments. He recommended the Board disregard this memo and not pay refunds on waivers granted.

Sandy Hanks MOVED and Kathy Hammock seconded to table the waivers until a new form was developed and signed by the person requesting the waiver.

Russell Denison

Sandy Hanks MOVED and Kathy Hammock seconded under Chapter 32 (9g) (3), to go into executive session to discuss pending litigation at 9:45 a.m. Seconded by Kathy Hammock. Roll call vote: Kathy Hammock: Yes, Sandy Hanks: Yes, Patricia Auchard Yes. No motioned were made. Executive session adjourned at 10:20 a.m.

## NEW BUSINESS

### Freedom Capital

Ray Depelteau and Richard Howe were present from Freedom Capital to update the Board on Freedom's 2nd Quarter results. The quarter was good for both equity and fixed investments. In total, Freedom was up 3.92% compared to the index of 3.53%. The portfolio value for the 2nd quarter increased from \$10,425,973.91 to \$10,760,070.43, a total of \$334,096.52.



The equity portfolio was up 6.85% compared to the index which was up 5.85%. The fixed income portfolio was up .63% compared to the index which was up .56%.

Of the equity portfolio, the value component was up 6.35% while the index was up 4.41%. The growth component was up 8.63% compared to the index which was up 7.71%.

Ray Depelteau went on to explain how tactical shifting from growth to value and vice versa yielded better results than had our investment been separated into independent growth and value funds.

Dahab consultant Greg McNeillie commented that Freedom Capital did have a good 2nd quarter. He also liked the fact that Freedom is now breaking out and reporting separately on their growth and value portfolios. With regard to tactical shifting, Freedom did well except for 1999. However, for the past 5 years, Freedom's performance was not as good compared to the other value managers interviewed. Mr. McNeillie recommended that the Board stay with Freedom, but, should their performance decline quick action needs be taken.

#### Minutes

Sandy Hanks MOVED and Kathy Hammock seconded to approve the Minutes of June 28, 2001. All Aye.

#### NEW MEMBERS

July 2001

Ames-Zamojski, Melanie	DER
Felton, Lee Roy	PNR
Gale, Justin N.	OGE
Hale, Bernard D.	BER
Ledoux, Cherly Ann	OGE
Purington, Sammy W.	BUC
Schmidt, Stephen H.	STB
Sevigne, James A.	WTY
Simmington, Michelle	OGE
Stafford, Annmarie	MNR
Stokarski, Mary A.	DER
Voudren, Shannon E.	GIL

Sandy Hanks MOVED and Kathy Hammock seconded to accept the New Members as shown above. All Aye.

Pg 4 July 26, 2001

Administrator's Report:

NEWLY RETIRED:

Sandra Bardsley    Orange    Option A    6-19-2001

Dorothy Fifield	Frontier	Option A	6-30-2001
Ken Harwood	Warwick	Option C	6-30-2001
Kathleen Jenks	Mohawk	Option A	6-30-2001
Roberta Swan	Orange	Option A	6-30-2001
William Leno Deerfield		Option C	6-30-2001

FY 2001 Budget Attached is the Budget to date for FY2001. Management fees are currently over budget primarily due to the addition of SSGA fees for international investments. The budget will be finalized when CIGNA bills for real estate management fees are received.

Refunds, Transfers and Bills Warrant 7 totaling \$22,419.15 and Warrant 7A (FY2001) \$47,434.27. PR Warrant 7 totaling \$237,673.45.

Sandy Hanks MOVED and Kathy Hammock seconded to approve the Warrants as shown above. All Aye.

Buybacks and Liability Acceptance

CREDITABLE SERVICE BUYBACK:

Sandra Bardsley - 1 year & 7 months for time worked from September 1970 to March 1972. Total cost \$189.80

CREDITABLE SERVICE MAKEUP:

Kevin Snow - 2 years and 3 months for service time refunded in 1987. Total cost to repurchase is \$3,364.67.

ACCEPT LIABILITY:

William Delorme - Elected service with the Town of Shelburne from 1987 through 1991; 5 years. Now a member of the State Employees Retirement System.

Pg 5 July 26, 2001

#### AMENDED CREDITABLE SERVICE BUYBACKS:

Ellen Mckay - Original was 6 years and 7 months. Revised to 6 years and 2 months.

Lisa White - Original was 1 year, 7 months and 5 days. Revised to 1 year, 11 months and 5 days.

Sandy Hanks MOVED and Kathy Hammock seconded to approve the buybacks, makeups, creditable service liability and amendments as shown above. All Aye.

#### Administrator's Evaluation

Chairperson Auchard presented Administrator Wilson's recent evaluation. The Board agreed with the evaluation.

Sandy Hanks MOVED and Kathy Hammock seconded to approve a 3% merit increase effective July 1, 2001. All Aye.

#### FRANKLIN COUNTY RETIREMENT BOARD MEETING

JUNE 28, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:11 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator. Board member Sandy Hanks present at 9:15 am.

#### OLD BUSINESS

##### Janice Lanou Waiver of Repayment

A waiver of repayment of underpaid deductions in the amount of \$407.33 for Janice Lanou was presented to the Board during the April 26, 2001 meeting. Although Ms. Lanou's request appeared to meet the three criteria to approve a waiver, the Board was concerned that Ms. Lanou was still working and could afford to pay the \$407.33 and that she should have been aware the 2% deductions were not being taken on her salary over \$30,000. The three criteria for waiver under M.G.L. c. 32, s. 20(5)(c) are:

The error persisted for more than one year, and

The error was not the result of erroneous information provided by the member, and

The member did not have knowledge or did not have reason to believe the deductions were in error.

The Board tabled the matter and requested further clarification from PERAC regarding approval of waivers and the three criteria.

PERAC was contacted. The legal section of PERAC cited Memo #36/2000 and said the even though a person may meet the criteria, the Board does not have to grant a Waiver. Our legal counsel has said that if a person meets the criteria the Board must grant a waiver.

Chairperson Auchard said that in discussions with other Boards, they are approving all requests for waivers as long as the request met the three criteria

Attorney Paul Mondry was contacted again for his opinion regarding approval of the Waivers. In his opinion the Board should stay with the criteria which the law sets forth and all requests for waivers should be treated the same.

Pg 2 June 28, 2001

The Board discussed the need to insure that correct deductions are being taken on all active members. Retirement staff, unit treasurers and members need to be aware of the 2% additional deductions on salaries over \$30,000.

Sandy Hanks MOVED and Kathy Hammock seconded to table the matter including the Raymond Fournier and Eleanor Ward waiver requests and to direct staff to request that legal council be present at the July 26 meeting to provide additional counseling. All Aye.

## NEW BUSINESS

### Minutes

David Gendron MOVED and Sandy Hanks seconded to approve the Minutes of April 26, 2001 as amended. All Aye.

David Gendron MOVED and Sandy Hanks seconded to approve the Minutes of May 31, 2001. All Aye.

## NEW MEMBERS

### June 2001

Arnold, Brenda	CON
Hamel, Margaret F.	ASH
Katz, Neil M.	SHB
Lloyd, Donna Marie	FRN
Jackson, Allen E.	SFF
Riendeau, Maureen A.	MHR
Williams, Katherine	MOH
Zukowski, Gail	NTD

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. The motion passed unanimously.

Pg 3 June 28, 2001

Administrator's Report:

NEWLY RETIRED:

Curtiss Culver                      Conway      Option A      6-1-2001

FY 2001 Budget      Attached is the Budget to date for FY2001. All budget line items are within budget except Stipends which is over expended by \$8.80. The over expenditure was caused when the stipends were adjusted to the correct amount to be paid. The stipends, which total \$3000.00 per year, should have been paid at a rate of \$115.38 biweekly instead of \$114.50.

Refunds, Transfers and Bills Warrant 6 totaling \$ 98,315.61. PR Warrant 6 totaling \$227,993.98

David Gendron MOVED and Sandy Hanks seconded to approve the Warrants as shown above. All Aye.

FY 2002 Budget

The FY 2002 Budget (attached) was presented by Administrator Wilson. The proposed budget for FY 2002 totaled \$423,500.00. It was proposed that the retirement system go on a calendar year which would coincide with PERAC reporting. To adjust to the calendar year, the half year budget would be \$212,750.00. It was noted by Board Member Mokrzecki that custodial fees should be more than "0". The discrepancy will be investigated by staff.

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the budget for the last 6 month of 2001 for a total of \$212,750.00. All Aye.

Mileage Reimbursement Rate

The Franklin County Retirement System currently reimburses mileage expense at a rate of 31 cents per mile. The current U. S. Government reimbursement rate is 32.5 cents per mile.

Pg 4    June 28, 2001

It is recommended that the retirement system rate be increased to 32.5 cents per mile.

The Board discussed the matter agreeing that the reimbursement rate should be in agreement with the U. S. Government. Rather than approving a rate of 32.5 cents per mile, the Board agreed to approve a rate that was equal to the current government rate rather than a specific amount.

David Gendron MOVED and Sandy Hanks seconded to set the mileage reimbursement at the current U.S. Government rate. All Aye

## 2001 Employee COLA

The Franklin County Council of Governments is providing a 3.4% COLA for its employees.

In the past the Franklin County Retirement System has followed the COG's COLA. It is therefore recommended that FCRS provide a 3.4% COLA.

David Gendron MOVED and Sandy Hanks seconded to provide a 3.4% COLA effective July 1, 2001. All Aye

## FRANKLIN COUNTY RETIREMENT BOARD MEETING MAY 31, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:00 a.m. by Chairperson Patricia Auchard, with members, Kathy Hammock, Sandy Hanks David Gendron present. Also present: Staff: Steven Wilson, Administrator. Board member and Paul Mokrzecki present at 9:40 am.

## OLD BUSINESS

### Janice Lanou Waiver of Repayment

A waiver of repayment of underpaid deductions in the amount of \$407.33 for Janice Lanou was presented to the Board during the April 26, 2001 meeting. Although Ms. Lanou's request appeared to meet the three criteria to approve a waiver, the Board was concerned that Ms. Lanou was still working and could afford to pay the \$407.33 and that she should have been aware the 2% deductions were not being taken on her salary over \$30,000. The Board tabled the matter and requested further clarification from PERAC regarding approval of waivers and the three criteria.



PERAC was contacted. The legal section of PERAC cited Memo #36/2000 and said the even though a person may meet the criteria, the Board does not have to grant a Waiver. Our legal counsel has said that if a person meets the criteria the Board must grant a waiver.

Sandy Hanks MOVED and David Gendron seconded to table the matter, including the Raymond Fournier waiver request, and to contact legal council for an opinion about PERAC's comment regarding Memo #36/2000. All Aye.

With regard to future deduction problems the Board has directed staff to notify treasurers to be more aware of the 2% additional deductions on salaries over \$30,000 and to be sure that new members are aware of such deductions

#### Actuarial Study

Larry Stone from Stone Consulting was present to inform the Board about the up coming Actuarial Valuation Study. The new study will be affective for July 2002 which is the beginning of the fiscal year for unit members.

In order to keep unit appropriations at the same 1999 - 2000 level, several assumptions need to be addressed. Mr. Stone explained the assumptions and how each impacts  
Pg 2 May 31, 2001

appropriations.

#### Assumptions:

Prior Valuation	2001 Valuation	
Interest Rate:	8.50%	?
Salary increase assumption:	5.50%	?
COLA:	3.00%	?
Admin Expense:	\$229,000	?
Mortality Table:	GAM83	?

#### Asset Smoothing

Changing retirement rates, withdrawal and disability assumptions

Salary enhancement plans

Part-time status

Call Firefighters

Liability for state transfers

3(8)(c) liabilities

Mr. Stone said that he would sending a request for information to the System within the next month.

## NEW BUSINESS

### Minutes

The Board requested additional information concerning the calculation of the cost to purchase military service time. Approval of the April 26, 2001 minutes was tabled until the next meeting.

Pg 3 May 31, 2001

### First Quarter Financial Report - Dahab

Greg McNeillie of Dahab Associates updated the Board on the first quarter investment activity. For the first quarter, in total, investments were down 2.3%. However, major indices were also down even more so than the Franklin County Retirement System investments. The S&P 500 was down 11.9% and the Russell 1000 was down 12.6%.

Mr. McNeillie went on to discuss individual investment categories and their managers.

Fixed income investments managed by MetLife were up 3.0 and those managed by Freedom Capital were up by 2.9%. These gains are compared to the Lehman index which was up 3%.

