

BOARD OF TRUSTEES
Division of Public Works Retirement System
Meeting Minutes
March 29, 2022

A meeting of the Board of Trustees, Public Works Retirement System was held at 11:30 a.m. on Tuesday, March 29, 2022 in the Large Conference Room located at 9 Riverside Street, Nashua, NH 03062.

Trustees Present:

Frank Anderson, Mayoral Appointee (Chair)
John Griffin, CFO/Treasurer/Tax Collector, Member
Daniel Hudson, Employee Member
Michael O'Brien, Aldermanic Liaison (Assistant Chair)
Paul Shea, BPW Commissioner

Trustees Absent:

Kathie Berube, Employee Member
Matt Dube, Employee Member

Others in Attendance:

Cheryl Lindner, Treasury Management Officer
Joanne Boisvert, Trust Accountant
Mary Woods, Administrative Assistant

Expected Visitors:

None

Minutes of the Meeting:

The minutes of the February 22, 2022 meeting were presented for review and acceptance.

MOTION BY: Trustee, Frank Anderson moved to approve the minutes of the February 22, 2022 meeting.

SECONDED BY: Alderman, Michael O'Brien

MOTION CARRIED: Unanimously

DISCUSSION:

Personnel:

A. MOTION BY: Trustee, Frank Anderson moved to approve the return of contributions for Mr. Scott Law in the amount of \$34,497.47 with the mandated 20% withholding.

SECONDED BY: Alderman, Michael O'Brien

MOTION CARRIED: Unanimously

DISCUSSION: Return of contributions to Scott Law was presented to the Trustees. The Board approved the return of contributions in the amount of \$34,497.47 with the mandated 20% withholding.

- B. MOTION BY:** Trustee, Frank Anderson moved to approve the lump sum Death Benefit of \$3,000.00 to Mrs. Sandra Dionne as beneficiary of Mr. Norman Dionne.
SECONDED BY: Trustee, Michael O'Brien
MOTION CARRIED: Unanimously
DISCUSSION: The approval of the Death Benefit for Norman Dionne was presented to the Trustees. The board approved the \$3,000 death benefit to Mr. Dionne's beneficiary, his wife, Mrs. Sandra Dionne.
- C. MOTION BY:** Trustee, Frank Anderson moved to approved the return of contributions of Mr. Robert Guidaboni which was presented to the Trustees in the amount of \$388.12.
SECONDED BY: Trustee, Michael O'Brien
MOTION CARRIED: Unanimously
DISCUSSION: Ms. Boisvert commented that this is going back to 2010-2011 when Mr. Guidaboni was out on a leave of absence for four weeks. Alderman O'Brien asked if the City does some sort of check on this and Ms. Boisvert said no, it's up to the employee to identify it and make the contribution to their retirement benefit for creditable service.

Old Business:

- A.** Trustee Anderson brought up the communication update on the Ordinance Changes for the IRS and said that he hasn't gotten any update yet but knows that it has been submitted to the IRS. He thinks that this should remain old business until such time as the board hears from Attorney Rich that they have processed it. Trustee Anderson said that he can reach out to Attorney Rich and ask for an update but he believes it will take a while.
- B. MOTION:** Trustee Anderson made a motion to table the issue of cost sharing for pension administrative services.
SECONDED BY: Trustee, Michael O'Brien
MOTION CARRIED: Unanimously
DISCUSSION: Trustee Anderson said that the issue of cost sharing for the pension administrative services continues. He mentioned that everything from the conversations so far has shown that it is probably at a dead end and what the board needs to do is to either keep in on the agenda or "put it to bed". Alderman O'Brien mentioned that it could be a "pet project" that an Alderman could bring up for a line in the new budget. It was mentioned that it would only be for one fiscal year so it would have to be done every year. Trustee Anderson pointed out that it would be a DPW budget item and it would have to be brought to Director Fauteux. Trustee Griffin commented that the pension is well run with \$51 million in it and back in the original ordinance it was stated that the City would help the plan if needed and he feels that the City does that with the help of Ms. Boisvert and Ms. Lindner. Trustee Griffin summarized that Hooker & Holcombe have been helpful and it is a cost sharing between them and the City (personnel wise). He doesn't think he would advise paying a third party out of a line item. He thinks the cost sharing is already there. He really doesn't recommend approaching the Mayor for the \$40,000. Trustee O'Brien said that the only problem he has with this is that the cost saving that did exist got transferred to the pension system. He does think there are a lot of benefits to the employees. Trustee Anderson said he feels it is our responsibility to protect the fund in any way they can. He also mentioned that he was surprised at how much work Ms. Boisvert and Ms. Lindner are still doing as well as finding out that most of the employees aren't utilizing the online system. Ms. Boisvert brought the "engagement letter" and handed it out to the board. Trustee Anderson pointed out that Hooker & Holcombe has made some concessions since the initial engagement letter in allowing the system to processes twelve inquiries. Trustee Hudson said the he would like

