

**Swampscott Retirement Board
Meeting Minutes
February 23, 2021**

A meeting of the Contributory Retirement Board was held via Zoom conference call on Tuesday, February 23, 2021.

Attendance – Vice Chair, John Behen Jr., Kevin Breen, Robert Powell, and Amy Sarro.

Guest(s): Greg McNeillie, DAHAB Consultant

The meeting was called to order by the Vice Chairman at 8:02 am.

Performance Update (Moved out of Order)

Minutes

The Board voted unanimously on a motion made by Kevin Breen and seconded by Robert Powell to approve the meeting minutes of January 26, 2021.

A roll call vote was taken Behen "I", Breen "I", Powell "I" and Sarro "I".

Acceptance of New Member Enrollments

The Board voted unanimously on a motion made by Kevin Breen and seconded by Robert Powell to approve the following new members:

- Stefanie Allen SPS, DOH 1/19/2021 Tutor
- Amanda Bondi SPS, DOH 12/07/2020 Perm Building Substitute
- Ricardo Flores TWN, DOH 12/21/2020 HR Director
- Sarah Hingston SPS, DOH 02/01/2021 Tutor
- Justin Nestor SPD, DOH 02/08/2021 Police Patrolman
- Kylie Orszulak SPS, DOH 12/04/2020 Tutor
- Timothy Richmond SPS, DOH 01/28/2021 Tutor
- Emily Salinas SPS, DOH 12/18/2020 Security Monitor
- Anne Smith SPS, DOH 02/12/2021 Tutor

A roll call vote was taken Behen "I", Breen "I", Powell "I" and Sarro "I".

Retirements

None

Transfers/Refunds/Rollovers/Buybacks

None

Expenses/Financials:

The Board voted unanimously on a motion made by Robert Powell and seconded by Kevin Breen to approve the following:

- A/P Warrant 2/2021 \$69,478.40

A roll call vote was taken Behen "I", Breen "I", Powell "I" and Sarro "I". The

Board voted unanimously on a motion made by Kevin Breen and seconded by Robert Powell to approve the following:

- Payroll Warrant 2/26/2021 \$572,213.86.

A roll call vote was taken Behen "I", Breen "I", Powell "I" and Sarro "I".

The November & December 2020 Financials were reviewed.

Administrative Reports Put on File:

- #08: Required Minimum Distribution: Now Age 72 For This Year's Notifications
- #09: Actuarial Data
- #10: Forfeiture of Retirement Allowance for Dereliction of Duty by Members

Deaths

- Stephen Simmons, Former SPS Driver & Coach DOD 1/28/21 (Option C)
- William Colety, Former SHA Employee, Option B (No Remaining Benefit)

Performance Update (Moved out of Order)

DAHAB Consultant, Greg McNeillie met with the Board to review the 4th Quarter Performance Report of the System for the period ending 12/31/2020. On December 31, 2020, the Swampscott Retirement System's total portfolio was valued at \$74,674,868, representing an increase of \$6,181,368 from the September quarter's ending value of \$68,493,500. The full report is on file in the Retirement office.

Old Business

COLA Article

The Board discussed the strategy for moving forward with presenting the COLA Article at the May Town Meeting. Vice Chair Behen proposed moving from 13k to 15k. Mr. Powell suggested the Chairman speak to FinCom. The Board would also like to craft an explainer piece for Town Meeting Members.

New Business

Payroll Issue

The Administrator explained to the Board that at the beginning of January she received an email from whom she thought was a Town retiree asking for his bank account information be changed from his current bank account to a different bank account for his monthly direct deposit. The Administrator explained that she often corresponds with this retiree via email and did not think it was an out of the ordinary request. The Administrator explained that she has never in the past changed bank account information for anyone without a verbal consent from the retiree or a signed direct deposit change form. However, this time she made the mistake of changing the account without proper documentation. On February 2nd, the retiree contacted the Administrator stating he had not yet received his January pension. The Administrator immediately contacted the bank. Unfortunately, it was

discovered that the email received to change accounts was fraudulent and all the money was already withdrawn from the fraudulent bank account. The amount was \$2,007.64. The Board directed the Administrator to file a police report as well as file with FBI's Internet Crime Complaint Center. The Board also discussed ways to prevent such errors in the future. The Administrator will contact the insurance carrier to see if the policy would cover this. Eastern Bank (the System's Bank) was unable to cover any portion of the loss.

Administrative Updates

Annual Statements

The Administrator informed the Board that she completed the 2020 Annual Statements for mailing.

Adjournment:

The Board voted unanimously on a motion made by Kevin Breen and seconded by Amy Sarro to adjourn the meeting at 9:09 am.

A roll call vote was taken Behen "I", Breen "I", Powell "I" and Sarro "I".

Respectfully submitted,

Nancy A. Lord
Retirement Administrator

Thomas H. Driscoll, Jr., Esq.

Chair, Appointed

John F. Behen, Jr.

Vice-Chair, Elected Member

Kevin F. Breen

Elected Member

Robert J. Powell, III

Appointed Member

Amy L. Sarro

Ex-Officio