

**2020- 33**  
**HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES**  
**June 10, 2020**

A meeting of the Hampshire County Retirement Board convened on **Wednesday, June 10, 2020** remotely via Zoom due to Governor Charles Baker's State of Emergency related to COVID-19. The meeting was **called to order** at 9:10 a.m.

**ROLL CALL** showed Chairman Patrick E. Brock, Elected Members Vice Chairman Joseph A. Wilhelm, III and Elizabeth Sugrue, Appointed Members Joyce Karpinski and Jane Wolfe, Administrator Mary G. Baronas and Assistant Administrator Patricia M. Rutkowski were present.

Upon Ms. Karpinski's motion and Ms. Wolfe's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to approve the **minutes of May 13, 2020**.

The following **DISBURSEMENTS** were reviewed and approved. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to direct the Chairman and Administrator to pay the following warrants.

|    |              |   |
|----|--------------|---|
| \$ | 2,587,335.32 | <b>Retirement Allowance Payroll, May 2020 (Paid 5/29/2020)</b>                              |
|    |              | Annuity \$474,272.79  |
|    |              | Option B Refund \$22,742.33   |
|    |              | Pension \$2,090,320.20  |
| \$ | 36,305.72    | <b>Staff Payroll, May 2020.</b>   |
| \$ | 6,195.22     | <b>Board Member Stipend, Month of June 2020.</b>  |
| \$ | 171.44       | <b>ACSA Group Insurance, June 2020 Dental Insurance Premium. (Paid 5/27/2020)</b>           |
| \$ | 50.70        | <b>Boston Mutual, June 2020 Life Insurance Premium. (Paid 5/27/2020)</b>                    |
| \$ | 13,604.00    | <b>AKUITY Technologies, Server.</b>   |
| \$ | 7,448.25     | <b>AKUITY Technologies, Installation of Server &amp; Backup.</b>                            |
| \$ | 28.00        | <b>Berkshire Mountain Spring Water, Water &amp; Cooler.</b>                                 |
| \$ | 115.86       | <b>Columbia Gas of MA, Bill date 5/14/2020.</b>   |
| \$ | 363.08       | <b>Comcast, Business VoiceEdge for the period of 5/1/2020 – 5/31/2020. (Paid 5/15/2020)</b> |
| \$ | 3,800.00     | <b>Conz Street Realty, Inc., July 2020 Lease.</b>   |
| \$ | 103,954.05   | <b>Hampden County Regional Retirement System, 2019 3(8)(c) Reimbursement.</b>               |
| \$ | 646.00       | <b>Mass Commercial Cleaning, Inc., May 2020 cleaning services.</b>                          |
| \$ | 744.43       | <b>National Grid, Period of 4/22/2020 – 5/20/2020.</b>                                      |
| \$ | 159.88       | <b>Pitney Bowes Inc. Supplies</b>   |
| \$ | 1,500.00     | <b>Purchase Power, Postage. (Paid 5/27/2020)</b>  |
| \$ | 267.27       | <b>Safeguard Business Systems, Payroll checks.</b>  |

**2020- 34**  
**HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES**  
**June 10, 2020**

|    |           |  |
|----|-----------|--|
| \$ | 312.30    | <b>Staples Credit Plan, Supplies.</b>  |
| \$ | 429.00    | <b>The Republican, 1-year subscription.</b>  |
| \$ | 759.94    | <b>W.B. Mason Company, Inc., Supplies.</b>   |
| \$ | 296.82    | <b>Xerox Financial Services, Copier lease for the period of 5/11/2020 – 6/10/2020. (Paid 6/1/2020)</b>                                     |
| \$ | 10.32     | Return of Accumulated deductions received in error for the following member: <b>A. Corbin.</b>   |
| \$ | 28,922.28 | Return of Accumulated deductions for the following inactive members: <b>L. Boucher, K. Connor, C. Czupryna, E. Gugenberger, M. Kelley.</b> |

The following **SUPERANNUATION RETIREMENT APPLICATIONS** were reviewed. Upon Mr. Wilhelm's motion and Ms. Wolfe's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to approve the applications for Superannuation Retirement as follows:

|                             | Unit         | DOR:      | Creditable Service | Annual Allowance |
|-----------------------------|--------------|-----------|--------------------|------------------|
| <b>Steven M. Fleming</b>    | South Hadley | 3/27/2020 | 29.5833            | \$47,891.52      |
| <b>Gregory Kereakowglow</b> | South Hadley | 5/18/2020 | 14.0833            | \$26,265.60      |
| <b>Timothy L. Neyhart</b>   | Hadley       | 4/17/2020 | 30.0000            | \$46,806.96      |
| <b>Beverly Hanifin</b>      | Ware         | 5/1/2020  | 39.6667            | \$27,523.92      |

The following **PAYMENTS OF RETIREMENT BENEFITS** were reviewed and approved for disbursement: Upon Ms. Karpinski's motion and Ms. Sugrue's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to direct the Chairman and Administrator to pay the following warrants.