Real estate investments managed by Time Square was up 3%. There are no market indices for real estate, but compared to the general market indices 3% is very good.

Mid Cap investments managed by Daruma was down 2.5% compared to the average market index which was down 11.7%.

International investments managed by State Street Global was down 16.2%. The EAFE (INTL) index was down 13.7%

Finally, large cap equities managed by Freedom Capital were down 6.2%. This is compared to the S&P 500 which was down 11.9% and the Russell 1000 which was down 12.6%.

Raymond Fournier

Raymond Fournier submitted a Request for Waiver of Repayment of insufficient deductions taken while he was working. The Findings of Fact are:

Raymond Fournier resides at 419 East River Street, Orange MA

He retired on June 30, 1997 at age 62 with over twenty years of service

When calculating his retirement (Option A), it was discovered that while he was working his deduction rate was at 5% and should have been at 7%.

His retirement allowance based on the 5% rate would have been \$800.96 per month. His allowance based on the 7% rate would have been \$858.08 per month.

Pg 4 May 31, 2001

1) Mr. Fournier was given the option to take a lower retirement based on his 5% deductions or take a higher allowance and repay the deductions not paid at the 7% rate. If he took the higher allowance he would owe \$5,743.96.

Mr. Fournier chose the higher allowance has been making payments based on the differential  $\$858.08 - \$800.96 = \$57.12$ . As of 12/31/2000 he has paid \$2,412.38 and owes \$3,331.58.

Mr. Fournier has requested a Waiver of Repayment given that:

The error persisted for more than one year, and  
The error was not the result of erroneous information provided by the member, and  
The member did not have knowledge or did not have reason to believe the deductions were in error.

The matter was tabled pending further information from legal counsel.

New Members

May 2001

Bellows, Jared C.	CHT
Byrd, Theresa Anne	FCH
Clark, Wayne R.	HAW
Clary, Ryan N.	COG
Clough, Bryan A.	SHB
DeHays, Eric M.	PNR
Doane, Karyl J.	PNR
Driver, David A.	STB)
Finn, Patrick M.	CHT
Foxmyn, Wendy L.	COG
Holmberg, Kenneth	STB
Kane, Michael P	STB

Pg 5 May 31, 2001

Kowaleck, James M.	SND
Mackie, Bruce T.	CON
Moran, Catherine L.	PNR
Patnode, Laura E	FRN
Williams, Randall	CON
Zeman, Michelle	MHR

Sandy Hanks MOVED and Kathy Hammock seconded to accept the New Members as shown above. The motion passed unanimously.

David Gendron left the meeting at 11:00 a.m.

Paul Mokrzecki left the meeting at 11:05 a.m.

Administrator's Report:

NEWLY RETIRED:

Harry Williston	Wendell	Option C	5-1-2001
Mary Currey	Deerfield	Option A	5-1-2001

FY 2001 Budget

Accept Liability:

Mark Koshinsky: Now a member of the Town of Greenfield Retirement System. Board to accept 7 months creditable service liability for time worked at Mohawk from 1994 to 1995.

Pg 6 May 31, 2001

Richard Walsh: Now a member of the State-Fitchberg Retirement System. Board to accept 3 years and 6 months liability for time worked at Mahar and Orange from 1969 to 1973.

Lorraine Ceto: Now a member of the Massachusetts Teachers Retirement System. Board to accept 11 months liability for time worked at Hawlemont from 1975 to 1976.

Catherine Blake: Now a member of the Massachusetts State Retirement System. Board to accept 1 year, 1 month and 2 weeks liability for time worked at Deerfield from 1982 to 1984.

Creditable Service Buybacks:

Kathy Hammock: Buyback 4 years creditable service from 1/1/1984 to 1/01/1987 at a cost of \$843.04.

Richard Kilhart: Buyback 1 year creditable service from 4/28/1982 to 06/30/1986 at a cost of \$1283.33.

Timothy Kilhart: Buyback 7 months creditable service from 7/9/1980 to 12/26/1986 at a cost of \$651.78.

Ellen Mckay: Buyback 6 years and 7 months creditable service from 9/1/1975 to 12/31/1990 at a cost of \$8121.64.

Lisa White: Buyback 1 years, 7 months and 5 days creditable service from 10/27/1991 to 5/29/1994 at a cost of \$2252.27.

Kathy Hammock MOVED and Sandy Hanks seconded to approve to accept liability and approve creditable service as shown above. The motion passed unanimously.

Pg 7 May 31, 2001

Refunds, Transfers and Bills Warrant 5 totaling \$ 98,780.86. PR Warrant 5 totaling \$227,408.59

Sandy Hanks MOVED and Kathy Hammock seconded to to approve the Warrants as shown above. The motion passed unanimously.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
APRIL 26, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:08 a.m. by Chairperson Patricia Auchard, with members, Kathy Hammock, Sandy Hanks present. Also present: Staff: Steven Wilson, Administrator. Board members David Gendron and Paul Mokrzecki were absent.

OLD BUSINESS

Barbara Scott

Barbara Scott has requested a waiver of repayment of overpaid retirement allowance in the amount of \$16,870.28 since her retirement on February 28, 1993 to August 1, 2000. Attached are the Findings of Fact, Mrs. Scott's response to the guidelines for the waiver request, Mrs. Scott's attempts to provide facts to support her position that she accept fees in lieu of a salary increase and a letter from Edmund Smith supporting Mrs. Scott's position.

To approve the request for waiver under M.G.L. c. 32, s. 20(5)(c), the Board must find that:

The error persisted for more than one year, and

The error was not the result of erroneous information provided by the member, and

The member did not have knowledge or did not have reason to believe the retirement allowance was in error.

Audience present:

Barbara Scott said that it was not only a hardship to have her retirement allowance reduced, but it would definitely be a hardship to repay the overpayment of retirement allowance.

Susan Shauger, attorney representing Barbara Scott, said that the purpose for the statute was to provide a remedy for a procedural error that has created a real hardship.

Edmund Smith, a selectman while Ms. Scott was employed at Buckland commented that the Board agreed to giving her the late fees in lieu of a pay raise. He did say that the secretary keeping the minutes did not always record all business conducted by the Board.

Pg 2 April 26, 2001

The retirement Board discussed the matter and Sandy Hanks, the present treasurer, commented that she researched the matter and could find nothing concerning the agreement.

Kathy Hammock MOVED and Sandy Hanks seconded to approve the request for waiver under M.G.L. c. 32, s. 20(5)(c), because:

The error persisted for more than one year, and

The error was not the result of erroneous information provided by the member, and

The member did not have knowledge or did not have reason to believe the retirement allowance was in error.

The Motion on each condition stated above passed with a unanimous vote.

Janice Lanou

Janice Lanou has requested a waiver of repayment of underpaid deductions in the amount of \$407.33. Attached are the Findings of Fact and Mrs. Lanou's response to the guidelines for the waiver request.

To approve the request for waiver under M.G.L. c. 32, s. 20(5)(c), the Board must find that:

The error persisted for more than one year, and

The error was not the result of erroneous information provided by the member, and

The member did not have knowledge or did not have reason to believe the deductions were in error.

The matter was tabled for further research on granting a waivers.

### Southern California Bonds Update

Administrator Wilson updated the Board regarding the sale of bonds in Southern California Edison with a rating that had fallen to a Caa2/cc. The Franklin County  
Pg 3 April 26, 2001

Retirement System Investment Policies and Procedures require that bonds with ratings that fall below a BA rating must be liquidated.

On January 29, 2001 Dahab, our investment consultant, recommended we liquidate our holdings and provided several reasons.

On January 31, 2001 the bonds were liquidated in accordance with our Investment Policies and Procedures.

### Actuarial Study

Kathy Hammock MOVED and Sandy Hanks seconded to approve Stone Consulting to conduct an actuarial study at the cost of \$11,000 provided that the fees are consistent with the previous cost the 1999 Study

### NEW BUSINESS

#### Notices to Treasurer's

The Board discussed the problem of non regular compensation such as fees being included for retirement purposes and the problems this has created. It was recommended that the Treasures be reminded that only regular income is subject to retirement deductions. A letter could be sent with the assessment statements notifying the treasurers to be aware of such problems.

The Board also would like to have the retirement guides sent to each Treasurer and to each member if possible.

### Minutes



Sandy Hanks MOVED and Kathy Hammock seconded to approve the Minutes of March 29, 2001. The motion passed unanimously.

#### New Members

April 2001

Artus, Sharyn A. PNR

Pg 4 April 26, 2001

Ball, Stephen S.	FRCOG
Coombs, Tammy M.	MOH
Ellsworth, Charlene A.	OGE
Farrington, Maria E.	COG/FRTA
Fujita, Naomi	HLT
Girard, Steve C.	SFF
Kain, Lynn Ann	MOH
Kiely, Thomas J.	CON
Kinsman, Stephen W.	BUC
Mausseau, Stacey Lyn	MHR
McCloud, Darryl F.	BUC
Riebschlaeger, Nancy J	OGE
Robbins, Robin Arvilla	MOH
Rodgers, Sandra R.	LEV
Tietjen, Tamera Saine	OGE
Wozniakewicz, Michael J.	DER

Sandy Hanks MOVED and Kathy Hammock seconded to accept the New Members as shown above. The motion passed unanimously.

#### Administrator's Report:

##### NEWLY RETIRED:

Donald Hillman	Shelburne Falls	4-1-2001
Doris Bittenbender	Orange	4-20-2001

#### DEATHS:

Wife of Edward Kavanaugh who retired on an Option C. His allowance will go to an Option A effective March 26, 2001.

Pg 5 April 26, 2001

Creditable Service Buybacks:

Jerome Noyes: Buyback 2 months, 18 days for service with the Town of Athol from October 13, 1962 to December 31, 1962. Total cost \$146.12.

Mary Currey: Buyback 8 months, 15 days for service with the Greenfield School Department from October 29, 1984 to September 20, 1985. Total cost \$488.20.

Military Service Purchases:

Robert Brown: Purchase military service credit 3 years, 10 months for service from May 1966 to March 1977. Employed January 1991. Starting annual salary \$750.00. Cost to purchase 3 years 10 months: \$287.50.

John Laughton: Purchase military service credit 3 years, 1 month for service from October 1968 to November 1971. Employed August 1981. Starting annual salary \$14,304.00. Cost to purchase 3 years 1 month: \$4,410.57.

Allen Walsh: Purchase military service credit 3 years, 9 months for service from June 1970 to March 1974. Employed September 1990. Starting annual salary \$10,376.00. Cost to purchase 3 years 9 months: \$6,516.00.

Sandy Hanks MOVED and Kathy Hammock seconded to approve the buybacks and military service as shown above. The motion passed unanimously.

Refunds, Transfers and Bills Warrant 4 totaling \$61,757.84  
PR Warrant 4 totaling \$222,883.54

Kathy Hammock MOVED and Sandy Hanks seconded to approve the Warrants as shown above. The motion passed unanimously.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
MARCH 29, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:12 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator

## OLD BUSINESS

### Executive Session

David Gendron MOVED under Chapter 32 (9g) (3), to go into executive session to discuss pending litigation at 9:14 a.m. Seconded by Kathy Hammock. Roll call vote: David Gendron: Yes, Kathy Hammock: Yes, Paul Mokrzecki: Yes, Sandy Hanks: Yes. Executive session adjourned at 10:04 a.m.

## NEW BUSINESS

### Minutes

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the Minutes of January 25, 2001. The motion passed.

### New Members

#### February 2001

Burek, Peter J.	DER
Brunaccioni, Christina	PNR
Calcari, Cheryl A	OGE
Clarke, Karla J	MOH
DeMarco, Edward J.	BER
Eddy, Robert H	BER
Fellows, Vicki	FRCOG
Gaudry, Craig D	GIL
Gauley, Denise B.	MOH
Heronemus, Lori C.	LEV
Kane, Amelia M.	DER
Murphy, Dana Grace	PNR

Pg 2 March 29, 2001

#### New Members - continued

Musacchio, Mark A.	PRN
Neil, Tamera L.	MOH
Nelson, Duane A	BER
Norwood, Lorena R.	COG
Ortiz, Natalie M	OGE
Pierce, Janet Anne	STB

Richardson, John T., Jr     ASH

March 2001

Burke, Brian A.	MHR
Duncan, Beverly K.	MOH
Ellmore, Catharina A.	PNR
Harris, Lucy Nichols	STB
Holloway, Mary E.	PNR
McGrath, Justin R.	NEW
McKnight, Kevin D.	OGE
Peck, Jeffrey S.	FCH
Perreault, John A	GIL
Siddell, Judith K.	DER
Stellman, Janet M.	FRN
Thayer, Robert T.	PNR

David Gendron MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. The motion passed.

