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**Minutes of the Chicopee Retirement Board monthly meeting held on May 28, 2020 at 8:30 a.m. by telephone conference call. (413-240-4829 - #657882)**

**Due to the COVID-19 this month's board meeting is being held remotely by telephone conference call. All board members were given a telephone number and code to dial in at 8:30 this morning.**

**Present: Members O'Shea, Ference, Mailhott, Riley & Boronski**

**The Chairman called the Regular Meeting to Order at 8:31 a.m.**

**A motion was made by Ms. Boronski and seconded by Ms. Riley to accept and approve the Minutes of the Regular Meeting dated April 23, 2020. The minutes will be placed on file. ALL IN FAVOR.**

**A motion was made by Ms. Riley and seconded by Mr. Ference to approve the monthly expense & refund warrant # 04282020 and payroll warrant #04292020. ALL IN FAVOR.**

**The following people applied for Superannuation Retirement according to statute:**

Phelps, Robert – Repairman at the W.W.T.P. – wishes to retire with 10 years and 3 months of creditable service on April 17, 2020.

Kalisz, Robert – Patrolman at the Chicopee Police Department wishes to retire with 26 years and 6 months of creditable service on June 1, 2020.

Pietras, Gregory – Firefighter at Chicopee Fire Department wishes to retire with 32 years and 10 months of creditable service on June 6, 2020.

Porter, Glen – Firefighter at the Chicopee Fire Department wishes to retire with 31 years and 6 months of service on June 9, 2020.

Fontaine, Donna – Paraprofessional at the School Department wishes to retire with 32 years and 8 months of service on June 12, 2020.

Jusino, Johnny A., - Police Officer at the Chicopee Police Department wishes to retire with 32 years and 4 months of creditable service on June 26, 2020.

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**Motion was made by Ms. Riley and seconded by Mr. Mailhott to approve the retirement applications. ALL IN FAVOR.**

**The following retirement calculations have been prepared for the Board's approval according to statute:**

Jeronimo, Victor – Police Department – Sargent – retired April 17, 2020 - \$75,178.08.

Phelps, Robert – Waste Water Department – Repairman – retired April 17, 2020 - \$8,531.52.

**Motion was made by Mr. Ference and seconded by Ms. Boronski to approve the retirement calculation. ALL IN FAVOR.**

**The following retirement re-calculations have been prepared for the Board's approval according to statute:**

Mortell, Jacqueline – Senior Clerk in the Treasurer's Office – retired March 27, 2020 yearly pension \$29,892.96.

Viens, Paul – Custodian at the School Department – retired January 21, 2020 yearly pension \$10,169.28.

St. Onge, Debra – Assistant Cook at the School Department – retired on April 30, 2019 yearly pension \$5,268.12.

**Motion was made by Ms. Boronski and seconded by Mr. Ference to approve the retirement re-calculation. ALL IN FAVOR.**

**The following refunds have been prepared for the Board's approval according to statute:**

Greenspan, Hollis – Outreach Worker – Council on Aging – resigned January 3, 2020 – total refund \$1,895.85.

McLean, Denise – Receptionist, Chicopee Housing Authority – resigned March 23, 2018 – total refund \$1,097.83.

**After a discussion a motion was made by Ms. Boronski and seconded by Mr. Mailhott to approve the above mentioned refunds. ALL IN FAVOR**

**PERAC's Webinar from May 5, 2020** - For the Board Members who did not attend the webinar on May 5, 2020 it is now available on PERAC's webpage. If you did attend this webinar in its entirety then you should have received an email from PERAC notifying you of the credits that you will be awarded once you submit a training affidavit through PROSPER. A PDF copy of the webinar is in everyone's packet so they can look it over if they did not attend.

There are a few things that we need to discuss that were brought up in this webinar – one of them is the signing of documents during crisis times when the Board cannot attend personally.

1. The Board can adopt a policy relative to the signing the meeting minutes and warrants after they have been reviewed by the board authorizing the Executive Director or the Chair to sign on behalf of the entire Board. Each Board Member would have to send the Director an email stating that they approved the minutes or the warrants and give permission for the Director or the Chair to sign.

**A motion was made by Ms. Riley and seconded by Mr. Ference to adopt a policy allowing the Executive Director and/or the Chairman of the Retirement Board to sign on behalf of all Board Members whenever necessary. In order for them to sign the warrants or minutes on behalf of the Members an email will have to be sent to the Director and/or the Chairman stating that they have reviewed the necessary material and approve of the Director and/or Chairman signing on their behalf. ALL IN FAVOR.**