|    |          |  |
|----|----------|--|
| \$ | 8,637.97 | <b>Steven M. Fleming</b> , Retroactive payment for the benefit of March 2020 – May 2020.         |
| \$ | 7,836.38 | <b>Richard A. Fuhrman</b> , Retroactive payment for the benefit of February 2020 – May 2020.     |
| \$ | 1,007.45 | <b>Gregory Kereakowglow</b> , Retroactive payment for the benefit of May 2020.                   |
| \$ | 5,695.92 | <b>Timothy L. Neyhart</b> , Retroactive payment for the benefit of April 2020 – May 2020.        |
| \$ | 2,293.66 | <b>Beverly Hanifin</b> , Retroactive payment for the benefit of May 2020.                        |
| \$ | 253.22   | <b>Ronald J. Swiatlowski</b> , Retroactive payment for the benefit of May 2020. (Paid 5/29/2020) |

**2020- 35**  
**HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES**  
**June 10, 2020**

The following **PAYMENTS TO BENEFICIARIES** were reviewed and approved for disbursement:  
Upon Ms. Karpinski's motion and Ms. Sugrue's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to direct the Chairman and Administrator to pay the following warrants.

|    |        |   |
|----|--------|---|
| \$ | 239.89 | <b>Ronald J. Swiatlowski</b> , Beneficiary of <b>Jane Swiatlowski</b> . Payment for the benefit of May 2020. (Paid 5/29/2020) |
| \$ | 121.58 | <b>Rudolph W. Kuc, Jr.</b> , Beneficiary of <b>Sophie Gazda</b> . Payment for the benefit of May 2020. (Paid 6/3/2020)        |
| \$ | 88.81  | <b>Margaret E. Sullivan</b> , Beneficiary of <b>Stelle Sullivan</b> . Payment for the benefit of May 2020. (Paid 6/3/2020)    |

The following **DISABILITY RETIREMENT APPLICATIONS** were reviewed.

Ms. Baronas reported that **Ronald Condino** has filed an application for an Accidental Disability. The application is complete. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted 4-0-1 (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, abstain; Mr. Brock, yes) to accept the application and authorize a medical panel.

Ms. Baronas reported that **Daniel Warner** has filed an application for an Accidental Disability Retirement. Mr. Warner is not and was not at time of claimed injury, an eligible member in service with the Hampshire County Retirement System. Therefore, as a matter of law, Mr. Warner is not eligible to receive a disability retirement under c.32 §7. Upon Ms. Sugrue's motion and Ms. Wolfe's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to deny the Accidental Disability Application filed by Daniel Warner.

The list of **PENDING RETIREMENTS** was distributed for Board review.

The following **MAKE-UPS AND REDEPOSITS OF CURRENT MEMBERS** were reviewed.  
Upon Ms. Sugrue's motion and Ms. Karpinski's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to approve the following make-up/redeposit requests.

|   |
|---|
| <b>Jeanne M. McDonough-Ferreira</b> , request for a makeup of 9 months for service with the Town of Belchertown during the period of 12/19/2016 – 3/4/2020. |
| <b>Brendan M. Smith</b> , request for a makeup of 7 months for service with the Town of Hadley during the period of 7/10/2019 – 2/21/2020.                  |
| <b>Alejandro Toro-Rodriguez</b> , request for a makeup of 3 months for service with the Town of Amherst during the period of 9/16/2019 – 3/22/2020.         |
| <b>Ruthann I. Sterling</b> , request for a makeup of 3 months for service with the Town of Pelham during the period of 12/2018 – 3/30/2020.                 |

**2020- 36**  
**HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES**  
**June 10, 2020**

The following **TRANSFERS** were reviewed. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to approve the following transfers as individually noted:

|  |            |  |
|--|------------|--|
| <b>Transfer to <u>Northampton Retirement Board</u></b>         |            |  |
| \$   | 11,294.15  | <b>Christopher W. Norris</b> , transfer with liability acceptance of 12 years 6 months for service with the Town of Westhampton during the period of 1/8/2007 – 8/3/2019.        |
| <b>Transfer to <u>Franklin Regional Retirement System</u></b>  |            |  |
| \$   | 41,752.00  | <b>Isaac T. Golding</b> , transfer with liability acceptance of 9 years 5 months for service with the Town of Hadley during the period of 11/1/2010 – 4/4/2020.                  |
| <b>Transfer to <u>Massachusetts State Retirement Board</u></b> |            |  |
| \$   | 133,364.09 | <b>Lydia B. King</b> , transfer with liability acceptance of 34 years 9 months for service with the Hampshire Council of Governments during the period of 3/21/1985 – 2/28/2020. |
| \$   | 43,122.49  | <b>Paul P. Ritter</b> , transfer with liability acceptance of 11 years for service with the Town of Pelham during the period of 11/24/2008 – 12/20/2019.                         |

Upon Ms. Karpinski's motion and Ms. Sugrue's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to accept **5 new members** for June 10, 2020, as summarized:

| Group 1  | Group 2 | Group 4 | Total |
|--|---------|---------|-------|
| 3  | 0       | 2       | 5     |
| *note: dual or reinstated members not included in count of new members |         |         |       |

The following **INVESTMENT & FINANCIAL STATUS REPORTS** were discussed and action was taken as individually noted:

The Board reviewed the **Asset Allocation worksheet, NEPC Flash Report and PRIM Performance Report** for April 2020.