Administrator's Report:

NEWLY RETIRED:

Robert Miner of Erving (ERI)

Option B

DEATHS:

Doris Crofton (Retired)

February 21, 2001

Pg 3    March 29, 2001

Refunds, Transfers and Bills Warrant 2 totaling \$68,934.87  
Refunds, Transfers and Bills Warrant 3 totaling \$156,224.38  
PR Warrant 1 totaling \$222,068.93  
PR Warrant 2 totaling \$222,100.37  
PR Warrant 3 totaling \$222,750.98

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Warrants as shown above. The motion passed

## Buyback, Makeup and Liability Acceptance

Donna Cote: Buyback for time worked at the Town of Greenfield from 1979 to 1985.  
The town of Greenfield will accept Liability for 5 years, 9 months and 12 days.  
Total buyback cost is \$12,560.15 if paid by April 30, 2001.

Kenneth Harwood: Makeup 2 years and 3 months for service with the BrewsterWater  
Commission from 1981 through 1984 (no deductions were taken). Total cost  
\$149.09 and Barnstable County Retirement System will accept liability.

Barbara Schneider: Now a member of the Massachusetts State Board of Retirement.  
Franklin County Retirement System will accept liability for 13 years of service with  
the Town of Whately which was refunded in 1998.

David Gendron MOVED and Sandy Hanks seconded to approve the buyback, makeup  
and liability acceptance as shown above. The motion passed.

## FY 2002 Retiree Cola

David Gendron MOVED and Paul Mokrzecki seconded to grant a 3% COLA for retirees  
on the first \$12,000.00 of retirement allowance effective July 1, 2001. The vote was  
unanimous.

## Investment Value Manager RFP's

The Board reviewed the value manager search RFP data provided by Dahab and agreed  
to interview MFS Institutional Advisors, Systematic Financial Management, Wellington  
Management Company and Freedom Capital. A date and time to be determined.

Paul Mokrzecki MOVED and David Gendron seconded to interview the Investment Value  
managers as shown above. The motion passed. Pg 4 March 29, 2001

## Adjournment

David Gendron MOVED and Paul Mokrzecki seconded to adjourn the meeting at  
11:05 a.m. The motion passed.

Next regularly scheduled meeting of the Retirement Board is April 26, 2001 at 9:00 a.m.

Respectfully submitted:

Approved:

NO FEBRUARY 2001 MINUTES

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JANUARY 25, 2001

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:03 a.m. by Chairperson Patricia Auchard, with members David Gendron, Sandy Hanks and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator

OLD BUSINESS

NEW BUSINESS

MetLife Investment Update

Rich Bruder representative from MetLife was present to update the Board on MetLife investment activity. Mr. Bruder explained that our investment with MetLife was in their Grand Central Bond Master Funds. The Grand Central Bond Master Fund guarantees the total return of the Lehman Brothers Aggregate Bond Index plus 5 basis points per year net of fees. The purpose of the fund is to guarantee a net return of 5% greater than

market indices. The guarantee also assures that investment performance will be in the high 2nd quartile.

MetLife invests in high quality bonds which are rated from AA+ to A+. The fund is very liquid. Contributions can be made at any time with no minimum for additional contributions. Withdrawals can be made at any time and the Index return will be prorated up to the date of withdrawal.

As of December 31, 2000, Franklin County Retirement investment totaled \$6,366,854.51. The rate of return for 2000 was 11.68%.

Mr. Bruder also introduced other bond funds which the board might consider. These were guaranteed to meet the market indexes but without the additional 5% guarantee, however, these funds could produce a higher rate of return.

#### Investment Policy

Freedom Capital notified the Board that FCRS is holding bonds amounting to 280,000 par value in Southern California Edison Company. The bonds have been downgraded to a CAA2/CC rating. This rating is below the BA rating in the investment policy and, as such, the investment policy states that Freedom should immediately liquidate our holdings in the company. Freedom Capital is recommending that FCRS hold onto the  
Pg 2 January 25, 2001

bonds since they believe that the bonds will be eventually paid at their full value. The Board would like opinions from Dahab and possibly PERAC before making an exception to the current investment policy. The discussion was tabled.

#### 2001 Actuarial Study

PERAC has contacted us regarding the necessity of performing an actuarial study every 2 years. The last study was done by Stone Consulting at a cost of \$6,885.00. PERAC is prepared to do the study at no cost, however the last time they did it there were problems resulting in very high funding requirements. Stone's study resulted in a much lower funding schedule. There is no budgeted funds for a study this year. Funding could come from the \$20,000 allocated for the Institutional Investment Custodial Services which is now on hold.

Chairperson Auchard said that Stone had done the last evaluation and would be more familiar with the particular composition of our system. The Board was concerned with some problems encountered with Stone during the last evaluation and wants more information about those problems before making a decision. The discussion was tabled.



Solicitation Letter from Retired State, County and Municipal Employees Association of Massachusetts

Enclosed is a letter which is sent to solicit membership for the Association. If this letter is acceptable we can provide the Association with mailing labels.

The Board discussed the letter and the publication. It was felt that the letter was not worded to force retirees to join and the publication was good in that it provided contacts and good information.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve providing mailing labels to the Retired State, County and Municipal Employees Association of Massachusetts as long as the letter sent to our retirees is the same as the one presented to them. The motion passed.

Janice Lanou Under Payment of 2% Deductions

Janice Lanou has been employed with Orange as a Librarian since 1979. Beginning in 1995 her salary exceeded \$30,000, but the 2% retirement deductions on wages paid over \$30,000 were not taken. This error was found this past fall. She has made up the deductions for the year 2000.

Pg 3 January 25, 2001

Repayment of deductions not taken from 1995 thru 1999 amounts to \$407.33. The Findings of Fact are:

Janice Lanou resides at 89 Warwick Road, Orange, Massachusetts.

She is employed by the Town of Orange as a librarian.

She has been employed in this position since February 1979.

Janice Lanou's regular income is subject to a 7% retirement deduction rate and a 2% deduction rate on earnings over \$30,000 per year.

From 1995 to date, her annual salary has exceeded \$30,000 per year, however no 2% deductions were taken.

The error was discovered by out staff in the fall of 2000. Janice and Orange were notified and the 2% deductions are now being taken.

Janice has made up the deductions for the year 2000. She does owe for deductions not taken from 1995 thru 1999.

The total deductions owed by Janice Lanou amount to \$407.33.

David Gendron MOVED and Sandy Hanks seconded to accept the Findings of Fact and to direct staff to notify Janice Lanou the \$407.33 is due and payable. The motion passed.

#### Minutes

Sandy Hanks MOVED and David Gendron seconded to approve the Minutes of December 28, 2000. The motion passed.

#### Administrator's Report:

##### NEWLY RETIRED:

Peter Broulett of Bernardston	Option A
Eleanor Rafuse of Pioneer	Option A
James Payant of Gil	Option B
Eleanor Taylor of Frontier	Option A

##### DEATHS:

Sarah Miller (Retired)

December 12, 2000Pg 4 January 25, 2001

## New Members

Browning, Heather I.	DER
Gabriel, Marilyn G.	NTD
Gibbons, Brandon K.	NTD
Kern, Debra Ellen	NTD
Lazauskus, Chealsea	NSW
Mitchell, Rebecca L.	MHR
Subocz, Jennifer Anne	MHR

Paul Mokrzecki MOVED and Sandy Hanks seconded to accept the New Members as shown above. The motion passed.

## Buyback

Robert Brown buyback 2 years for service as an elected official from 1989 to 1990 at a total cost of \$160.28.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve the buyback in the amount of \$160.28. The motion passed.

Refund, Transfers and Bills Warrant 1 Totaling \$92,979.22.

Sandy Hanks MOVED Paul Mokrzecki and seconded to approve Warrant 1 totaling \$92,979.22. The motion passed

## Revised PR Warrant 12

Warrant approved in December 2000 totaled \$217,096.08 has been revised to \$216,703.78.

Sandy Hanks MOVED Paul Mokrzecki and seconded to approve revised PR Warrant 12 totaling \$216,703.78. The motion passed.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING DECEMBER 28, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the

above date was called to order at 9:07 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator

## OLD BUSINESS

Barbara Scott

Administrator Wilson reviewed the Findings of Fact as presented and approved in the November 30, 2000 Board meeting. Barbara Scott was notified of the Board's decision to seek repayment of \$16,870.28 in overpaid benefit payments. Ms. Scott was also notified that she could request a waiver of repayment given that certain conditions were met which are:

The error in benefit payment persisted for more than one year;

The error was not the result of erroneous information provided by the member and;

The member did not have knowledge of the error or did not have reason to believe that the benefit amount was in error.

To request a waiver, Ms. Scott was directed to send a letter to the Board saying that she wants a waiver, why she thinks she is entitled to one and that she has met the above conditions. Her full response is included as an attachment to the minutes. With regard to meeting the conditions above, Ms. Scott responded:

1. The error in overpayment persisted for several years; and
2. The error was not the result of erroneous information provided by me; in fact, any financial information I provided was based on data supplied to me by the Retirement Board; and
3. I had no knowledge or reason to believe the benefit amount or the contribution rate was in error until I was notified of the error in late July of this year informing me that the Board would be reducing my benefits.

Pg 2 December 28, 2000

The Board discussed the request for waiver from Ms. Scott. One concern was Ms. Scott's response to condition number 2. Condition number 2 requires that the error was not the result of erroneous information provided by the member. Ms. Scott stated that any financial information was provided by the retirement system. The Board did not understand what financial information was provided by the Board.

The other major concern was the Board has only Ms. Scott's statement as provided in No. 12 of the Findings of Fact that the Selectmen offered her an increase in salary or to take the fees in lieu of a salary raise. She said that if she had known the fees could not be considered for retirement income purposes, she would have taken the salary increase. No documentation has been provided to substantiate this statement.

Finally, the Board is concerned about how the process is to proceed and will a delay in the decision create any problems. Staff is directed to inquire as to the proper procedures.

Paul Mokrzecki MOVED and Kathy Hammock seconded to revisit the issue at the February 22, 2001 meeting. Staff is directed to notify Barbara Scott to provide documentation substantiating that the fees were in lieu of a salary increase.

## NEW BUSINESS

### Minutes

David Gendron MOVED and Kathy Hammock seconded to approve the Minutes of November 28, 2000 after correcting the typo on page 3. The motion passed.

### Administrator's Report

#### NEWLY RETIRED:

None

#### DEATHS:

Eileen Nordstrom (Member in Service)                      December 14, 2000

### New Members

Pg 3    December 28, 2000

Archambault, Lynn Marie	HLT	Lawrence, Emily J.	MOH
Arsenault, Elaine M	MOH	LeMay, Gilbert A.	MOH
Beal, Robert James	MOH	Leytham, Terri A	MOH
Boisvert, Michelle K.	MOH	Litchfield, Katelyn A.	MOH
Boudreau, Denise M	MHR	Maliff, Willann J.	MOH
Bromberg, Caron V	MOH	Margola, Ann M	PNR

Brower, Sharon O	MOH	Martino, Suzanne K.	HLT
Castine, Martha C	MOH	Massa, Thomas E.	PNR
Castine, Sandi C	MOH	Mlynick, John M.	MOH
Cormier, Barbara J	MOH	Perlman, Patricia A.	MOH
Dean, Thomas A	MOH	Robertson, Jeannie	MOH
Denison, Lisa A	ROW	Sieben, Jody S.	MOH
Dubay, Jeffrey E.	ERV	Skutnik, Edward W.	MOH
Dupras, Linda J	MOH	Stern, W. Sydney	MOH
Findlay-Stewart, Catherine	PNR	Sumner, Candace M.	MOH
Gilbert, Andrea M	MOH	Sylvain, William J.	MOH
Guillette, Freida J	MOH	Tirrell, Ruth M.	COL
Hapeman, Mary Regina	MOH	Wakefield, Gael M.	SHB
Heidenreich, Nancy	MOH	Wegscheider, Jane B.	MOH
Herzig, Vicky	MOH	Whitmore, Trina Marie	ERV
Holmes, Artist E.	DER	Whitney, Robert C., Sr.	PNR
Howes, Eugene K.	ASH	Wrisley, Jacob R.	MOH
Kelly, Carina M.	MOH	Zamojski, David J.	DER
Kilcommons, Shawn M.	HLT		
Kowalski, Rachelle L.	MOH		

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. The vote was unanimous.