2. Medical Examinations During the State of Emergency – PERAC had to cancel approximately 170 examinations due to the COVID-19. The Disability Staff at PERAC notified all applicants. In order to keep this moving forward they have decided to use Telemedical or Teleconferencing for examinations. All parties have to agree to this. The applicant, the employer and the Board will have to sign a waiver allowing these exams to go forward with this way. The applicant will have to have the proper equipment in their home allowing them to meet with the physicians this way. Once this is completed – if the physician does not feel that they obtained the proper information they will contact PERAC to reschedule when it is deemed safe. This is strictly voluntary to do this by telemedical – the board, the applicant or the employer can say that they do not agree with this way and scheduling will wait until it is deemed safe to move forward. **No action was taken on this item at this time on this item.**
3. FY 21 appropriation payments – Chapter 53 of the Acts of 2020 provides relief to Municipalities dealing with budget complications – providing cities additional time to adopt their FY 21 budgets, granting them authority to delay the receipt of tax payments and other payments that are due. Therefore PERAC believes that municipal retirement systems have the authority to award interest discounts and/or waive interest charges for payments received on a different date than what was originally approved. **No action was taken on this item at this time.**

- 4. Post Retirement Public Sector Work – if a Superannuation Retiree is working for the public sector and is only allowed to work 960 hours and cannot earn more than if they are working full time – during this COVID 19 period these hours and dollars earned will not count towards annual income. This time period began on March 10, 2020 and will end once the Governor declares the State of Emergency has ended. **No action is needed on this item – it is just for information only.**
  
- 5. 91A deadline – has been extended to July 15, 2020. This is for all accidental disability and ordinary disability retirees – they have extended the deadline until July 15, 2020 to get their tax information for Calendar Year 2019 into PERAC. **No action is needed on this item, it is for information purposes only.**

**Stone Consulting, Inc.** The Board received a memo from Stone Consulting, Inc. They are surveying their clients to see if there is an interest in revising the FY 21 appropriation amounts.

**A motion was made by Ms. Riley and seconded by Ms. Boronski stating that we are not interested in revising the FY21 appropriation amounts. ALL IN FAVOR.**

**PRIM – Asset Allocation Ranges – dated February 26, 2020** Enclosed is a packet from PRIM with the asset allocation and approved asset allocation ranges voted on by their Board of Trustees at PRIM at their February 26, 2020 meeting.

**GASB 67 & 68** – Enclosed in each board members packet is a copy of the GASB Statement 67 & 68 that Stone Consulting, Inc. prepared for Fiscal Year 2019.

**Schedule for Board Meetings for 2019** – all Thursdays except when noted, \*\*\*\*May 28, 2020, June 18, 2020, \*\*\*\*July 23, 2020, \*\*\*\*August 27, 2020, September 24, 2020, \*\*\*\*October 22, 2020, \*\*\*\*November 19, 2020 and December 17, 2020.

\*\* denotes when an investment manager will be in attendance at a meeting.

**REPORTS AND NOTICES:**

- o January & February checking account balance sheet

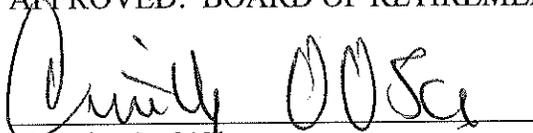
**A motion was made by Ms. Boronski and seconded by Mr. Ference to adjourn the meeting at 8:50 a.m. ALL IN FAVOR.**

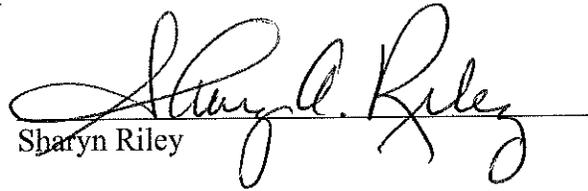
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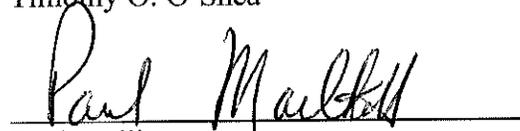
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Anna Maria Hamblin, Executive Director

APPROVED: BOARD OF RETIREMENT

  
Timothy O. O'Shea

  
Sharyn Riley

  
Paul Mailhott

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Debra Boronski

  
David Ference



# Chicopee Contributory Retirement System

City Hall, 274 Front Street, Chicopee, MA 01013-2685

Tel: (413) 594-1542 Fax: (413) 594-1544

May 28, 2020

Public Employee Retirement Administration Commission  
John W. Parsons, Executive Director  
Five Middlesex Avenue, Fifth Floor  
Somerville, MA 02145

Dear Executive Director Parsons,

At this month's Retirement Board meeting that was held today, May 28, 2020 the Board reviewed the information that was presented on the May 5, 2020 Webinar.

After reviewing this presentation **"A motion was made by Ms. Riley and seconded by Mr. Ference to adopt a policy allowing the Executive Director and/or the Chairman of the Retirement Board to sign on behalf of all Board Members whenever necessary. In order for them to sign the warrants or minutes on behalf of the Members an email will have to be sent to the Director and/or the Chairman stating that they have reviewed the necessary material and approve of the Director and/or Chairman signing on their behalf. ALL IN FAVOR."**

If you need any additional information please feel free to contact our office at any time.

Sincerely,

Anna Maria Hamblin  
Executive Director