

Minutes of the meeting held on October 8, 2020

Present: Francis Murphy – Chair, James Monagle, Michael Gardner, Nadia Chamblin-Foster, Ellen Philbin, James Quirk, Chris Burns and Tom Gibson.

Absent: John Shinkwin

The meeting was called to order at 1:06 PM. The meeting was digitally recorded. The entire meeting was conducted by Webex videoconference.

Agenda Item #1 – Minutes

Motion by Chamblin-Foster, seconded by Monagle to accept the minutes of the meeting held on September 8, 2020. Voted unanimously.

Motion by Gardner, seconded by Monagle to accept the executive session minutes of the meeting held on September 8, 2020. Voted unanimously.

Agenda Item #2 - Warrants

Motion by Gardner, seconded by Chamblin-Foster to accept payment of warrant #18 in the amount of \$7,862,735.12 and to accept payment of warrant #19 in the amount of \$204,584.33. Voted unanimously.

Agenda Item #3 – Superannuations

Motion by Chamblin-Foster, seconded by Monagle to accept the Superannuation retirement applications submitted by William Brathwaite, Fire Captain with forty years; Judith Farr, Paraprofessional, School Dept. with fifteen years, seven months; Maryann McLaughlin, Manager of Government Billing, Cambridge Health Alliance; Carolann Nowlan, Paraprofessional, School Dept. with thirty-three years; Lisamaria Shaler, Substitute Teacher, School Dept. with twenty years, five months; Paula Snow, Assistant Director, Emergency Communications Dept with thirty-one years, four months; Vijayalakshumi Thuraisingam, RN Case Manager, Cambridge Health Alliance with twelve years, eleven months; Elizabeth Vendetti, Parking Control Officer, Traffic & Parking Dept. with twenty-one years, nine months; Lee Watkins, Maintenance Worker, Traffic & Parking Dept. with ten years. Voted unanimously.

Agenda Item #4 - Make-ups/Redeposits/Liability

The Board reviewed make-up and redeposit worksheets for three members.

Motion by Gardner, seconded by Chamblin-Foster to allow the make-up of deductions requested by Brian Hussey, 10 months, to allow the redeposit of refunds requested by Michael Schwartz, 7 months and Kenneth M. West, 9 years, 7 months. Voted unanimously.

Agenda Item #5 – Refund Applications

The Board reviewed a list of refund applications submitted in September.

Motion by Chamblin-Foster, seconded by Monagle to accept six refund applications. Voted unanimously.

The Chairman requested to adjourn the open meeting and go into executive session for the purpose of discussing disability retirement applications. The Chairman stated that the meeting would reconvene in open session the conclusion of the executive session. On a roll call, the vote was as follows:

Michael Gardner:	YES
Nadia Chamblin-Foster	YES
James Monagle:	YES

Francis Murphy:

YES

Agenda Item #6 – Accidental Disability Benefit – Robert Bonvie

The Board reviewed the certificates and narrative reports of three separate medical panel exams, the member's application, treating physician's statement and employer's statement filed in connection with Robert Bonvie's Accidental Disability application. Attorney Thomas Gibson appeared, representing Mr. Bonvie.

Motion by Chamblin-Foster, seconded by Monagle to accept the findings of the medical panel and to grant Accidental Disability benefits to Robert Bonvie, Reservoir Caretaker in the Water Dept. On a roll call, it was voted unanimously.

Agenda Item #7 – Accidental Disability Application – Robert Elliott

The Board reviewed the member's application, treating physician's statement and employer's statement filed in connection with Robert Elliott's Accidental Disability application. Attorney Michael Eagan appeared, representing the member.

Motion by Gardner, seconded by Chamblin-Foster to accept the application and to request that PERAC convene a medical panel. Voted unanimously.

Agenda Item #8 – Appointment of Fifth Board Member

The Board reviewed a draft job description, proposed timetable for considering applicants, and correspondence from Attorney Quirk.

Chamblin-Foster stated that she does intend to seek reappointment to the Board. Quirk stated that the proposed process would comply with PERAC's requirements. He noted that there is no requirement that the Board actually conduct an interview with each applicant.

Motion by Gardner, seconded by Monagle to accept the proposed process for appointing a Fifth Member. The motion carried on a 3-0 vote, with Chamblin-Foster abstaining.

Agenda Item #9 – Request for Membership - Sharon Murphy Daley

The Board reviewed correspondence from Attorney Thomas Gibson and correspondence from Attorney James Quirk. Attorney Thomas Gibson appeared, representing Ms. Daley. Murphy stated that Sharon Murphy Daley is his first cousin, and that he would abstain from discussion and voting on this matter.

Quirk stated that he sent correspondence to Donna Laurin, Benefits Manager at the Cambridge Health Alliance, which lays out the history of Daley's membership in the system. He stated that he hoped to have a response from the Health Alliance in time for the November meeting. Gibson urged that the Board should take a pro-active approach to this situation, noting that Daley's exclusion from the system was an error, and that the matter should be corrected by granting Daley membership in the system. The Director stated that she has scheduled a conference call with Cambridge Health Alliance on October 13 to discuss the matter further.

Gardner moved to table the matter until the Cambridge Health Alliance provides a response to Attorney Quirk's letter. Monagle seconded the motion. The motion carried on a 3-0 with Murphy abstaining. Gibson requested a copy of Attorney Quirk's letter and requested that he receive copies of any further correspondence regarding Daley's membership.

Agenda Item #10 – 2021 Meeting Schedule

The Board reviewed a proposed meeting schedule for 2021.

The Chairman stated that he would favor scheduling future meetings to start at 1:00 PM.

Monagle stated that he found the remote meetings to be convenient and that he would favor continuing to conduct meetings in that way. Gardner also noted that videoconference meetings have made it easier for the public to attend meetings.

Motion by Gardner, seconded by Monagle to approve the proposed schedule and to start future meetings at 1:00 PM. Voted unanimously.

#### Agenda Item #11 - PERAC Memos

The Board reviewed PERAC Memos 28 and 29. No action was taken.

#### Agenda Item #12 - Old Business

The Director stated that she is participating in weekly meetings to review the progress of construction at the new office at 125 CambridgePark Drive. The work is running behind schedule, as the contractor has not yet received a building permit. At this point, there is an anticipated move date in mid-to-late December, although the building manager is working to compress the construction schedule as much as possible. The Director noted there would be some delay in delivering doors and light fixtures. The Chairman stated that the system should not occupy the space until all work is completed.

#### Agenda Item #10 - New Business

The Director reported that there have been more requests for estimates and retirement counseling. She stated that this typically happens at the end of the year, as many City employees opt to retire in early January.

#### Agenda Item #14 - Executive Session

Agenda Item #6 – adopted

Agenda Item #7 – adopted

#### Agenda Item #15 - Chairman's Report

None offered.

#### Agenda Item #16 – Executive Director's Report

Not needed.

The following documents were also reviewed by the Board:

- Notice of Retiree Deaths
- Segal Marco Flash Report – August 31, 2020
- July Financials: General Ledger, Summary of Accounts, Trial Balance, Adjustments, Cash Disbursements, Cash Receipts, Wire Transfers
- August Financials: General Ledger, Summary of Accounts, Trial Balance, Adjustments, Cash Disbursements, Cash Receipts, Wire Transfers
- Manager/Vendor Disclosure: JP Morgan Strategic Property Fund
- Lazard Portfolio Review – July 2020
- Correspondence from Mellon re: Index Update

Monagle moved to adjourn at 2:20 PM.