#### Transfer Liability

Raymond Godin: Transfer to Montague Retirement Board - FCRS takes liability for 6 months and 11 months.

David Gendron MOVED and Sandy Hanks seconded to accept transfer liability as shown above. The vote was unanimous.

Refund, Transfers and Bills Warrant 12 Totaling \$103,194.44 and Payroll Warrant 11PR Totaling \$217,096.08

Kathy Hammock MOVED and Paul Mokrzecki seconded to approve Warrant 12 totaling \$103,194.44 and Payroll Warrant 12PR totaling \$217,096.08. The vote was unanimous.

Pg 4 December 28, 2000

## Personnel Policy

Chairperson Auchard presented the Franklin County Council of Governments policy regarding creditable service time for vacation purposes. The policy gives new employees credit for prior governmental service to be used for the purpose of vacation accrual. After discussion and revision of the COG's policy, the Board agreed to the following policy for the Retirement System:

New employees of the Franklin County Retirement System who have prior full-time or part-time employment with any local, regional or state agency shall be entitled to receive creditable service time with FCRS. In order to receive such time, the new employee must request a letter from their previous employer(s) keeper of the records written on the organization's letterhead to be sent directly to the Franklin County Retirement Board. The documentation should include the beginning and ending dates of employment with the organization and the employee's status (full-time or part-time, temporary or permanent) during the periods worked. Provided that no break in service of greater than three years occurred between termination of such employment and employment with FCRS, the service time will be credited to the employee for the purposes of vacation accrual.

David Gendron MOVED and Kathy Hammock seconded to adopt the above policy. The vote was unanimous.

The Board went on to discuss the application of the above policy for current employees.

Kathy Hammock MOVED and Sandy Hanks seconded to allow current employees the opportunity to apply for this benefit. Provided creditable service time is approved, current employees would be given the increased vacation accrual rate as of December 28, 2000. The vote was unanimous.

Next regularly scheduled meeting of the Retirement Board is January 25, 2001 at 9:00 a.m.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING NOVEMBER 30, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the

above date was called to order at 8:55 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandy Hanks present. Also present: Staff: Steven Wilson, Administrator

## OLD BUSINESS

Barbara Scott

Administrator Wilson presented the Findings of Fact regarding the overpayment of retirement allowance:

Barbara Scott was employed by the Town of Buckland, MA as a tax collector.

Barbara Scott was born on February 4, 1931.

Barbara Scott resides at 92 Clesson Brook Rd., PO Box 13, Buckland, MA 01338.

She retired on February 28, 1993 and began collecting an Option B retirement allowance of \$468.62 per month.

In the year 2000, it was found that salaries and deductions reported to the retirement system included fees which were not regular compensation for the years 1989 to February 28, 1993.

Barbara Scott's retirement allowance calculation used salaries reported (derived from deductions) for the years 1990, 1991, 1992 and 1993 to determine the highest three year average.

The original salary calculation was:

1993	\$1,705.00
1992	\$14,217.00
1991	\$11,844.25
1990	\$9,379.00
	37,145.25
Divide by 3 =	12,381.75

Pg 2 November 30, 2000

The corrected calculation is:

1992	\$7,800.00
------	------------



1991            \$7,500.00  
1990            \$7,500.00  
\$22,800.00  
Divide by 3 = \$7,600.00

Using the revised average of \$7,600.00 Barbara Scott's Option B retirement allowance should have been \$283.91.

Recalculating payments and COLA's based on the revised beginning allowance of \$283.91, Barbara Scott has been overpaid \$16,870.28.

On July 27, 2000, Mrs. Scott was contacted by mail and notified of the problem.

On August 2, 2000 Mrs. Scott came into the retirement office. She said that she knew the fees (late fees on property taxes) were included in her salary but was not aware they ineligible for retirement purposes. She said that the Selectmen offered her an increase in salary or to take the fees in lieu of a salary raise. She said that if she had known the fees could not be considered for retirement income purposes, she would have taken the salary increase.

Effective August 1, 2000 Mrs. Scott's retirement allowance was reduced from \$522.84 to \$316.76 per month taking into account COLA's since 1993.

During the September 28, 2000 Franklin County Retirement System Board meeting the Board was informed of the overpayment and directed staff to prepare a findings of fact and to contact the retirement system attorney for further instructions.

15. On October 18, 2000 PERAC approved a revised retirement allowance under Option B. As of February 28, 1993 the allowance should have been \$283.91 per month.

David Gendron MOVED and Kathy Hammock seconded to accept the findings of fact and to direct staff to contact Mrs. Scott for repayment. The vote was unanimous.

Roy Page

Administrator Wilson presented a notice from the Contributory Retirement Appeal Board. The notice indicates that Roy Page has appealed the Board's decision to collect the overpayment of benefits after his remarriage. The notice states that it takes about 10 months to get a hearing date.

Pg 3 November 30, 2000

Russell Denison

David Gendron wants to gather more information that will help determine the source of income for Russell Denison. He will call Attorney Mondry to determine the status of the case.

## NEW BUSINESS

### Minutes

Kathy Hammock MOVED and Pat Auchard seconded to approve the Minutes of October 26, 2000. The motion passed.

### 3rd Quarter Investment Update

Greg McNeillie from Dahab Associates presented the 3rd Quarter 2000 investment results. In total, the investment portfolio increased by 2.2% while the S&P 500 rate of return was -1.0%. Year to date, the total portfolio returned 3.9%.

Freedom Capital stocks had an average yield of 1.2% compared to the S&P 500's of 1.1% placing the performance in the 58th percentile. For the last 12 months equities gained 13.9% ranking in the 68th percentile. Bonds were up 3.2% which was 0.2% above the Lehman Brothers Aggregate bond index. Bond performance ranked in the 8th percentile for the Quarter and in the 16th percentile for the last 12 months.

Investments in small-cap stocks with Daruma did very well and were up 7.5% ranking in the 23rd percentile, 8.5 percent above the S&P 500's -1.0% return. For the last 2 quarters, the equity account gained 10.1% and ranked in the 13th percentile, 13.7 percent above the S&P 500 index.

Fixed income investments with METLIFE yielded 3.0% which was equal to the Lehman Brothers Aggregate bond index return ranking in the 14th percentile.

Finally, global investments with State Street Global Advisors (SSGA) were down 4.7% which was not as bad as the Europe, Australia and Far East (EFAE) index which was down 8.0%.

Regarding the RFP's for replacing Freedom Capital value portfolio, they should be going out in February of next year.

Pg 4 November 30, 2000

Investment Policies and Procedures

Greg McNeillie pointed out the corrections made as recommended by Bob Dennis. The average annual beta coefficient's for Freedom and Daruma are reasonable for their particular portfolios. With regard to the investment percentages under section III of the Investment Guidelines, the 5% refers to investment in any one stock. Mr. McNeillie recommended to change the target allocation for bonds under the Management Structure section of the Franklin County Retirement Policies and Procedures. The change would give equal targets of 20% each to Freedom Capital and Met-Life from 30% and 10% respectively. He recommended the equalization can be accomplished as new money was invested without selling off Freedom Capital's investments.

David Gendron MOVED and Kathy Hammock seconded to approve the Investment Policies and Procedures with the change in bond target allocation. The vote was unanimous.

### Administrator's Report

#### NEWLY RETIRED:

Concetta Rabideau of Deerfield

Option A

#### DEATHS:

Donald Herzig (Member in Service)

October 16, 2000

Mary McGuirk (Retired)

November 4, 2000

Martha Twarog (Retired)

November 14, 2000

Rockwell Gove (Retired)

November 28, 2000

#### Budget:

FY 2001 Budget as of November 30, 2000

#### New Members

Billiel, Raymond T	LEV	Guillette, Freida J	HAW
Carno, Bruna	ERV	Guillette, Freida J	ROW
Conway, Carolyn	PNR	Hannum, Richard S.	
WTY 1999			
Cranfield, Tara A	PNR	Hurlbert, Bradley B	WCK
Denison, Lisa A.	ROW	McDonald, Karin E	DER
DeWitt, Sharon L	FRN	Schindler, Diana M	COL
Dickinson, Cheryl R	CON	Stevens, Carrie R	FRS
Dickinson, Cheryl R	SND	Towne, Janice M	PNR
Dickinson, Cheryl R	WTY	Trowell, Richard J	LEV
Pg 5			
November 30, 2000			
Elliott, Martha P	DER	VanValkenburgh, Tammy	FRN
Farquhar, Janet	SHB	Ware, Sandra J	DER

Godfrey, Kimberly A

PNR

Guba, Eric C

BUC

Kathy Hammock MOVED and David Gendron seconded to accept the New Members as shown above. The vote was unanimous.

#### Transfer Liability

Paul Swem: Transfer to Teachers Retirement Board - FCRS takes liability for 2 years, 4 months and 3 months, 2 weeks.

James Carpenter: Transfer to State - FCRS takes liability for 5 years.

Mary Forbes: Transfer to Teachers Retirement Board - Correct FCRS liability from 9 years, 3 months and 2 weeks to 9 years, 9 months and 2 weeks.

David Gendron MOVED and Kathy Hammock seconded to accept transfer liability as shown above. The vote was unanimous.

Refund, Transfers and Bills Warrant 11 Totaling \$80,122.18 and Payroll Warrant 11PR Totaling \$218,724.56

David Gendron MOVED and Kathy Hammock seconded to approve Warrant 11 totaling \$80,122.18 and Payroll Warrant 11PR totaling \$218,724.56. The vote was unanimous.

#### Administrator Review

The Board discussed Administrator Wilson's work to date and found that it has been very satisfactory and that a \$4000.00 annual increase in salary would be appropriate.

Further discussion followed regarding the Chair's suggestion of increasing the Administrator's vacation time to give credit for previous governmental work. This discussion will be continued.

Sandy Hanks MOVED and David Gendron seconded to increase Administrator Steven Wilson's salary an additional \$4,000.00 per year effective December 4, 2000.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
OCTOBER 26, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:04 a.m. by Chairperson Patricia Auchard, with members Kathy Hammock and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator

NEW BUSINESS

Investments - Bob Dennis

Bob Dennis from PERAC was present to introduce the Board to his position with PERAC and how he can be an investment resource. Mr. Dennis discussed recent publications that he has prepared. These were the 1999 Investment Performance Review, Investment Commentary and The PERAC Financial Bulletin. Another resource is a section regarding investment monitoring on PERAC's web site. Mr. Dennis discussed investments and risk. Going from low to high risk, investments categories are: bonds, high grade stocks, large cap stocks, small cap stocks, venture capital and emerging markets. To allocate investments among these categories the Board must understand risk verses return and the need to balance risks with income needed to operate the system.

Mr. Dennis went on to talk about investment performance over the past two years. Large cap growth stocks did very well during the last 3 years. Small cap growth was very good in 1999. Thus far, real estate is undervalued due to money going to growth stocks. Real estate should do better in the future. Investment performance of domestic U.S. stocks should do better in 2000. The market is beginning to move to value stocks from high tech growth stocks. During the last several months the market has become more rational and moving away from high tech stocks with no earnings. With regard to the future it is more important to own good investments with good diversification more so than having a large number of stocks.

Finally, Mr. Dennis reviewed the proposed Policy and Procedures. He noted several errors which should be corrected. Paul Mokrzecki asked about international bonds. Mr. Dennis commented that they are more risky than domestic bonds because of political concerns, economy problems and differences in accounting standards.

OLD BUSINESS

Russell Denison - Update

Paul Mondry has been contact by Mr. Carey, Russell Denison's attorney regarding the overpayment of retirement allowance due to road detail fees included in calculation of his average salary for determination retirement the retirement allowance. According to Mr. Carey, Mr Denison claims that no road detail fees were included in his salary since he, as police chief, did not work road detail. Paul Mondry has requested that Mr. Denison provide proof that road detail fees were not included in his salary.

Old Minutes

Paul Mokrzecki MOVED and Kathy Hammock seconded to approve the Minutes of September 28, 2000. The vote was unanimous.

FY 2002 PROPOSED BUDGET

Administrator Wilson presented the proposed budget for Fiscal Year 2002. Mr Wilson commented that this was just a preliminary so the Board could see the budget prior to presentation to the Advisory Council. Paul Mokrzecki questioned the Insurance line item and wanted more detail. Mr. Wilson said that he would provide that detail when the budget was addressed again.

