

**PLYMOUTH RETIREMENT BOARD**  
**Friday, September 28, 2018**  
**8:00 a.m.**  
**10 Cordage Park Circle, Suite 240**  
**Plymouth MA 02360**

Chairman Kelley called the meeting to order at 8:04 a.m. in the conference room of the Plymouth Retirement Office. Present Board members were Lynne Barrett, Gerald Coughlin, and Dale Webber. Also present were Attorney Michael Sacco, Wendy Cherry and Karry Barros. Shawn Duhamel joined the meeting at 8:30 a.m. Anthony Tranghese from FIA joined the meeting at 9:20 a.m.

**Section I: Regular Business**

**Minutes:**

Minutes of August 17, 2018	Regular Meeting
Minutes of August 17, 2018	Executive Session

Motion to approve minutes made by Mr. Webber; Seconded by Mr. Coughlin.  
Unanimously voted.

**Warrants:**

Warrant #7 Dated July 31, 2018	\$	6,265,357.71 Final
Warrant #8 Dated August 31, 2018	\$	4,904,440.41 Partial
Warrant #9 Dated September 30, 2018	\$	4,708,399.37 Partial
Warrant #10 Dated October 31, 2018	\$	3,997.34 Partial

Trial Balance as of July 31, 2018	\$	183,348,197.82
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Motion to approve warrants made by Ms. Barrett; Seconded by Mr. Webber.  
Unanimously voted.

**Public Comment:**

**PERAC MEMOS:**

Memo #25/2018: Allowable Earnings Determination, pursuant to G.L. c. 32 sec 91A

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- Memo #26/2018: Regular Compensation Status of Payments Made in Lieu of Unused Leave Time  
Memo #27/2018: Direct Deposit Scam  
Memo #28/2018: Mandatory Retirement Board Member Training-4<sup>th</sup> Quarter 2018

**Discussion: PERAC Memo #26/2018:**

Board to discuss with Attorney Sacco his recommendations regarding Regular Compensation Status of Payments Made in Lieu of Unused Leave time.

Attorney Sacco asked Ms. Barrett if retirement deductions are taken from money paid to an individual cashing in their sick time.

Ms. Barrett answered no.

Attorney Sacco told the Board that he does not have anything to update on PERAC Memo #26, but he has filed a complaint for declaratory judgement regarding taking retirement deductions from supplemental pay for members out on Worker's Comp. Attorney Sacco told the Board that the Payroll Department should continue taking deductions from Worker's Compensation supplemental pay at this time.

**Section II: Executive Session:**

Pursuant to MGL Chapter 30A, Section 21 (a)(1), the Board will enter into executive session to hold an Evidentiary Hearing on the Ordinary Retirement Disability Application of retired Police Officer Paul Higgins.

Pursuant to MGL Chapter 30A, Section 21 (a)(3), the Board will enter into executive session to discuss ongoing litigation.

Roll-call voted at 8:15 a.m. to enter into executive session:

Mr. Kelley	yes
Ms. Barrett	yes
Mr. Coughlin	yes
Mr. Webber	yes

The Board will re-enter the regular meeting following executive session.

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The Board re-entered the regular meeting by roll-call vote at 9:20 a.m.

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Mr. Kelley	yes
Ms. Barrett	yes
Mr. Coughlin	yes
Mr. Duhamel	yes
Mr. Webber	yes

**Workplace Hazards:**

Mr. Webber provided the Board with two booklets, one titled Notice of Injury/Accident Report September 2018, and the second titled Documentation of Instant and Ongoing Exposure to Workplace Hazards at 169 Camelot Drive, Plymouth.

Mr. Webber told the Board that he wanted to document an ongoing incident regarding workplace safety involving 34 individuals. Each of these 34 individuals has filed an accident report in connection to a building that has been under scrutiny since 2008. He added that the hazards have escalated over time and he wants there to be documentation for the eventuality that any employee gets sick. Mr. Webber informed the Board that as the Union President of COBRA, he is the representation for many of the individuals whom have filed an accident report but, not all.

Mr. Webber explained to the Board that although OSHA has never had jurisdiction over municipalities in the past, this will change effective February 2019. Due to this change, the Board of Health has issued a pre-OSHA inspection to be completed. Dr. Nathaniel Horwitz-Willis, Plymouth's Director of Public Health, brought some important issues to our attention while pre-inspecting 169 Camelot Drive in Plymouth.