The Board reviewed the **Index Returns** for May 2020.

The Board reviewed the **Investment Custody Reports** for the Months of April 2020 – June 2020.

The Board reviewed the **Cash Flow Report & Administrative Budget Report**.

The Board reviewed the **Accounting Reports** for February 2020 – April 2020.

In accordance with 840 CMR 16.07, the Board met with Mr. Mark Andrews, Principal of Lexington Partners for the Annual Performance Review of the **Lexington Capital Partners VII Fund**. Presentation materials were distributed and fund performances were discussed.

**2020- 37**  
**HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES**  
**June 10, 2020**

In accordance with 840 CMR 16.07, the Board met with Mr. Steve Jarvis, Managing Director and Ms. Christina Emery, Managing Director of Barings for the Annual Performance Review of the **Tower Square Capital Partners IV Fund**. Presentation materials were distributed and fund performances were discussed.

In accordance with 840 CMR 16.07, the Board met with Mr. Eric Thunem, Managing Director and Mr. Patrick Gerbracht, Senior Vice President of Portfolio Advisors for the Annual Performance Review of the **PAPEF VIII Fund**. Presentation materials were distributed and fund performances were discussed.

The following **LEGISLATIVE UPDATES AND OTHER RETIREMENT ISSUES** were discussed and action was taken as individually noted:

Mr. Brock updated the Board on the dissolution of the **Hampshire Council of Governments**. Senate Bill 2744 was approved by the Senate and has been moved to the House.

The following **LEGAL ISSUES** were discussed and action was taken as individually noted:

Mr. Brock reported that Attorney James Quirk has been in settlement discussions with the parties involved in the third party lawsuit that **Shawn Rooney** filed against Robert Wise and the Municipal Police Training Committee due to the disabling injury he received in the course of training at the Police Academy. In accordance with c.32 §14A. Third party recovery, Attorney Quirk has negotiated the settlement for lost wages in the amount of \$45,000 to be paid to the Hampshire County Retirement System as an offset of pension payments being provided to Mr. Rooney. Upon Mr. Wilhelm's motion and Ms. Sugrue's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to authorize the \$45,000 settlement and ratify the negotiated amount.

The following **ADMINISTRATIVE ISSUES** were discussed and action was taken as individually noted:

The Board reviewed the Annual Performance Evaluation for **Lorna DiSantis**. Upon Mr. Wilhelm's motion and Ms. Karpinski's second, the Board voted 4-0-1 (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, abstain; Ms. Sugrue, yes; Mr. Brock, yes) to accept the evaluation as written and to approve the Administrator's recommendation for salary adjustment.

The Board reviewed the Annual Performance Evaluation for **Patricia Rutkowski**. Upon Mr. Wilhelm's motion and Ms. Sugrue's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes) to accept the evaluation as written and to approve the Administrator's recommendation for salary adjustment.

Ms. Baronas reported that during the State of Emergency related to COVID-19, PERAC has suspended the scheduling of all in person medical panels until further notice. PERAC has authorized the substitution of a medical records review and teleconferencing with medical panel physicians in lieu of in-person medical panel examinations, provided that all parties, the member, the employer, and the retirement board agree to waive the applicant's in-

**2020- 38**  
**HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES**  
**June 10, 2020**

person attendance at medical examination. In the immediate case, Mr. Ronald Condino has requested such waiver of attendance. Upon Ms. Karpinski's motion and Ms. Wolfe's second, the Board voted 4-0-1 (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, abstain; Mr. Brock, yes) that during the COVID-19 State of Emergency to approve the appointment of medical panel review of medical records and teleconference for all applicants requesting a waiver of attendance at medical panel examination.

**Future Board meetings** are scheduled for:

June 18, 2020 – Quarterly Investment Meeting  
July 8, 2020 – Monthly Board Meeting  
August 5, 2020 – Monthly Board Meeting

Upon Ms. Wolfe's motion and Ms. Karpinski's second, the Board voted unanimously (Mr. Wilhelm, yes; Ms. Karpinski, yes; Ms. Wolfe, yes; Ms. Sugrue, yes; Mr. Brock, yes), to **adjourn** the meeting at 11:55 a.m.

Respectfully submitted,

\_\_\_\_\_  
Patricia M. Rutkowski, Assistant Administrator

Approved by the Hampshire County Retirement Board:

\_\_\_\_\_  
Patrick E. Brock, Chairman

\_\_\_\_\_  
Joseph A. Wilhelm, III, Vice Chairman

\_\_\_\_\_  
Joyce Karpinski, Appointed Member

\_\_\_\_\_  
Elizabeth Sugrue, Elected Member

\_\_\_\_\_  
Jane Wolfe, Appointed Member