New Members

Allen, Shawn	LEV (1997)	Hoffman, Basil T	COL (1/99)
Anderson, KeriJo	MHR	Holloway, Hope A	PNR
Bennett, Cynthia A	SND	Hortnett, Timothy J	COL (11/98)
Bernier, Frostine S	CON	Hume, Margaret E	OGE
Blakeslee, Laureen	CON	Jaillet, Barbara L	MHR
Bond, Deborah L	DER	Jennett, Kimberly A	DER
Boothroyd, Kari A	OGE	Johnson, Jeannie R	WTY
Brown, Julie A	DER	Jones, Katharine	FRCOG
Buccaroni, Jimmy L	OGE	Kerivan, William J	COL (10/98)
Chapin, Linda A	PNR	King, JoAnne L	PNR
Clark, Sara	STB	Lively, Thomas R	COL (1/99)
Cook, Sandra	FSW	Morin, Kelly M	NSW
Dacyszyn, Mary E	CON	Munn, Virginia	ERV
Driver, Terry-Sue	STB	Palmeri, James E	NTD
Dumas, Lawrence M	COL (11/98)	Pietraszkiwicz, Lisa M	DER
Fontanella, Michael M	COL (11/98)	Popham, Brenda L	OGE

Friedlander, Michael	COL (11/98)	Power, Gertie Sue	PNR
Gardner, Mechelle L	MHR	Ransom, Charles S	FSW
Genovese, Lois A	WCK	Ryder, Carrie Jean	MHR
Goldman, Bruce P	PNR	Slowinski, Michael J	COL (1/99)

Pg 3 October 28, 2000

Graves, Jennifer L	ERV	Smart, Cherrie L	SHB (10/99)
Hawkins, Christina L	BER	Smith, Robert F, Jr	OGE
Heffernan (Hamel), Dawn	FRN	Streeter, Gail M	PNR
Henry, Heather L	PNR	Stone, Leanne	OGE
Henry, Sandra	FRN	Thomas, Kurt F	WTY
Herbert, Gordon B	OHS	Valley, Tina Marie	MHR
Whitmore, Trina Marie	ERV		
Wight, Erik C	SND		

Paul Mokrzecki MOVED to accept new members as printed above. Motion seconded by Kathy Hammock. The vote was unanimous.

#### Buybacks

David Greenberg. Buyback of \$13,964.24. State takes liability for 5 years, 6 months and 21 days.

Deane French. Buyback of \$4,701.26: 1 year, 5 months and 2 weeks.

Deane French. Buyback of \$8,091.42. Teachers Retirement takes liability for 4 years and 5 months.

Kathy Hammock MOVED to approve the buybacks as printed above. Motion seconded by Paul Mokrzecki. The vote was unanimous.

Refund, Transfers and Bills Warrant 10 Totaling \$135,625.01 and Payroll Warrant 10PR Totaling \$219,657.95

Paul Mokrzecki MOVED and Kathy Hammock seconded to approve Warrant 10 totaling \$135,625.01 and Payroll Warrant 10PR totaling \$219,657.95. The vote was unanimous.

#### ADMINISTRATIVE ASSISTANT

Administrator Wilson presented the Administrative Assistant proposed candidate as a result of the interviews held on October 17, 2000. The recommended candidate is

Carrie Stevens with 24 years experience in office procedures, billing, budgeting and payroll preparation. The proposed grade level is a Grade 4. Given her experience the recommended starting salary \$23,800.00.

Paul Mokrzecki MOVED and Kathy Hammock seconded to approve the appointment of Carrie Stevens as the Administrative Assistant, Grade 4, at a starting salary of \$23,800.00 per year. The vote was unanimous.

Pg 4 October 28, 2000

Administrator 6 Month Review  
Postponed to the November 30, 2000 meeting.

## FRANKLIN COUNTY RETIREMENT BOARD MEETING SEPTEMBER 28, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:05 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator

### NEW BUSINESS

#### Freedom Capital Investment Update

Ray Depelteau was present to give an update on investments managed by Freedom Capital. Historically the portfolio has been a balance of fixed income investments and equities. The ratio as of June 30, 2000 was 43.9% fixed income and 54.1% equities. For equities, Freedom Capital 's investment style over the past two and one half years has been to "tilt" these investments to 70% value and 30 % growth. He pointed out the portfolio performance did not do well compared to market indices during the 2nd quarter.

Freedom Capital uses a model to predict investment patterns. In January 1999 the model predicted that the market would move from growth to equity. However, the market, in 1999 remained with growth. The same market trend occurred in the 1st quarter of 2000 while some movement toward equity stocks occurred in the 2nd quarter.



In his opinion, it appears that investors now questioning growth stocks worth based on future earnings.

Mr. Depelteau expects that Freedom's portfolio will do well in the future. The Board is concerned that Freedom is not meeting the market indexes. Ray noted that 1999 was not a very good year, however Freedom did do well in 1998 with growth stocks. The Board would like to see a 5 year history of Freedom as compared to the market.

#### Investment Accounting

Pat Auchard talked about moving the investment accounting from its current location at State Street to the section of State Street that handles institutional investments. This would substantially reduce staff time spent on accounting for investment transactions. Eastern Bank also provides a similar service. Staff is to request RFP's from both banks and bring to the Board a recommendation.

Pg 2 September 28, 2000

#### Barbara Scott Overpayment

Barbara Scott was employed as a tax collector for the Town of Buckland from 1972 to 1993. She retired on 2/26/1993. At the time of her retirement, she chose Option B giving her a retirement allowance of \$468.62.. Recently, a request was made from all participating units in the retirement system to review their payroll records for non regular income fees used in reporting retirement deductions. The Town of Buckland reported that fees were included in Mrs. Scott's salary during 1989, 1990, 1992 and 1993 and it was these years that were used to determine her 3 year average. Using the corrected salaries for the retirement calculation, Mrs. Scott's retirement allowance should have been \$283.91. Currently with COLA's, her allowance of \$522.84 has now been reduced to \$316.76 effective August 2000.

When Barbara Scott was notified of the problem, she said that she was aware the fees were included in her salary but did not know they were not considered income for retirement purposes.

She said that she was given the option to receive a higher regular salary or to receive fees she collected. Certainly, she would have taken a higher salary had she known that the fees were not considered regular income.

The overpayment has been calculated to be \$16,870.28.

Staff is directed to Prepare a findings of fact and then to contact Attorney Mondry for further action.

## OLD BUSINESS

### Russell Denison - Update

Overpayment of retirement allowance due to road detail fees included in calculation of his average salary for determination retirement the retirement allowance. A letter was sent to him on August 8, 2000 requesting the he call the office to answer questions regarding the circumstances which created the overpayment. The call was to be in lieu of a Board hearing requiring his presence. A second letter was sent September 1, 2000 with the notation 2nd request and to reply within 15 days. In response to the 2nd letter Mr . Denison notified me by mail that he has sent my correspondence to his Attorney Robert Carey in Greenfield and that his attorney will be in touch with me. Mr. Carey did call me and I referred him to Paul Mondry since this I did not feel comfortable talking to an attorney about this matter. Paul Mondry is waiting for a call from Mr. Carey. Paul told me that this will probably go to a formal hearing with the Board.

Pg 3 September 28, 2000

### Roy Page - Update

Overpayment of retirement allowance due to remarriage. Mr. Page's wife died in service in 1988 and he began receiving an Option D allowance of \$250 per month. In October of 1992 he remarried and his allowance should have reverted to an Option C. He did not notify us of the remarriage. The remarriage was discovered through a Benefit Verification Form. Mr. Page's allowance has been reduced 283.26 to \$5.22 per month. Mr. Page was questioned and, in essence, does not recall that his allowance would be reduced even though he signed a from which stated that the allowance would be reduced upon his remarriage. Attached is a schedule showing the retirement allowances paid and the corrected payout. As of September the overpayment totals \$22,513.76. The Board needs to direct staff to contact Mr. Page and request repayment of the \$22,513.76.

David Gendron MOVED and Sandy Hanks seconded directing staff to contact Mr. Page and request the repayment of \$22,513.76. The vote was unanimous.

### Brian Spear - Update

Mr. Spear claims that he should have been a member prior to January 1, 1979 and that the additional 2% deduction should not be taken on his salary. On June 12, 2000 we notified him that insufficient argument exists to show that he was or that he could have been a member prior to January 1, 1979. We now have received a notice that a hearing will be held on October 31, 2000. A copy of the hearing notice is attached. Paul Mondry is aware of the hearing and will notify us if our presence is required.

Old Minutes

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of August 31, 2000. The vote was unanimous.

Administrator's Report

NEWLY RETIRED:

Kenneth Rose of Bernardston	Option C
John Ware of Pioneer	Option C
Sharon Finnell of Pioneer	Option A
Patricia Blakeslee	Option A

Pg 4 September 28, 2000

New Members

Adams, Diane S.	STB	Gondela, Rosemarie	BER
Amedeo, Laura B.	FRN	King, Carole A.	STB
Balk, Linda Marie	PNR	Kosloski, Wendy Ann	NSW
Bergantino, Elizabeth K.	NSW	Kuck, Kathy J.	SND
Blake, Peter D.	PNR	Leone-Forgette, Jeanmarie	STB
Bridgwood, Brenda L.	OGE	Mallet, Betty-Lou	NSW
Cleveland, Albert P.	WEN	Mitton, Gail E.	ERV
Coppinger, Lise B.	LEV	Myles, Ann M.	LEV
Cuevas, Aida (term. 6/2/00)	LEV	Nichols, Elizabeth C.	ASH
Decker, Barbara J.	SND	O'Reilly-McRae, Susan F.	NSW
Feyrer, Rochelle L.	OGE	Schmidt, Stephen H.	LEV
Frentzos, Deborah A.	PNR	Warriner, Susan L.	WTY
Gannon, Gwen D.	FRCOG	Williams, Randall L.	(4) WTY
Gillman, Cheryl A.	FRN		

David Gendron MOVED and Kathy Hammock seconded to accept the New Members as shown above. The vote was unanimous.

Refund, Transfers and Bills Warrant 9 Totaling \$98,230.30

Kathy Hammock MOVED and David Gendron seconded to approve Warrant 9 totaling \$98,230.30 and Payroll Warrant 09PR totaling \$219,349.94. The vote was unanimous.

Payroll Warrant 09PR Totaling \$219,349.94.

Paul Mokrzecki MOVED and Sandy Hanks seconded to approve Payroll Warrant 09PR totaling \$219,349.94. The vote was unanimous.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
AUGUST 31, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:05 a.m. by Chairperson Patricia Auchard, with members Paul Mokrzecki and Sandy Hanks present. Also present: Staff: Steven Wilson, Administrator

OLD BUSINESS

NEW BUSINESS

2nd Quarter Investment Performance Update

Greg McNeillie from Dahab Associates presented the Investment Performance Review for the 2nd Quarter of 2000. He noted that the markets in general performed poorly. Equity or value stocks were down by 5% while growth stocks were down by 2.7%. During this period, Freedom Capital, which has been tilted toward value stocks, did not meet the index of the S&P 500. Freedom was down 4.5% for the Quarter while the S&P 500 was down only 2.7%. Freedom Capital's Franklin County Retirement System portfolio consists of value and growth stocks and bonds. To date Freedom has done well with growth stocks.

Pat Auchard asked if it is possible to break out Freedom's value and growth stocks and track their performance individually. Mr McNeillie said that this would be difficult since definitions of value and growth stocks can vary and that the S&P 500 is reported as a whole.

Mr. McNeillie went on to say that Freedom Capital began weighting their portfolio towards value stocks in 1996 and has underperformed market indices. This shift in their portfolio was in anticipation of the market moving from growth stocks to value stocks. In his opinion no one can predict market shifts such as this.

The Board expressed concern that Freedom Capital is underperforming the market. Mr. McNeillie commented that if investments were placed in an index fund, returns would never meet the index since commissions must be paid. Paul Mokrzecki expressed concern that Freedom has been underperforming the market in value stocks and Bonds since 1996 and that we have been paying a higher fee for investment management and should expect to outperform the market.

Mr. McNeillie recommended that the Board request RFP's from investment firms to manage the value stock portfolio. The portfolio should be equal weighted in value and  
Pg 2 August 31, 2000

growth stocks. Freedom Capital can be retained to manage the growth stocks since they have outperformed the market in this area.