Mr. Webber told the Board that the former owner of this building was a concrete company, MBO Concrete, which used the building to make and house concrete products. The Town of Plymouth now uses this building as an office setting for DPW employees. Employees also eat their lunch, make repairs to equipment, and house tools there. There have been a number of complaints about this building that have remained unaddressed over the years. Initially, the building was cleaned, the Town made an attempt to make corrections however; ten years later the concerns are still valid. There was no way to completely remove the silica and cement products through the cleaning process. Mr. Webber asked the Board to review the pictures in the packet titled Documentation of Instant and Ongoing Exposure to Workplace Hazards at 169 Camelot Drive, Plymouth. He noted that the pictures include evidence of damaged cement floors permeated with silica and Portland Cement which stirs up dust when sweeping, insulation that is full of this dust, black mold, silica and mold, ceiling mold, and the newest issue which is the parking lot. He explained that the material used to grade the parking lot is a combination of demolition products such as bricks, curbing, granite, sidewalk construction plus something called Transite pipe. All of the demolition products are put in a pile and then a grinding company comes and grinds it all up. There are some 200 plus miles of Transite pipe throughout Plymouth which contains asbestos material in it but is not dangerous until it is broken up.

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Mr. Webber gave an example of when a broken water main is repaired, the pipe is separated at the joints in order to minimize cutting however; it was not until some employees took an asbestos course that they learned, the pipes were not being handled properly. This Transite pipe particulate matter was found in the dust being stirred up by the street sweeper as it makes frequent passes through the building garage areas sweeping the floors at 169 Camelot Drive. DPW Clerical Staff and Middle Management have now been added to the files from 2008, to be documented as well.

Mr. Webber concluded by telling the Board that he had reached out to "Dr. Nate" (Dr. Nate Horwitz-Willis) in March of 2018, to talk about what could be expected regarding the upcoming OSHA inspection. Dr. Nate attended the August 1, 2018, DPW Safety Committee Meeting and shared some of his concerns with the committee. He also brought the pre-OSHA inspection report after the meeting for the committee to review.

Ms. Barrett asked if the injury reports have been given to the Town as well as the Retirement Board.

Mr. Webber stated that copies of the 34 injury reports were given to the Town's Human Resources Office on September 27, 2018 at 3:15 p.m.

Chairman Kelley made a motion to copy the two booklets provided by Mr. Webber and enter each into the files of all 34 individuals who have filed an accident report as well as keep a separate file with both included for the Retirement Board; Seconded by Mr. Duhamel. Unanimously voted.

Mr. Duhamel asked if there is a way to document this incident and the accident reports in the Retirement Board's software application for each individual as well.

Ms. Cherry stated that the office staff will make a note in the memo field of each individual involved in PTG, the pension software the Retirement Office uses.

Chairman Kelley told the Board that he has asked Attorney Sacco to review the documents provided and give his opinion.

**Investments:**

Mr. Traghese reviewed the Preliminary Flash Report through August 2018. The total Fund was at \$187,885,019, as of August 31, 2018. The allocation to target is very close with U.S. Equity slightly higher and International Equity slightly lower. Mr. Traghese told the Board that performance was 4.0% Year-to-Date. U.S. Equity performed well but International Equity was a bit of a drag. He added that he will focus on that during the upcoming manager reviews.

Chairman Kelley noted that at year end, the loss of 2008, will drop off.

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Mr. Tranghese told the Board that it has been a long and slow recovery, rates rose yesterday and are expected to raise again in December 2018.

Mr. Duhamel asked what September looks like so far.

Mr. Tranghese answered that it looks good, the Index Month-to-Date shows Bonds down 2/3 of a percent, Equity up ½ a percent and International Equity up a percent.

Mr. Duhamel asked how the PRIT Fund has performed.

Mr. Tranghese stated that through August 2018, PRIT is at 3.2% and Plymouth is at 4.0%.

Mr. Tranghese gave each Board member a copy of the Manager Reviews Schedule and asked that they approve it.

Mr. Duhamel noted that there was an error in the meeting date for October. The schedule lists October 28, 2018, as the meeting date but that is a Sunday.

