

**UNAPPROVED – SUBJECT TO CORRECTION**

**Pension and Retirement Board  
Regular Meeting  
February 15, 2018**

The Pension and Retirement Board held their Regular Meeting on Thursday, February 15, 2018 in the Parsons Government Complex, Conference Room A. Chairman Cody called the meeting to order at 6:14 p.m.

**Members Present**

C. Cody, Chairman  
M. Chaco  
R. Elwell  
A. Maher  
M. Palumbo  
M. Tutino  
W. Farrell  
G. Hammond  
J. Montalbano (Alt)  
T. Bradbury  
B. Marschner  
F. Murphy  
R. Smith (Alt)

**Members Absent**

G. Kimmel  
M. Hedman  
L. Mahoney  
C. McInnis  
M. Catanuto (Alt.)  
J. Keeler (Alt.)  
J. Maurutis (Alt)  
M. Moreno (Alt)

**Also Present**

L. Kelliher, Human Resources Dept.  
T. Barnes, Human Resources Dept.  
P. Erodici, Finance Dept.  
B. Simpson, Recording Secretary  
K. Fortunati, BOA Liaison  
J. Beirne, Beirne Wealth  
A. Lynch, Beirne Wealth  
L. Robinson, Beirne Wealth

**Consideration of Minutes**

Mr. Chaco and Mr. Elwell made and seconded a motion to approve the minutes of the Regular Meeting held January 18, 2018 as presented. Motion carried unanimously.

**Chairman's Report:**

Chairman Cody stated that they had just conducted an Asset Allocation meeting where the plan guidelines were reviewed. He requested that a copy of the guidelines be sent electronically, so that the board can review and correct typos. A. Lynch from Beirne Wealth will send file. The corrected copy will be presented for vote.

## **New Business:**

### **a. Pension Trust Administrative Services RFQ**

Wells Fargo Bank was put on a Federal Watch List because it failed to meet certain quality assessments. Per State of CT statute, cities should not deposit funds into banks on a watch list. Wells Fargo holds an investment trust for the City of Milford pension fund.

T. Barnes spoke to the State Banking Commission. They advised that the conservative action is to go out with a Request for Qualification (RFQ) for a new bank for the pension trust. Wells Fargo can submit an RFQ if they are off the watch list at that time.

### **b. Investment Consulting Services RFQ**

Mr. J. Beirne has worked with the City of Milford for 40 years. He was with Merrill Lynch and eventually went out on his own creating a new consulting company. The Board is required to review services provided to the City and periodically go out for bid. Beirne Wealth is allowed to bid. Depending on the dates, this could be a 4 to 6 month process.

P. Erodict clarified the difference between RFQ and RFP (Request for Proposal). RFP is based on the lowest price. For this service we are looking for RFQs, as qualifications are important. P. Erodict suggested considering the consulting firm of Hooker & Holcombe because they have services that help municipalities conduct an RFQ. They have worked with the City on other bids/proposals. Chairman Cody will talk to Hooker & Holcombe on behalf of the Board.

Chairman Cody and Mr. Elwell made and seconded a motion to begin the RFQ process for Pension Trust Administrative Services. Motion carried unanimously.

Chairman Cody and Mr. Elwell made and seconded a motion to begin the RFQ process for Investment Consulting Services. Motion carried unanimously.

## **Pension Requests:**

None

## **Withdrawals and Refunds**

(a)	Richard Gleason	Code 5 – City (DPLU) Entered: 2/6/2017	Application & Calculations Term: 12/15/2017
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Ms. Palumbo and Mr. Elwell made and seconded a motion to grant the withdrawal and refund request in the amount of \$ 2,639.68. Motion carried unanimously.

## **Buy Ins:**

None

**Contingent Annuitant Option:**

- (a) William Plantamura                      Code 5 – City (PW)  
50% Contingent Annuitant Option  
Beneficiary: Leigh Plantamura

Chairman Cody and Mr. Elwell made and seconded a motion to accept the 50% Contingent Annuitant Option. Motion carried unanimously.

- (b) Brian Ball                                      Code 5 – City (PW)  
100% Contingent Annuitant Option  
Beneficiary: Joel Ball

Chairman Cody and Mr. Elwell made and seconded a motion to accept the 100% Contingent Annuitant Option. Motion carried unanimously.