Paul Mokrzecki MOVED and Sandy Hanks seconded to send out RFP's for value stock investment management. The vote was unanimous.

### Investment Policy

There was a short discussion regarding the Investment Policies and Procedures. This was a 1st draft and a revision will be forwarded to the Board in the next few weeks. Mr. McNeillie recommended that the investment allocation policy be revised to limit small cap investments to 10%. A further allocation review should be made when CIGNA is funded on January 1, 2001 so that the portfolio highs and lows will be flattened.

### Old Minutes

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve the Minutes of July 27, 2000. The vote was unanimous.

### Administrator's Report

#### NEWLY RETIRED:

Emilie Tetreault of Pioneer School	Option A
Helen Yazwinski of Deerfield	Option B
John Senior of Bernardston	Option A
Phyliss Warner of Marhar School	Option A

#### DEATHS:

Armond La Belle (Member in Service)	July 25, 2000
Harry Marshall (Member in Service)	August 1, 2000

#### Budget::

FY 2001 Budget as of August 31, 2000

### New Members

Almeida, Eileen	HLT	Kuzdeba, Judith	SND
-----------------	-----	-----------------	-----

Arsenault, Thomas	PNR	McGuire, Jean	MOH
Bunk, Jason	SND (IV)	Moulton, Wendell	

Pg 3 August 31, 2000

Cranston, Betsy	MOH	Paulin, Charles	STB
Crossman, Leonard	NEW (IV)	Peck, Virginia	SHB
Crown, Vincent	PNR	Smith, Kathy	OGE
Gilbert, Scott	SHB	Snow, Kenneth	MOH
Girard, Robert	WCK	Stafford, Francis	MNR
Hartnett, Robin	MOH	Stemm, Katherine	OGE
Jackman, Linda	MOH	Williams, Heidi	MOH
Jeschke, Valerie	MOH		

Sandy Hanks MOVED and Paul Mokrzecki seconded to accept the New Members as shown above. The vote was unanimous.

Refund, Transfers and Bills Warrant 8 Totaling \$103,458.44  
 Payroll Warrant 08PR Totaling \$216,340.57

Sandy Hanks MOVED and Paul Mokrzecki seconded to approve Warrant 8 totaling \$103,458.44 and Payroll Warrant 08PR totaling \$216,340.57. The vote was unanimous.

#### Accounting Clerk Position

Steve Wilson explained that interviews had been conducted for the Accounting Clerk position on August 17th and August 21st, 2000. There were 5 candidates in total. All the candidates were very good and that any one would be acceptable to hire for the position. The process produced two top candidates. The recommendation was that Tina Schneider be offered the position at a salary of \$28,900.00.

Discussion followed to accept the recommendation provided 2 outside reference checks were made. Since the recommendation is considered to be a new hire, the provisional or probationary period should be six months with performance reviews made at 1, 3 and 6 months intervals.

Paul Mokrzecki MOVED and Sandy Hanks seconded to award the Accounting Clerk position to Tina Schneider at a beginning salary of \$28,900.00 and given the provisions as discussed by the Board. Paul Mokrzecki Aye, Sandy Hanks Aye, Pat Auchard Abstained.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JULY 27, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:07 a.m. by Chairperson Patricia Auchard, with members David Gendron and Sandy Hanks present. Also present: Staff: Steven Wilson, Administrator

OLD BUSINESS

Russell Denison

The Board was brought up to date regarding Mr. Denison's case and the overpayment of his retirement allowance. A "findings of fact" had been prepared and staff has been attempting to contact Mr. Denison to ask him questions about the retirement deductions taken on road detail fees included in his income. To date, attempts to reach him have been unsuccessful. David Gendron questioned whether or not current payments could be withheld to cover the overpayment. Sandy Hanks suggested that a certified letter be sent to him requesting that he contact us. Chairperson Auchard said that we should contact Attorney Paul Mondry and follow his recommendation on what steps to take next.

The Board, after discussion, directs staff to:

1. Contact Attorney Mondry for the next steps to take.
2. Recalculate the overpayment.
3. Recheck the regular salary paid to Mr. Denison. Compare this to his budgeted salary.
4. Request payroll for all part-time police for that period(1990). Did they have deductions taken out on road detail.?
5. Send a certified letter to Mr. Denison.
6. Check for an FCRS annual confirmation - did he respond?



Given this problem, the Board, if it is feasible, wants a review of all retirees for jumps in income during the early 1990's especially town clerks, tax collectors and police. If any are noted the towns should be contacted for confirmation that fees were not included. Sandy Hanks suggested that salary surveys for assessments may be helpful in reviewing the Denison case.

Pg 2 July 27, 2000

Roy Page

The Board was brought up to date regarding Mr. Page's case and the overpayment of his retirement allowance. A "findings of fact" had been prepared and Mr. Page was contacted for his version of what happened. According to Mr. Page, he does not recall receiving a letter from the Retirement System notifying him of two options. One option was to receive a lump sum payment of \$791.26 and the other option was to receive an allowance of \$250.00 per month (\$3,000.00 annually). The letter stated that if he chose the \$250.00 per month it would be reduced should he remarry. Further Mr. Page does not recall signing an Election By Spouse At Death of Member which provides for the \$250.00 per month and also states the benefit would be reduced should he remarry.

Chairperson Auchard recommended that Attorney Mondry be contacted for further instructions and whether or not the Board can withhold his retirement check.

## NEW BUSINESS

Old Minutes

David Gendron MOVED and Sandy Hanks seconded to approve the Minutes of June 27, 2000. The vote was unanimous.

### Administrator's Report

#### NEWLY RETIRED:

Martha Rice of Rowe	Option A
Barbara Mennard of Northfield	Option A
Muriel Cranson of Ashfield	Option A

#### DEATHS:

Virginia Parsons (Retiree)	July 1, 2000	
Muriel Smithers (Retiree)		July 7, 2000
Harold Lavanway (Retiree)	July 19, 2000	

**INVESTMENTS:**

Greg McNeillie from Dahab will be at the August 31, 2000 to give the 2nd Quarter update on investments. He will also have proposed policies and procedures for the Board's review and approval.

New Members

Antes, Lucille	DER	Glabach, Jacqueline	PNR
Bates, Donald	WTY	Hansen, David	SND
Blair, Nancy	NTD	Kitzmiller, Angela	MHR
Callahan, Patrick	STB	Kuzmeskus, Craig	FRN
Casinghino, Derek	FRN	Lapoint, Robert	HAW
Chandler, Richard	ASH	Phillips, William	COL
Conner, Robert	PNR	Raymond, Sharon	MHR
Coy, Krista	MHR	Spadola, Dorothy	WTY
Daniels, Kelly	SND	Visco, Tara	MHR
Duguay, Robin	MHR	Zukowski, Gail	NTD
Dunn, Joseph	FRCOG		

Sandy Hanks MOVED and David Gendron seconded to accept the New Members as shown above. The vote was unanimous.

Refund, Transfers and Bills Warrant 7 (FY 2001) Totaling \$96,039.04  
Refund, Transfers and Bills Warrant 7A (FY 2000) Totaling \$36,469.10.  
Payroll Warrant 06PR Totaling \$233,740.80  
Payroll Warrant 07PR Totaling \$214,464.76

Sandy Hanks MOVED and David Gendron seconded to approve Warrant 7 totaling \$96,039.04, Warrant 7A Totaling \$36,469.10, Payroll Warrant 06PR totaling \$233,740.80 and Payroll Warrant 07PR totaling \$214,464.76 . The vote was unanimous.

FY 2000 Budget and Budget Amendment

Administrator Wilson presented the final budget for FY 2000. The Fiscal Year 2000 budget ended with a surplus of \$7,552.09. Included in this budget is Warrant 7A which accounts for services and/or purchases incurred in the FY 2000 year but paid in July 2000 (FY 2001). There are several line items over budget primarily due to including expenditures in Warrant 7A. Last year these were accounted for on a strictly cash basis. Pg 4 July 27,2000

To resolve the budget overages, the following amendment is proposed:

Move To	Move From	Amount
---------	-----------	--------

Management Fees	Custodial Fees	\$ 4,000.00
“	Office Supplies	\$ 1,000.00
“	Insurance	\$ 2,000.00
“	Cog Reimbursement	\$12,000.00
“	Actuarial	\$ 3,526.14
“	Educ/Member	\$ 2,000.00
“	Election	\$ 1,000.00
“	Copier	\$ 1,000.00
“	Computer	\$ 2,000.00
		\$28,526.14
Legal	Staff Salaries	\$ 1,494.00
Prof/Tech	Staff Salaries	\$ 639.31
Office Space	Office Supplies	\$ 669.39

Sandy Hanks MOVED and David Gendron seconded to approve the budget amendment as presented. The vote was unanimous.

#### Adjournment

Sandy Hanks MOVED and David Gendron seconded to to adjourn the meeting at 10:10 a.m. The vote was unanimous.

Next regularly scheduled meeting of the Retirement Board is August 31, 2000 at 9:00 a.m.

Respectfully submitted:

Date            Signed

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
JUNE 27, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:05 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: Staff: Steven Wilson, Administrator

OLD BUSINESS

Retiree Cola

Sandy Hanks MOVED to grant an additional 1.7% COLA for retirees effective July 1, 1999. David Gendron seconded. The vote was unanimous.

Sandy Hanks MOVED to grant a 3% COLA for retirees effective July 1, 2000. Kathy Hammock seconded. The vote was unanimous.

NEW BUSINESS

Old Minutes

Sandy Hanks MOVED and David Gendron seconded to approve the Minutes of May 25, 2000 as revised by Pat Auchard. The revision was to correct Scott Livingston's buy back to \$5,389.19 providing for 4 years and 3 weeks creditable service. The vote was unanimous.

Investment Performance Review

Lillian Jones from Dahab Inc. was present to give a review of the 1st Quarter investment performance. Ms. Jones introduced herself by first talking about her education, experience and her work at Dahab. Ms. Jones emphasized that Dahab is a pure consulting firm. Dahab maintains a high level of contact since all clients are important

to them. As consultants, it is important to understand that the Board must make the investment decisions. The Board, with the advise of Dahab, must set long term investment goals and set polices and procedures for investment managers to follow. Greg McNeillie is currently working on policies and procedures. With policies and procedures in place, Dahab will monitor investors and advise us of their performance. Any performance issues must be directly addressed by the Board. Further, Dahab will advise the Board, at the Board's request, about new markets for potential investments.

Pg 2 June 27, 2000

Ms. Jones then went on to explain the 1st Quarter report. She first noted that the "Franklin County Performance Review" report did have some errors. Given the errors, a new single page report was provided for the months of April and May, 2000. This report shows the investment allocation and performance by manager and their respective return rates. Ms. Jones then explained the format and graphs in the original report. She explained that the 1st Quarter was very volatile and not to be alarmed about the negative returns.

For future reports, there will be additional tabs for Daruma, Met Life and eventually Cigna (3rd Quarter). Ms. Jones will also provide a glossary of terms and a comparison for growth and value equities.

#### Personnel - Accounting Clerk Position

Administrator Wilson explained that with the resignation of Barbara Weeks her position was now open. A Job description with a new title of Accounting Clerk was included for the Board's review. It was proposed that the position be advertised with a salary range comparable to the current Franklin Regional Council of Governments grade 7. The current grade for the position is now a grade 5 with a current salary range of \$24,453 to \$31,239. Given the complexities of the retirement system, the Accounting Clerk should be at a grade 7 with a current salary range \$27,963 to 35,763.00.

At 10:35 a.m. Sandra Hanks left the meeting.

Discussion followed regarding the salary placement and the status of the Junior Clerk position. This position is expected to assume some of the duties of the Accounting Clerk during the interim until the position is filled. The Junior Clerk should be paid for assuming the additional duties. Finally, the board agreed that when the Accounting Clerk position is filled the Junior Clerk's position should be reviewed for an upgrade.

Dave Gendron MOVED to approve the new job description for the Accounting Clerk and placing it at a Grade 7. Kathy Hammock seconded. The vote was unanimous.

Dave Gendron MOVED to allow for an interim pay adjustment of up to \$100.00 per week for additional duties assumed by the Junior Clerk in lieu of a Merit raise. Seconded by Paul Mokrzecki. The vote was unanimous.

#### Refund, Transfers and Bills Warrant 6 Totaling \$70,618.10

Dave Gendron MOVED to approve Warrant 6 totaling \$70,618.10. Kathy Hammock seconded. The vote was unanimous.