Mr. Tranghese told the Board the correct date is Friday, October 26, 2018.

Motion to approve the corrected Manager Reviews Schedule made by Mr. Coughlin; Seconded by Mr. Duhamel. Unanimously voted.

Mr. Tranghese provide the Board with the updated Manager-Specific Investment Guideline for Boston Advisors LLC and asked for approval. He told the Board that there is a modest change removing “no one equity will exceed five % of the portfolio” from the Issuer Maximum line. Mr. Tranghese told the Board that FIA is comfortable with this change.

Motion to accept the updated Manager-Specific Investment Guidelines for Boston Advisors LLC made by Ms. Barrett; Seconded by Mr. Coughlin. Unanimously voted.

Mr. Webber asked if the OPEB Fund was getting close to the number that permits there to be a larger investment in the Fund.

Mr. Tranghese answered that RhumbLine agreed to take a smaller initial investment than what normally would be accepted for the Fund.

Ms. Barrett stated that when RhumbLine comes in for their review in December, they can update the Board.

Mr. Webber told the Board that he has been hearing from people and their opening statements have been questioning if the OPEB Fund has reached an amount that allows to aggressively invest.

Mr. Tranghese stated that it is necessary to have \$5 million per asset class for a total of \$15 million.

The Board thanked Mr. Tranghese and he left the meeting.

**Video Conferencing Equipment:**

Ms. Barros provided the Board with quotes from Comcast and Clever Minds.

Ms. Barros told the Board after researching the cost of installing a video conferencing system, she became very aware that the cost would be significant. Clever Minds, the office IT provider, suggested she reach out to Comcast, the current internet provider. A sales representative and an engineer met with Ms. Barros and reviewed some of the options they offer for conferencing. They also discussed updating the internet speed as there has not been an update in several years and the current speed is a quarter of what it should be. Comcast has quoted an updated phone system with increased internet speed and a Polycom Soundstation 6000 Conference Unit for the Conference Room. The new monthly cost to switch from Verizon to Comcast with the upgraded speed would be approximately \$40 per month and includes the Business Voice Edge Service Plan.

Ms. Barros informed the Board that she also met with Jack Boyle from Clever Minds. He reviewed some options for video conferencing using Skype, Join.Me, or Ring Central which would be the least expensive options. He explained that those the Board would be conferencing with would have to have the same video capabilities. Due to pricing of video equipment and the capabilities required, Mr. Boyle gave a quote for the same conference unit as Comcast.

Ms. Barret told the Board that she uses the same Polycom Soundstation Conference Unit and it works very well. She added that the sound is clear and it is very easy to use.

Mr. Webber told the Board that he has been to several meetings that use video conferencing equipment and he was also thinking of meetings that Attorney Sacco is not able to be present for when he made the suggestion.

Mr. Duhamel told the Board that he is for upgrading the phone system but not for installing video conferencing equipment.

Motion to upgrade the phone system, internet, and replace the speaker phone in the conference room with the Polycom Soundstation through Comcast made by Ms. Barrett; Seconded by Mr. Duhamel. Unanimously voted.

**Section III: Membership:**

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**New Hires:**

**Town:**

Boyles, Kristine, Group 1, Library Associate  
Perm. Full-time: \$767.23 weekly  
Start Date: September 26, 2018

Myette, John, Group 1, Laborer-DPW Parks  
Perm. Full-time: \$757.38 weekly  
Start Date: September 10, 2018

**School:**

Allen, Jamie, Group 1, Paraeducator  
Perm. Full-time: \$868.88 bi-weekly  
Start Date: August 29, 2018

Curley, Christina, Group 1, Paraeducator  
Perm. Full-time: \$757.39 bi-weekly  
Start Date: August 29, 2018

Dailey, Janine, Group 1, Special Needs Department Secretary  
Perm. Full-time: \$1,065.19 bi-weekly  
Start Date: August 13, 2018

Dickess, Wendy, Group 1, Cafeteria Worker  
Perm. Full-time: \$919.49 bi-weekly  
Start Date: August 29, 2018

Jankowski, Maria, Group 1, MSN Paraeducator  
Perm. Full-time: \$640.71 bi-weekly  
Start Date: August 29, 2018

Lassige, Holly, Group 1, Paraeducator  
Perm. Full-time: \$944.27 bi-weekly  
Start Date: August 29, 2018

Rudolph, King, Group 1, Custodian  
Perm. Full-time: \$1,560.15 bi-weekly  
Start Date: August 27, 2018

Motion to accept Town and School New Hires made by Mr. Duhamel; Seconded by Mr. Webber.  
Unanimously voted.

