

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 Frentzos.

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:

<i>Retirees Payroll</i>	<i>\$798,796.72</i>
<i>Refunds</i>	<i>70,076.62</i>
<i>Transfers</i>	<i>105,797.71</i>
<i>Invoices 05-17W</i>	<i><u>558,039.53</u></i>
<i>For a total of:</i>	<i>\$1,532,710.58</i>

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.

Adjournment

On a motion made by P. Light and a second by G. Voelker, the Board voted to adjourn the meeting at 10:27 a.m.

Respectfully submitted,

THESE MINUTES WERE APPROVED ON JUNE 28, 2017

Dale C. Kowacki, Executive Director

Sandra A. Hanks, Chair and Treasurer

Paula J. Light, Council Member

Gabriele H. Voelker, Board Member

Absent
Mary A. Stokarski, Board Member

Paul J. Mokrzecki, Board Member

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