Pg 3 June 27,2000

#### FY 2000 JUNE EXPENDITURES AND BUDGET BALANCE

Administrator Wilson presented the budget for June 2000 and explained the new budget format which showed the total approved budget, June expenditures, expenditures to date and finally the budget balance. Mr. Wilson went on to explain the budget overages for Legal and Office Space and the need to encumber funds for staff salaries, payroll taxes and group insurance to be paid June 29, 2000. Discussion followed. David Gendron requested that the budget format include the original budget and budget adjustments. He also would like more clarification of budget descriptions. For the overages and encumbrances, the budget can be held open to July 15, 2000 for final FY2000 bills and then be resubmitted to the Board at the next meeting.

#### COLA FOR FCRS EMPLOYEES

Administrator Wilson proposed a 2.5% COLA to be given the Franklin County Retirement System employees effective July 1, 2000. The 2.5% was derived from the Consumer Price Index for the Northeast as of December 1999.

Dave Gendron MOVED to grant a 2.5% COLA for the retirement system employees effective July 1, 2000. Seconded by Paul Mokrzecki. The vote was unanimous.

#### FRANKLIN COUNTY RETIREMENT BOARD MEETING MAY 25, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:07 a.m. by Chairperson Patricia Auchard, with members Kathy Hammock, Sandy Hanks and Paul Mokrzecki present. Also present: were Counsel, Attorney Paul Mondry, and Staff: Steven Wilson, Administrator

#### OLD BUSINESS

Russell Denison: Paul Mondry reviewed the overpayment of retirement allowance to Russell Denison. Pat Auchard explained that a letter had been sent to Mr. Denison on



April 19, 2000 notifying him of the overpayment due to the inclusion of "road detail" income and that his monthly allowance would be reduced to \$591.72. Attorney Mondry explained that the law does require repayment of the excess received by Mr. Denison which amounted to \$37,834.69. The amount is substantial and the Board needs to take action. Attorney Mondry explained that case law usually favors the employee if the employee had no knowledge of the error. Discussion followed as to who might have been responsible for the error and was Mr. Denison aware that retirement deductions were being taken on his "road detail" income. Although PERAC wants collection of the overpayment, the Board has the authority to make its own decision as to whether or not legal action is viable. Attorney Mondry recommended that the matter be further investigated. Staff should prepare a "findings of fact" and call Mr. Denison to determine his version of what happened. Given the results, the Board can determine whether or not a formal hearing is necessary.

Sandy Hanks MOVED to direct staff to prepare a "findings of fact" and contact Mr. Denison . Motion seconded by Paul Mokrzecki. Vote was unanimous.

Roy Page: Paul Mondry reviewed the overpayment of retirement allowance to Roy Page. The overpayment amounts to \$16,091.68. Roy Page's spouse died in service in 1988. Mr. Page was informed by letter that he could receive either a full refund of his wife's accumulated deductions in the amount of \$791.26 or he could receive member-survivor benefits of \$250.00 (\$3,000.00 annually). The letter further stated that should he choose the member-survivor benefits, his payment would be subject to a reduction of two-thirds of the yearly amount of option C allowance upon remarriage. Mr. Page chose the member-survivor benefit. Since then, Mr Page has received and returned annual Benefit Verifications. On the most recent verification a specific question was asked concerning the retiree's current marital status. Mr. Page indicated that he did remarry on October 25, 1994. Attorney Mondry explained that this is a more clear cut case. Mr. Page had been informed in writing that his benefits would change upon remarriage and of his responsibility to inform the retirement office should remarriage occur. Attorney Mondry recommends that a "finding of facts" be prepared and that Mr. Page be contacted for his explanation. After this information has been obtained, Mr. Page can be notified to make full restitution in 60 days or reduce his benefit to make up the overage. Sandy Hanks asked if a hearing was necessary. Attorney Mondry stated that, given the circumstances, a hearing was not necessary.

Executive Session: Paul Mokrzecki MOVED, under Chapter 32 (9g) (3), to go into executive session to discuss pending litigation. Seconded by Kathy Hammock. Paul Mokrzecki: Yes; Sandy Hanks: Yes; Kathy Hammock: Yes. Executive session adjourned at 10:19 a.m. The Chairperson, by Board vote, is directed to draft a letter to Mr. Brian Spears informing that the board does not see sufficient argument to reverse the 2% rule in his case.

COLA: Attorney Mondry explained the law requires 30 days notice be given to member units prior to the Board vote. This was not done and, as such, the COLA issue must be

delayed until the 30 day notice is given. Sandy Hanks MOVED to delay the vote on COLA to give 30 day notice to the advisory council (and all unit members). Motion seconded by Kathy Hammock. The vote was unanimous.

Discussion regarding the next meeting date and the Board agreed to June 27, 2000. It was noted that representation from Dahab was to be present to discuss the 1st quarter results at the originally scheduled meeting on June 29, 2000. Due to the sudden change in Dahab's personnel, the chair was asked to see if all Dahab's investment managers be present for at least one meeting during the year.

## NEW BUSINESS

Old Minutes: Sandy Hanks moved to accept the following minutes: January 27, 2000, February 10, 2000, March 23, 2000, March 30, 2000 and April 19, 2000. Motion seconded by Paul Mokrzecki. Pat Auchard recommended to change the wording in the January 27, 2000 minutes from "Paul Mondry requested the Board to go into executive session" to "Paul Mondry advised the Board to go into executive session" The vote was unanimous.

### Administrator's Report:

#### NEWLY RETIRED:

Ralph Mathews of Northfield	Option A
David Miller of Bernardston	Option A

#### DEATHS:

Ellen Randall (member)	April 28, 2000
Harley Hunkler (inactive)	April 13, 2000

#### WARRANTS:

Payroll: \$203,504.50  
Refunds & Vendors: \$72,450.21

#### TRIAL BALANCE REPORT

January 31, 2000 (misabeled should be December 31, 1999)

#### BUDGET REPORT

April & May 2000

#### ASSET ACTIVITY FOR MAY 2000

Freedom Capital / State Street	
Investments Sold	\$2,985,799.85
Other Receipts	38,009.14
	\$3,023,808.99

Investments Purchased \$3,023,808.99

Metlife

Guaranteed Investment Experience \$(16,451.10)

Paul Mokrzecki would like investment confirmations available for review at Board meetings. Pat Auchard would like to have payroll registers and check registers available at Board meetings. Steve Wilson is working on improvement in reporting the budget and investment activity.

Paul Mokrzecki MOVED to approve May Payroll Warrants for \$203,504.50 and Refund & Vendor Warrants for \$72,450.21. Motion seconded by Sandy Hanks. The vote was unanimous.

Buybacks

Theresa Cassidy: \$1,295.81 - 3 years, 3 months, 3 weeks creditable service.

Theresa Cassidy: \$848.41 - 11 months, 2 weeks

Linda Dunlavy: \$2,296.35 - State takes liability for 1 year, 3 months, 12 days.

Donald Fisher: Transfer to State. FCRS takes liability for 6 months, 2 weeks.

Paul Hill: Transfer to State - Refunded \$7,233.72. FCRS takes liability for 3 years, 9 months, 3 weeks.

George Lapenta: \$13,106.22 - 5 years, 7 months, 2 weeks creditable service.

Martha Rice: \$5,604.60 - 9 years, 2 months creditable service.

Margaret Ross: \$212.66 - 4 years creditable service.

Sylvia Smith: Transfer to State - Refunded \$4,844.72. FCRS takes liability for 6 years, 7 months, 1 week.

Stanley Stosz: Transfer to State - FCRS takes liability for 1 year, 5 months, 1 week.

Gary West: rescind buyback approval of May 1999.

Gary West: buyback of 1974 never paid \$344.00 - 1 year creditable service.

Gary West: makeup of refund \$19,579.31 - 11 years 10 months creditable service.

Janet Tolg: Transfer to Teachers Retirement Board - FCRS takes liability for 3 years, 4 months.

Ellen McKay: 1,265.08 - State takes liability for 1 year.

Helen Kittredge: Transfer to Teachers Retirement Board - FCRS takes liability for 3 months, 2 weeks.

Lorraine R. Nelson: Transfer to State - FCRS takes liability for 5 years, 8 months, 3 weeks.

Joanne McGee: \$1,924.67 - 4 years, 10 months creditable service.

Joanne McGee: \$215.86 - 3 years.

Scott Livingston: \$4,321.51 - 4 years, 11 months creditable service.

Lynn Duncan: Transfer to Middlesex County Retirement System - FCRS takes liability for 4 years, 3 months, 1 week. Lynn Duncan was employed with the Towns of Orange and Shelburne funded by CDBG and with the Franklin County Planning Dept. grant (unknown) in the early to mid 1980's.

Paul Mokrzecki MOVED to approve the entire group as printed above. Motion seconded by Kathy Hammock. The vote was unanimous.

#### New Members

Adams, Sara	ASH	Heidemann, Kai	FRN
Baldwin, Joan		Mackie, Bruce	SND
Bergquist, Sandra	STB	Martin, David	MOH
Billiel, Terrie	MOH	Martin, Karen	OGE
Blakeslee, Patricia	DER	Matenear, Kirk	FSW
Blanchette Tami	OGE	McGee, Joanne	NTD
Boadway, Jo-Ann	FRN	Mercer, Joanne	NSW
Brady, Michael	STB	Rose, Keith	BER IV
Brooks, Karen	PNR	Ruddock, Mary	CON
Emond, Derrick	OHS	Segala, Maureen	SND
Fitzell, Tammy	MOH	Shedd, Linda	PNR
Frazer, Stacey		Szmit, Kathleen	MOH
Gammell, Rachel	HLT	Tanne, Sara	PNR
Garmalo, Nicholas	SND	Ting, Kelson	LEV IV
Gewanter, Robert	LEV	Tyler, Gary	BER
Greenberg, David	MOH	Wells, Suzanne	SND
Houle, Wendy	SND	Wight, Erik	DER
Johnson, Emily	MOH	Wilson, Steven	FCR

Sandy Hanks MOVED to accept new members as printed above. Motion seconded by Paul Mokrzecki. The vote was unanimous.

#### Budget Adjustment

Steve Wilson explained that as of May 2000, line item budgets for Investment Management and Prof-tech were over expended by \$5,785.14 and \$589.81 respectfully. Investments are over budget due to the new Dahab consultants. The additional cost was anticipated for in FY 2001, but nothing was adjusted for FY 2000. Prof-tech is over budget due to advertising. A budget transfer of \$5,800.00 to Investment Management and \$1000.00 to Prof-tech is requested. The total of \$6,800.00 to be taken from the COG Reimbursements line.

Sandy Hanks MOVED to adjust the budget by transferring \$5800.00 to Investment Management and \$1,000.00 to Prof-tech. The total of \$6,800.00 to be taken from the COG Reimbursements line. Motion seconded by Paul Mokrzecki. The vote was unanimous.

Reimbursement Advisory Board for postage

A reimbursement request had been received from the Town of Shutsbury for postage costs for the mailings of the Retirement Board election. 33 Letters @ \$.33 each for 2 mailings = \$21.78.

Sandy Hanks MOVED to reimburse Shutsbury for postage in the amount of \$21.78.. Motion seconded by Kathy Hammock. The vote was unanimous.

Reimbursement Policy

Kathy Hammock explained, as her memo stated, those systems contacted did not have a formal travel and reimbursement policy for board members. However, board members should be encouraged to attend as many functions as possible and that all members of our retirement system would benefit from knowledge gained and networking connections made during attendance of related conferences. Kathy proposed that the board budget adequately for member's attendance, lodging and related expenses for conferences throughout the year. Discussion followed regarding a minimum mileage radius for overnight stay, requirement for board approval in advance of overnight reimbursements and that no out of state travel is acceptable.

Paul Mokrzecki MOVED to adopt a travel policy that overnight stays are allowed beyond a 30 mile radius of Greenfield and that board approval is required in advance. Motion seconded by Kathy Hammock. The vote was unanimous.



FRANKLIN COUNTY RETIREMENT BOARD MEETING  
APRIL 19, 2000


A special meeting of the Franklin County Retirement System, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:35 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandra Hanks, and Paul Mokrzecki present.

Motion made by David Gendron that the Franklin County Retirement Board offer Steven Wilson of South Deerfield the position of Administrator at a salary of \$39,000 per year. Introductory and annual reviews shall be made in accordance with FCRS Personnel Policy. Motion seconded by Paul Mokrzecki. Kathy Hammock voted nay, all others voted aye.