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**Refunds:**

**Town:**

Buote, Jonathan, Group 1, Motor Equipment Operator  
One (1) Year, Nine (9) Months Creditable Service (7/11/2016-5/4/2018)  
Total Refund Including FWT: 6,941.49

Brain, Jonathan, Group 1, Maintenance Worker  
Three (3) Years Creditable Service (6/2/2014-6/27/2017)  
Total Refund Including FWT: \$12,478.60

Hickey, Michael, Group 1, Laborer  
Two (2) Years, Two (2) Months Creditable Service (5/16/2016-7/20/2018)  
Total Refund Including FWT: \$8,379.25

McManus, Sean, Group 4, Police Officer  
One (1) Year, Two (2) Months Creditable Service (1/8/2018-3/27/2018)  
Total Refund Including FWT: \$6,776.75

**School:**

Brown, Amy, Group 1, Secretary  
Two (2) Months Creditable Service (8/10/2015-10/29/2015)  
Total Refund Including FWT: \$834.22

Hall, Lauri, Group 1, Home Visitor  
Three (3) Years, Four (4) Months Creditable Service (11/6/2000-6/25-2004)  
Total Refund Including FWT: \$2,197.54

Motion to accept Town and School Refunds made by Mr. Webber; Seconded by Mr. Coughlin.  
Unanimously voted.

**Transfers:**

**School:**

Schulman, Felicia, Group 1, Paraeducator  
Nine (9) Months Creditable Service (9/12/2016-6/19/2017)  
Total Transfer to Plymouth County Retirement Board: \$1,674.79

Motion to accept School Transfer made by Mr. Webber; Seconded by Mr. Duhamel.  
Unanimously voted.



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**Retirements:**

**Town:**

Govoni, Paul, Group 4, Fire Fighter  
Twenty-two (22) Years Creditable Service  
Superannuation retirement, opt c  
Retirement Date: 10/21/2018

Keaton, James R., Group 1, Crossing Guard  
Twelve (12) Years, Eleven (11) Months Creditable Service  
Superannuation opt: b  
Retirement Date: 8/30/2018

Curcio, Virginia M., Group 1, Itinerant Registered Nurse  
Ten (10) Years Creditable Service  
Superannuation opt: b  
Retirement Date: 10/5/2018

Motion to accept Town Retirements made by Mr. Webber; Seconded by Mr. Coughlin.  
Unanimously voted.

**Application for Section 9 Benefits:**

Application for Section 9 benefits submitted by Katherine Turner, widow of Robert Turner, retired Police Officer, deceased June 20, 2018.

Motion to approve Section 9 Benefits for Katherine Turner, widow of Robert Turner, made by Mr. Duhamel; Seconded by Mr. Coughlin. Unanimously voted.

**Next Meeting:**

October 26, 2018

**Adjourn:**

Motion to adjourn Regular Meeting at 10:12 a.m. made by Ms. Barrett; Seconded by Mr. Duhamel. Unanimously voted.

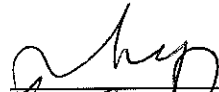
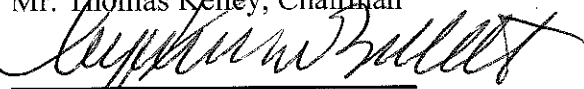
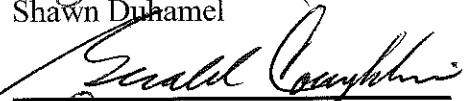
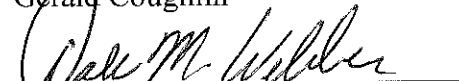
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Respectfully submitted,



Karry A. Barros  
Assistant Director

**Plymouth Retirement Board:**

  
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Mr. Thomas Kelley, Chairman  
\_\_\_\_\_  
Lynne Barrett  
\_\_\_\_\_  
Shawn Duhamel  
\_\_\_\_\_  
Gerald Coughlin  
\_\_\_\_\_  
Dale Webber

October 26, 2018  
Dated