

## **Minutes of the meeting held on March 7, 2016**

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

The meeting was called to order at 5:01 PM. The meeting was digitally recorded.

### **Agenda Item #1 – Minutes**

Motion by Shinkwin, seconded by Monagle to accept the regular minutes of the meeting held on February 16, 2016. The motion carried on a 3-0 vote with Gardner and Chamblin-Foster abstaining.

Motion by Monagle, seconded by Shinkwin to accept the executive session minutes of the meeting held on February 16, 2016. The motion carried on a 3-0 vote with Gardner and Chamblin-Foster abstaining.

### **Agenda #2 - Warrant**

Motion by Monagle, seconded by Gardner to accept payment of warrant #4 in the amount of \$5,932,536.22 and Warrant #5 in the amount of \$1,477,931.41. Voted unanimously. Gardner requested additional information on the calculation of the fee for Lexington Capital.

### **Agenda Item #3 – Superannuations**

Motion Monagle, seconded by Shinkwin to accept the Superannuation retirement applications submitted by Phillip J. Dooley, Firefighter, Cambridge Fire Department with thirty-four years one month, Susan M. Flannery, Director of Libraries, Cambridge Library, with thirty-seven years nine months, Elizabeth Guzman, Site Coordinator, Department of Human Services with fifteen years one month, Kathleen A. Ivins, Assessment Specialist, Cambridge School Department with eleven years eleven months, John M. Kotowski, Fire Lieutenant, Cambridge Fire Department with thirty-three years, Kenneth J. Munro, Senior Building Custodian, School Department with thirty-five years ten months, Bernard T. Packer, Sanitary Inspector, Inspectional Services, with thirty-two years seven months, Paul R. Ryder, Director of Operations, Cambridge Department Human Services with thirty-three years five months and John Sanchez, Master Patrolman, Cambridge Police Department with forty-four years three months. Voted unanimously.

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

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

Motion by Gardner, seconded by Chamblin-Foster to allow the make-up of contributions requested by Devon G. Brooks, one year five months (pro-rated), Marie Jose Hercule, four years nine months (pro-rated), Shawn M. Keough, four months (pro-rated), Dennis J. Maragioglio, five months (pro-rated), requesting acceptance of liability for prior service with the State, Joanne McEachern, four months (pro-rated), Carolann Nowlan, three months (pro-rated), Amanda Rinaldo, one year seven months (pro-rated), Elizabeth Ann Snell, one year three months (pro-rated), to allow the redeposit of refunds requested by James M. Lund, one year (pro-rated), Janette Schley, two years eight months and Janette Schley, five months. Voted unanimously.

### **Agenda Item #5 – Refund Applications**

The Board reviewed a list of refund application submitted in February.

Motion by Chamblin-Foster, seconded by Gardner to accept three 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 at the conclusion of the executive session.

On a roll call, the vote was as follows:

Michael Gardner:	YES
Nadia Chamblin-Foster:	YES
John Shinkwin:	YES
James Monagle:	YES
Francis Murphy:	YES

**Agenda Item #6 – Accidental Disability Benefit –James Sullivan**

The Board reviewed the certificates and narrative reports of three separate medical exams, the member’s application, treating physician’s statement and employer’s statement pertaining tot James Sullivan’s Accidental Disability application.

Gardner moved to request clarification from the medical panel. Chamblin-Foster seconded the motion. Gibson suggested that the Board may wish to consider rejecting the panel’s reports and requesting that PERAC convene a new panel. After discussion, the motion carried unanimously.

**Agenda Item #7 – Accidental Death Benefit - James Harrington**

The Board reviewed correspondence from James Harrington’s physician, his death certificate and the certificate and narrative report of his 2004 medical panel.

Motion by Monagle, seconded by Shinkwin to grant Accidental Death benefits to the surviving spouse of James Harrington. The motion was voted unanimously.

**Agenda #8 - Determination of Beneficiary- Francyne Puopolo**

The Board reviewed beneficiary forms completed by Francyne Puopolo, as well as correspondence from Attorney Quirk, and attorneys representing her wife and children.

Gardner moved to recognize the validity of the most recent beneficiary form and divide the balance of the annuity fund between the three children of Francyne Puopolo. Monagle offered an amendment to instruct that the staff advise that the beneficiaries discuss any tax implications with a professional. Gardner accepted the amendment. Chamblin-Foster seconded the motion, as amended, and it was voted unanimously.

**Agenda Item #9 – Extension to Contract for Legal Services**

The Board reviewed a draft of a contract extension with Attorney James Quirk.

The Chairman stated that the contract extension includes an increase of \$10/hour for Attorney Quirk’s fee, and that of his paralegals. Quirk stated that he would estimate that approximately 30% of his office’s work can be performed by paralegals. Quirk stated that he believed that his rate remains significantly lower than most other attorneys who specialize in Chapter 32.

Motion by Monagle, seconded by Shinkwin to extend the contract with Attorney Quirk for two years. Voted unanimously.

**Agenda Item #10 – PERAC Memos**

The Board reviewed PERAC Memo #10.

Monagle asked if PERAC provided reports in Excel format, which would allow him to evaluate the reports more accurately.

**Agenda Item #11- Old Business**

Not needed.

**Agenda Item #12 - New Business**

Quirk reported that he has filed his brief in the Maria Simpreux case.

Board members congratulated Gardner on his reappointment to the Cambridge Retirement Board.

**Agenda Item #13 - Executive Session**

Agenda Item #6 – tabled for clarification

Agenda Item #7 – adopted

Agenda Item #8 – adopted

**Agenda Item #14 - Chairman's Report**

None offered.

**Agenda Item #15 - Executive Director's Report**

The Director reported that Cambridge Hospital will be offering a voluntary resignation program. Employees who agree to retire by June 30, 2016 will receive severance payments and a discount in their health insurance rates.

The following documents were also reviewed by the Board:

- Notice of Retiree Death
- Letter from Cambridge City Manager re: Reappointment of CRB Member – Michael Gardner.
- Portfolio Watch – Investor Protection and Asset Recovery Services, CRS 4<sup>th</sup> Quarter 2015.
- December Financials - General Ledger, Summary of Accounts, Trial Balance, Adjustments, Cash Disbursement, Cash Receipts, Wire Transfers.
- 2015 Administrative Budget Spreadsheet
- 2016 Administrative Budget Spreadsheet

Monagle moved to adjourn at 6:45 PM.