to make a motion to table this discussion because there are other things the board is focusing on like the IRS changes. He suggested maybe promoting the online tools to the members so that the pension system doesn't incur more charges. He feels that maybe the board could table this until the end of this year. He doesn't think the time is right to move on it. Alderman O'Brien said that he would 2nd the tabling of the motion. Trustee Griffin wanted to mention that Ms. Boisvert's time could end up being charged to the system as well. Commissioner Shea wanted to know how long this item could be tabled? Alderman O'Brien said it can be tabled until the board brings it back onto the table. Trustee Anderson said that the members of the board could bring it back any time. Trustee Hudson said that the only issue would be requesting the City to fund it. Commissioner Shea wanted to know if it gets paid through the system now and the trustees responded, yes. Trustee Anderson said it went from \$0 to \$40,000 approximately 3yrs ago and that is the issue.

- C. RFP for Fund Advisory Services was discussed. Trustee Anderson said that it is still in his "ball park". It's been about eight years with RBC and the board has a fiduciary liability to see what's going on and he will approach Eric Stubbs to see if the board could get any savings. Trustee Anderson mentioned that his experience has been that the money managers will do that to prevent the board from doing an RFP. He said that the board will do an RFP anyway but we need someone overseeing the big picture. He thinks the board needs to hire a "consultant" to come in and parcel out the different money managers. He will speak with Mr. Stubbs but still thinks we need to do this for the Boards fiduciary responsibility. Trustee Anderson will report back for a discussion and a vote. Alderman O'Brien ask that going forward would it be advisable to "earmark" some of the money to go to Administrative costs? Trustee Anderson said that it will come out of the "General Fund". The RFP would be to bring the Money Managers in who would control who manages the money. OCIO (Outsourced Chief Investment Officer). Trustee Anderson said they we will move forward with that and hopefully it would be accomplished by year end.

New Business:

- A. **MOTION BY:** Trustee, Frank Anderson moved to approve the current disbursement of funds for the period of February 1, 2022 through February 28, 2022 in the amount of \$378,137.01
SECONDED BY: Trustee, John Griffin
MOTION CARRIED: Unanimously
DISCUSSION: Approval of the current disbursement of funds for the period of February 1, 2022 through February 28, 2022 in the amount of \$378,137.01 was presented to the Board. The Trustees reviewed the detail.
- B. **MOTION BY:** Trustee, Frank Anderson moved to approve the Invoice for McLane Middleton for legal services provided in updating the City Ordinance to meet compliance with the IRS in the amount of \$2,569.50 with the caveat that if the total amount has gone over \$20,000.00 the board will have to amend the previous motion that was made when they were hired.
SECONDED BY: Commissioner, Paul Shea
MOTION CARRIED: Unanimously
DISCUSSION: Trustee Anderson said that his only question would be, didn't the board give them a \$20,000 maximum at the time they were hired and he was wondering if that amount has been exceeded? He said he has no problem going over that amount but thinks it may need further approval. Ms. Boisvert said that she will find out.

Trustee Griffin wanted to know for purposes of discussion, how they arrived at the \$20,000 amount? Trustee Anderson said that he believes that former Trustee, David Fredette had asked them for a ballpark figure, not a formal quote. Trustee Anderson stated that the board approved that amount at the time but it can be brought up again. Trustee Griffin said he believes the City paid a lot of that expense out of his Department.

Period for Public Comment:

None

Items by the Trustees:

Review the email from Hooker & Holcombe for the next meeting. Trustee Anderson suggested maybe an awareness campaign be done. Ms. Boisvert commented that there was no way of predicting how many people were going to need calculations (death benefit, retirement and lump sums). Ms. Boisvert said that she will arrange that the retirement calculations come first and then the lower cost lump sum and death benefit calculations come after. She also noted that if they go on the website and do the calculations themselves instead of calling, the pension system would not incur the charge. Trustee Hudson suggested maybe providing a link on the DPW Quarterly Newsletter or the City Newsletter that Ms. Kleiner puts out to notify DPW employees that the retirement website is available.

Commissioner Shea would like to know if the pension meetings could be changed to 12:30pm? He mentioned that his work schedule has changed. The board agreed to move the meetings going forward to 12:30pm.

Next meeting will be scheduled for Tuesday, May 3rd at 12:30p.m.

MOTION TO ADJOURN: Trustee, Frank Anderson moved to adjourn at 12:35p.m.

SECONDED BY: Commissioner, Paul Shea

Minutes Transcribed by: Mary Woods