David Gendron moved, seconded by Paul Mokrzecki that the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 9:25 a.m ..

Respectfully submitted: Date 5/25/2000  
Signed-----



FRANKLIN COUNTY RETIREMENT BOARD MEETING  
MARCH 30, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:07 a.m. by Chairperson Patricia Auchard, with members David Gendron, Kathy Hammock, Sandra Hanks, and Paul Mokrzecki present.

Real estate investment presentations were made by Cigna Investment Management, Sentinel Realty Advisors and Hendersen Investors. Paul Mokrzecki moved that we select Cigna as the Retirement System's real estate manager. Sandy Hanks seconded. Members chose Cigna for the following reasons:

It is an open end fund  
performance was best of all three choices  
it is larger with more properties  
able to move funds in and out  
the feeling was Henderson was in the process of establishing itself in this market, and Cigna was more established.

The vote was unanimous.

Five interview candidates were chosen for April 6th meeting.

FRANKLIN COUNTY RETIREMENT BOARD MEETING  
FEBRUARY 10, 2000

A special meeting of the Franklin County Retirement System, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:00 a.m. by Chairperson Patricia Auchard, with members Kathy Hammock, Sandra Hanks and David Gendron present. Barbara Weeks was present. Paul Mokrzecki arrived at 9:07.

Sandra Hanks moved that the Franklin County Retirement Board accept section 51 of Chapter 127 of the Acts of 1999, which allows by local option a cost of living adjustment in excess of the percentage allowed by section 103(c) of G. L. Chapter 32, up to a maximum of 3%. Kathy Hammock seconded the motion.

The vote was unanimous.

Kathy Hammock moved, seconded by Sandra Hanks that the meeting be adjourned. The vote was unanimous. The meeting was adjourned at 9:07.

The next regular meeting of the Franklin County Retirement Board will be on Thursday February 24, 2000, at 9:00 a.m.

Respectfully submitted:

Date

Signed



FRANKLIN COUNTY RETIREMENT BOARD MEETING  
FEBRUARY 24, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 9:35 a.m. by Chairperson Patricia Auchard, with members Kathy Hammock and David Gendron present. Barbara Weeks and Tina Schneider were present.

Old Business

Barbara Weeks presented a summary of charges to account 5304 - management fees. The timing of billing makes the last fiscal quarter (April thru June) payable in the next fiscal year (July). So it looks as if we're over-budget, but we're really not. Decision: carry on as we have been, and don't increase the budget.

Kathy Hammock moved, and David Gendron seconded, to accept the fiscal 2001 budget as detailed in the document dated 01-26-00. The vote was unanimous.

Update on the fees project: seven units have reported so far, and six of them report no fees, road detail, or overtime that needs to be corrected. The deadline for the units to fill out the forms is May 2000.

Pat Auchard presented an update on the Russell Denison case. Colrain's Treasurer, Judith Sullivan has provided detailed payroll reports for each year Mr. Denison worked, and has sent worksheets as to how much of each year was regular pay and how much was road detail. According to Ms. Sullivan, his pay as constable is legitimate salary for retirement purposes and was approved as part of yearly town budgets. Ms. Sullivan included annual reports as documentation. A thorough review of this information by staff has not taken place. Staff have used the Colrain information to calculate what his correct deductions would have been, and then calculated an adjusted retirement allowance on corrected deductions. According to these calculations, he has been overpaid by approximately \$37,834.69 over the last seven years, offset by incorrect deductions taken of \$2,569.70. These worksheets have been sent to PERAC for

review. Pat recommended that we send the worksheets to Attorney Paul Mondry for review, and that the board take no action in this matter until we have recommendations from both PERAC and Paul Mondry.

David Gendron recommended that we review the section of chapter 32 dealing with fees. Kathy Hammock moved and David Gendron seconded that we turn all material over to Attorney Paul Mondry and wait for recommendations on the action to take. The vote was unanimous.

Pg. 2 Feb. 24, 2000

#### New Business

Board members requested it be noted in the minutes that they commend the staff for keeping everything flowing smoothly under adverse conditions.

Executive Secretary Report: February 24, 2000

#### Deaths - Retirees

None

#### Deaths of Members

Ronald Hurd Dec. 20, 1999

Erling Thoresen Feb. 1, 2000

#### Pending Retirees

Roy Sinclair 1/12/00

Edgar Gould 1/31/00

Alice Thoresen 2/1/00

#### Warrants

Payroll - \$ 202,602.10

Refund/Bill - \$ 84,498.90

#### Asset activity for December

Freedom Capital/State Street

Investments sold \$10,511,873.59

Investments purchased \$10,601,079.62

Dividends and Interest 183,556.80

#### MetLife

Guaranteed Investment Experience \$(7,764.10)

David Gendron moved and Kathy Hammock seconded to accept the executive secretary's report. The vote was unanimous.

Kathy Hammock moved to approve the minutes for January 27, 2000, seconded by David Gendron. The vote was unanimous.

Kathy Hammock moved to approve the minutes for February 10, 2000, seconded by David Gendron. The vote was unanimous.

Pg 3 Feb. 24, 2000

The trial balance for November 1999, and for December 1999, were reviewed. The year-to-date budget for February 2000 was reviewed.

The following buybacks were presented:

Glennice Berry      Creditable service of 6 months to  
Montague Retirement system

Peter Brulotte

\$19,688.48 makeup of refund creditable service of 11 yrs 5 mos.

\$613.46      Buyback of previous time cred service 6.5 months

Muriel Cranson

\$20.55      Buyback of previous time cred service of 2 months

Donald Dekker

\$785.94      Buyback    creditable service of 3 years

Phyllis Warner

\$224.54      Buyback creditable service of 7 months

Kathy Hammock moved to approve the buybacks as presented. David Gendron seconded. The vote was unanimous.

David Gendron asked for a double-check on the law about when we charge interest on buybacks, and when we don't. He suggested a letter to all members concerning buybacks, including information on the interest that is accruing.

New Members:

Allen, Wayne	ASH	Koshinsky, Mark	MOH
Bros, Suzanne	MOH	Lapollo, Debra	MOH
Budrewicz, James	BUC	Lorenson, Gretchen	MOH
Bulissa, Gale	MOH	Mann, Susan	MOH
Burnham, Elizabeth	MOH	Massey, Amy	MOH
Cairns, William	CHT	Melnick, Rose	MOH

Catabia, Ronald	MOH	Migliaccio, Edward	CON
Connell, Pamela	MOH	Pease, Robin	MOH
Coons, Deborah	WTY	Sall, Norma	MOH
Crowningshield, Diane	MOH	Sieber, Gina	MOH
DeRusso, Jennifer	MOH	Sprague, Brandon	MOH
Deyo, Rita	MOH	Steeper, David	MOH
Emerson, Dann	MOH	Sumner, Suzanne	MOH
Ferretti, Carrie	MOH	Taslein, Danielle	MOH
Gaffigan, Thomas	MOH	Upright, Jennifer	MOH

Pg 4 Feb. 24, 2000

Gerry, Pamela	MOH	Webb, Sherrie	MOH
Gilbert, Sandra	MOH	Yager, Barbara	MOH
Goodell, Lisa			MOH

Moved by David Gendron, seconded by Kathy Hammock, to accept the new members as listed. Vote was unanimous.

Kathy Hammock moved, seconded by David Gendron to approve warrant 2 in the amount of \$84,498.90. The vote was unanimous.

David Gendron moved to approve the military buyback for Donald Dekker, 4 years of creditable service, amount due is \$316.68.

Discussion on applicants for the position of Retirement System Administrator: all board members will receive copies of all resumes, and all will rate them and decide which candidates will be interviewed. David Gendron asked that the staff check with legal about holding interviews in an open meeting. He also recommended that we have all interviewed candidates sign a waiver allowing the board to do background checks.

Update on temporary services: Marguerite Campbell is working nearly full-time, through Harmon Personnel. We are currently charging this to professional services. It looks as if she will continue for another month at least. We may need to do a line-item adjustment, moving money from salaries to professional services.

The board was informed of problems in the town of Charlemont. FCRS has not received payroll reports since February, and has asked PERAC for guidance on how to close if we do not receive the reports. PERAC has talked to the town accountant in Charlemont, who has sent us a check and a report based on the W2 information. We are not confident that these numbers are correct, but will use them to finish 1999, and may have to adjust them later. David Gendron recommended that in the future, once a town is 2 months behind, that we send certified letters to the town treasurer with copies sent to the board of selectmen, and the finance committee.

Pat Auchard gave an update on the State Street contract. Formal paperwork is being reviewed by Paul Mondry.

The case of Roy Page: member-survivor whose wife died while employed in Conway. He was originally given the mandated minimum of \$3000 per year. Staff has recently learned that he remarried in 1994 and upon remarriage, should have relinquished the part of his pension that brought him up to the minimum. His current pension should be \$327.36 annually. This case has been sent to PERAC for review, and will also be sent

Pg 5 Feb. 24, 2000

to Attorney Paul Mondry.

The retroactive COLA for FY2000: the Advisory Council will vote on the Franklin County Retirement's Board motion to accept section 51 of Chapter 127 of the Acts of 1999 at their March meeting.

Pat Auchard presented a newsletter from the Retired State, County and Municipal Employees Association of Massachusetts. They are requesting a mailing list of our retirees in order to solicit them for membership. Pat asked board members to review the letter and decide if we wanted to do so. David Gendron is not in favor of giving out our mailing list. His concern is the retirees may feel pressured to become a member. Kathy Hammock suggested we could mention the possibility of joining this association in a newsletter of our own, where we could better explain the retirees' options.

Adjournment David Gendron moved to adjourn the meeting at 11:00 p.m. Kathy Hammock seconded the motion. The vote was unanimous.

Next regularly scheduled meeting of the Retirement Board is March 23, 2000 at 9:00. The board will meet on March 30, 2000 at 9:00 to interview real estate investment managers.

Respectfully submitted:

Date

Signed

## JANUARY 27, 2000

The regular meeting of the Franklin County Retirement Board, duly posted to be held in the Planning Department Conference Room, 278 Main Street, Greenfield, MA. on the above date was called to order at 8:20 a.m. by Chairperson Patricia Auchard, with members Kathy Hammock and Sandra Hanks present. Barbara Weeks was present. Paul Mokrzecki arrived at 8:25, Paul Mondry at 9:00, and David Gendron at 9:20.

### Old Business

The final approval of the FY2001 budget was tabled until the issue of management fees could be addressed. Staff will research the fees charged so far in FY2000, and whether we have budgeted enough to cover FY2001.

Patricia Auchard reported that the scheduled COLA meeting on Feb 24 has been cancelled. Since the COLA must be decided at a special meeting, with no other agenda, it was decided to call a special meeting on February 10, 2000 at 9:00 a.m.

### New Business

#### Executive Secretary Report

Warrants	January 2000
Payroll -	\$ 200,801.83
Refund/Bill -	\$ 96,401.88

#### Asset activity for November

Freedom Capital/State Street	
Investments sold	\$ 4,340,765.99
Investments purchased	4,340,765.99
Dividends and Interest	172,026.41

#### MetLife

Guaranteed Investment Experience	(\$51.89)
----------------------------------	-----------

Sandra Hanks moved to approve the minutes for December 30, 1999. Kathy Hammock seconded the motion. The vote was unanimous.

Kathy Hammock moved to approve the January 2000 budget report. Paul Mokrzecki seconded the motion. The vote was unanimous.

Sandy, Kathy, Pat, Barbara, and Tina will attend the spring MACRS conference.

Pat Auchard presented revised job description for the new position of retirement administrator, and for the modified positions of accounting clerk and administrative assistant. Paul Mokrzecki moved that the Board restructure the job position of executive secretary to the position of retirement administrator, as proposed in the attached preliminary job description, and that the proposed job description be used to run ads for the next two weeks. The motion was seconded by Sandra Hanks. The vote was unanimous. Pat said she will run the ad in the Greenfield Recorder, The Hampshire Gazette, and the Springfield Union News, and that it will also be e-mailed to other retirement boards.

Paul Mondry and David Gendron joined the meeting at this point. Paul Mondry requested the Board to go into executive session. David Gendron so moved, and each member was polled. The decision was unanimous.

Paul Mondry reviewed the Brian Spear case to date.

David Gendron moved to go out of executive session. David Gendron made a motion that the staff research old warrants and minutes to see if any other waivers of a similar nature were granted in the past. Paul Mokrzecki seconded the motion. The vote was unanimous.