

The regular meeting of the Gardner Contributory Retirement Board was called to order by the Chairperson, Denise Merriam, on Tuesday, April 28, 2020 at 3:35 PM in Room #128, 1<sup>st</sup> Floor, City Hall, Mayor's Conference Room. Board Chairperson, Denise Merriam, Ex-Officio Board Member, John Richard and Board Administrator, Cheryl Bosse were present. Board Members Neil Janssens, Kevin McInerney and Robert Newton joined the meeting remotely via a conference call due to the outbreak of the 2019 novel Coronavirus (COVID-19) and the Commonwealth of Massachusetts being under a state of emergency effective March 10, 2020. Governor Charlie Baker's Emergency Executive Order which suspended certain provisions of the Open Meeting Law were utilized for this Board Meeting.

On a motion by John Richard, seconded Kevin McInerney, passing unanimously (5-0). Voting "yes" on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board unanimously voted to approve the minutes of the regular meeting of March 26, 2020. The Board members present then signed the permanent minutes of the regular meeting of February 25, 2020. The Board Administrator will have the Board Members that were participating via conference call come into the Retirement Board's Office individually to sign all documents from today's Board Meeting.

On a motion by Robert Newton, seconded by Kevin McInerney, passing unanimously (5-0). Voting "yes" on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board unanimously voted to approve the Trial Balances and the General Ledger Histories for January 31, 2020 and February 29, 2020 and to accept the City Treasurer's bank reconciliations for January 2020 and February 2020.

On a motion by Kevin McInerney, seconded by John Richard, passing unanimously (5-0). Voting "yes" on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board unanimously voted to approve Warrant #04/20 dated April 30, 2020, totaling \$709,704.10.

Vendor	For	Amount
Bay State Envelope	Invoice #227018 Envelopes	\$ 240.30
Jeffrey M. Palmieri	Refund ASF	\$ 1,007.90
City of Gardner	Federal Withholding Jeffrey Palmieri	\$ 251.98
Worcester County Ret. Sys.	Transfer ASF Mark P Hawke	\$ 132,496.51
Worcester County Ret. Sys.	Transfer ASF Alec P Moulton	\$ 4,763.68
Middlesex County Ret. Sys.	Transfer ASF Shelbi E Poulin	\$ 9,796.38
MA State Retirement Board	Transfer ASF Robyn L Reppucci	\$ 7,326.32
Leominster Retirement Board	Transfer ASF Jeffrey A Roy	\$ 14,606.48
Pension Payroll #04/20	Annuity Paid	\$ 86,556.04
	Pension Paid	\$ 445,359.83
	Veteran's Benefits Paid	\$ 252.08
	Dependents Paid	\$ 199.36
	COLA Paid	\$ 6,847.24
<b>TOTAL WARRANT #04/20</b>		<b>\$ 709,704.10</b>

The Board next reviewed the PRIM statement for the Gardner Retirement System for the month of March 2020, noting a negative (\$3,962,258.37) Net Change in Investment Value for the month. The Management Fees for the month were \$55,16.71. The Board also reviewed an email received on April 23, 2020 from Paul Todisco regarding Pension Fund Weathering the Storm of the Pandemic.

Under "Correspondence" the Board reviewed PERAC Memo #17/2020; PERAC Memo #18/2020; PERAC Memo #19/2020; PERAC Memo #20/2020; and PERAC Memo #21/2020. Board Administrator Cheryl Bosse informed the Board that there were no matches on the Tobacco Company List on PERAC Memo #19/2020.

The Board reviewed an email received March 27, 2020 from Mass Retirees regarding Stimulus Payments for Retirees. The Board then reviewed *The Voice*, May 2020. The Board reviewed an email received April 15, 2020 from Mass Retirees regarding retirees being eligible for the stimulus payment.

The Board then acknowledged receipts of an email from MACRS announcing that the MACRS Annual 2020 Spring Conference has been cancelled.

The Board Members acknowledged their receipt of the 2020 Cumulative Annual Pocket Part, Volume 3B & 3C, Chapter 32.

The Board reviewed an email received on April 22, 2020 from Attorney Michael Sacco regarding PERAC Memo #20/2020, Medical Panel Examinations.

Under “Old Business”, Board members recognized that the Retirement Board Election for two members to three-year terms each is still scheduled to be held on June 9, 2020.

The Election Officer, Neil Janssens, notified the Board that only the two incumbent members submitted nomination paperwork to the Board by the April 24, 2020 deadline for the two elected positions for the two three year terms of July 1, 2020 through June 30, 2023, and therefore an “Election by Declaration” will be voted on by the Board.

On a motion by Neil Janssens, seconded by Kevin McInerney, passing unanimously (5-0). Voting “yes” on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board unanimously voted in favor of an “Election by Declaration”.

Denise M. Merriam and Robert W. Newton will serve the two three year Elected Member terms commencing on July 1, 2020 and expiring on June 30, 2023. They will serve in all aspects as though they had been elected by election.

On a motion by John Richard seconded by Kevin McInerney, passing unanimously (5-0). Voting “yes” on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board unanimously voted in approval of the Election by Declaration Announcement to be included with the mailing of the April 2020 retiree and survivor retirement allowance checks and nods.

Under “New Business”, the Board reviewed the most recent retirement and deaths.

On a motion by Robert Newton, seconded by John Richard, passing unanimously (5-0). Voting “yes” on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board unanimously voted to superannuation retirement benefits to Donna M. Strout, Water/Sewer Account Clerk, Option B, effective April 2, 2020.

The Board then recognized the death of Kevin Breen, Retired GATV Technician and acknowledged the Option C Beneficiary payments to his spouse, Marcia Breen, beginning on March 22, 2020.

The Board also recognized the death of Walter Janski, Retired DPW Groundskeeper on April 4, 2020.

Board Administrator, Cheryl Bosse, informed the Board that she has been contacted by two active members that were inquiring about the possibility of disability retirements. Ms. Bosse updated the Board that neither member has been able to obtain any medical records from their treating physicians due to the Coronavirus Pandemic. Both members are receiving 111F payments and will wait until the pandemic is over and the State of Emergency has been lifted by Governor Baker.

Board Administrator, Cheryl Bosse, also informed the Board that Makenzie Deal, a seasonal employee for the Retirement Board will return to work once City Hall has been reopened to the public and the State of Emergence has been lifted.

The next regular meeting is scheduled for Tuesday, May 26, 2020, at 3:35 PM.

All meetings are scheduled to be held in City Hall, 1<sup>st</sup> Floor, Room 128, Mayor’s Conference Room.

There being no further business, a motion to adjourn at 4:00 P.M. was made by Kevin McInerney, seconded by Neil Janssens, passing unanimously (5-0). Voting “yes” on a roll call vote were Neil Janssens, Kevin McInerney, Robert Newton, John Richard and Denise Merriam, the Board adjourned.

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**April 28, 2020**

The meeting adjourned at 4:00 P.M.

APPROVED:

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John Richard, Ex-Officio

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Kevin McInerney, Appointed

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Denise M. Merriam, Elected (Ends 6/30/2020)  
Chairperson

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Robert W. Newton, Elected (Ends 6/30/2020)

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Neil W. Janssens, Appointed (Ends 1/1/2021)

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