- (c) Richard Tomasco                              Code 5 – City (PW)  
75% Contingent Annuitant Option  
Beneficiary: Hildegard Tomasco

Chairman Cody and Mr. Elwell made and seconded a motion to accept the 75% Contingent Annuitant Option. Motion carried unanimously.

**Applications of Entry:**

Chairman Cody read the following applications of entry:

- |    |                    |                            |                     |
|----|--------------------|----------------------------|---------------------|
| a) | Shirley Rice       | Code 9 – City (Accounting) | Entered: 01/16/2018 |
| b) | Christine Carfora  | Code 9 – City (Accounting) | Entered: 01/29/2018 |
| c) | Patricia Stoughton | Code 5 – City (Health)     | Entered: 01/08/2018 |
| d) | Kerry Warren       | Code 3 – Fire              | Entered: 02/05/2018 |

**Invoices:**

- (a) Beirne Wealth - \$153,801.25

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Beirne Wealth Consulting Services in the amount of \$153,801.25 for their invoice dated January 18, 2018. Motion carried unanimously.

(b) Neuberger Berman Large Cap - \$107,844.95

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$107,844.95 for their invoice dated May 15, 2017, received on January 23, 2018. Motion carried unanimously.

(c) Neuberger Berman Large Cap - \$103,193.14

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$103,193.14 for their invoice dated July 26, 2017, received on January 23, 2018. Motion carried unanimously.

(d) Neuberger Berman Large Cap - \$100,694.69

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$100,694.69 for their invoice dated October 26, 2017, received on January 23, 2018. Motion carried unanimously.

(e) Neuberger Berman Large Cap - \$96,301.59

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$96,301.59 for their invoice dated January 11, 2018, received on January 22, 2018. Motion carried unanimously.

(f) Neuberger Berman Mid Cap - \$12,457.18

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$12,457.18 for their invoice dated May 15, 2017, received on January 23, 2018. Motion carried unanimously.

(g) Neuberger Berman Mid Cap - \$13,360.80

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$13,360.80 for their invoice dated July 26, 2017, received on January 23, 2018. Motion carried unanimously.

(h) Neuberger Berman Mid Cap - \$14,068.13

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$14,068.13 for their invoice dated October 26, 2017, received on January 23, 2018. Motion carried unanimously.

- (i) Neuberger Berman Mid Cap - \$14,977.52

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Neuberger Berman Investment Advisers in the amount of \$14,977.52 for their invoice dated January 11, 2018, received on January 22, 2018. Motion carried unanimously.

- (j) Boyd Watterson - \$29,867.00

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Boyd Watterson Asset Management in the amount of \$29,867.00 for their invoice dated January 24, 2018. Motion carried unanimously.

- (k) Well Fargo - \$2,230.82

Mr. Elwell and Mr. Chaco made and seconded a motion to authorize payment to Wells Fargo Bank in the amount of \$2,230.82 for their invoice dated January 8, 2018. Motion carried unanimously.

Regarding the Neuberger Berman past due invoices, there was a mix up at Neuberger Berman due to staff turnover. The firm did not send us monthly bills in 2017. As catch up, 8 invoices were sent to Human Resources in January 2018. Neuberger Berman asked L. Kelliher if the City would be interested in taking their invoice payments directly out of the City funds held by the firm, therefore, no bills would be sent. There are only a few money managers that mail invoices for payment. The Board discussed, and agreed, that before a decision can be made regarding payment to money managers, they need information that outlines a reconciliation of the charges. Regardless of how money managers get paid, the Board would like to see reports that reconcile fee rates against fund balances in accounts. L. Kelliher will work with J. Beirne to examine this type of report.

#### **Miscellaneous:**

- (a) Retiree COLA

The Board of Alderman approved COLA increases for those retirees as of 2008, and prior. Chairman Cody explained that some years are getting a flat increase of \$120, not a percentage, to establish a minimum increase of \$120.

#### **Committee Reports:**

- (a) Asset Allocation

Document will be email to Board for review.

**Report of Investment Advisor:**

Mr. J. Beirne gave a presentation on the results of the pension fund as January 31, 2018. He also shared a comparison of the State of California pension funds, talked about the market environment and went over general industry data.

Ms. Palumbo and Mr. Farrell made and seconded a motion to adjourn the meeting. Motion passed unanimously.

The meeting adjourned at 7:37 p.m.

The next regular meeting of the Pension & Retirement Board will be held on March 15, 2018.

Respectfully submitted,

A handwritten signature in cursive script that reads "Beth Simpson".

Beth Simpson  
Recording Secretary