

**Minutes  
Retirement Board Meeting of  
May 30, 2023**

The monthly meeting of the Marlborough Retirement Board was held at 8:15 am on Tuesday, May 30, 2023, in the Lobby Conference Room at 289 Elm Street, Marlborough, Massachusetts. Board Members Present: Gregory Brewster, William Taylor, Daniel Stanhope, and Robert Gustafson. Also present: Stephen MacLellan and Jessica Lau from Meketa, Michael Ossing, James Polechronis, Shawn Brecken, Beth Matson, and Nathaniel Chen.

**The meeting was called to order at 8:18 a.m.**

**Public Comments.** Shawn Brecken and James Polechronis, both Marlborough retirees, were present to discuss their desire for the COLA base to be increased for their fellow retirees. Mr. Brecken mentioned having talked to several Councilors who told him that the COLA package needed to be resubmitted. William Taylor informed Mr. Brecken that a Councilor has suggested that the Board resubmit the COLA package at a lower amount.

Councilor Ossing expressed concern with the draft COLA Base Package about clarifying the dates for the latest funding ratio and about the relevance of the one-time 5% COLA option that municipalities across the state had the option of approving for FY23. Director Matson clarified that an actuarial valuation is underway for January 1, 2023 and that the funding ratio of 86.2% was provided to her by the Board Actuary in the most recent version of the pending valuation report.

**The Meketa Group.** Stephen MacLellan from the Meketa group presented the results of investment returns for the 1st quarter. The Marlborough portfolio ended the 1<sup>st</sup> quarter of 2023 up 4.6%. Mr. MacLellan discussed the Board's asset allocation and presented the board with three proposed options for target allocations. Robert Gustafson asked about increasing equity exposure to maximize long term returns, and Daniel Stanhope highlighted that it takes time to move out of bonds/TIPS. The Board asked Mr. MacLellan to prepare an alternative policy portfolio with a larger equity allocation.

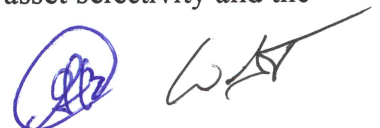
Mr. MacLellan had scheduled 4 managers to meet with the Board via a conference call at this meeting. First up: Andrew Blanchard from Rockwood. There were no organizational or strategic changes to report. At Robert Gustafson's request, Mr. Blanchard discussed anticipated risks. The Board thanked Mr. Blanchard for his report.

The second manager the Board met with via conference call was Bill Ramos and Christian Chevron from Constitution Capital. There were no organizational or strategic changes to report. They provided an overview of each fund. The Board thanked Mr. Ramos and Ms. Chevron for their report.

The third manager the Board met with via conference call was Maryellen Doyle from HarbourVest. There were no organizational or strategic changes to report. Mr. MacLellan confirmed that SVB exposure was not an issue. The Board thanked Ms. Doyle for her report.

James Polechronis left the meeting at 9:13 am.

The last manager the Board met with via conference call was Lisa Davenport, Mike Sabarelli, and Caroline Stevens from Neuberger Berman. Aside from one new associate to private debt, there were no organizational or strategic changes to report. Ms. Stevens highlighted their firm's patient and selective investment style centered around capital preservation - their low 6.2% investment rate is a result of asset selectivity and the



volume of opportunities sourced. Ms. Stevens cited this as the driving force behind the firm's 0.03% annualized default rate and 0.01% annualized loss rate since inception. The Board thanked Ms. Davenport, Mr. Sabarelli, and Ms. Stevens for their report.

Robert Gustafson left the meeting at 9:50 am.

Mr. MacLellan advised the Board of an issue that he is working on regarding SSGA fees. He will update the Board next quarter.

Stephen MacLellan and Jessica Lau left the meeting at 10:09 am.

**Approval of Warrants.** The Board carefully reviewed the warrants for the month of May: Retiree Payroll warrant \$11,441,618.41, Vendor warrant \$19,951.78, and a Staff Payroll warrant \$15,695.62. William Taylor made a motion to approve the May warrants. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Approval of Minutes.** The Board carefully reviewed the minutes for the meeting of April 25, 2023. Daniel Stanhope made a motion to approve the minutes as written. William Taylor seconded the motion. **Vote: Unanimous 3-0.**

**Financial Review.** The Board carefully reviewed the following reports:

- a. Operating Budget as of May 2023
- b. Bank Reconciliation for the month of April 2023
- c. Financial Statements for January – February 2023

Daniel Stanhope made a motion to accept the reports and place them on file. William Taylor seconded the motion. **Vote: Unanimous 3-0.**

**Approval of New Members.** The Board received 15 applications for membership as follows: Cameron Lamburn and Isabel Fuentes are new Behavior Technicians with the School Department and Kathryn Sullivan, Rafaele Filizola, Grazel Svenson, Taylor Anderson, and Janice Deer are new Para Educators with the School Department. Jackie Skevofilax Torres is a new BCBA Case Worker with the School Department. Donald Brickman, Jeffrey Corbett, Cameron Arnold, and Emanuel Capellan Urbaez are new Patrol Officers with the Police Department. Anthony Spuria is a new Firefighter with the Fire Department. Robert Quinn is the new Assistant Commissioner of Facilities for the DPW. Chase Barrett is a new Operator with the Water Department. William Taylor made a motion to approve all 15 applicants. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0**

**Approval of Retirements.**

The Board received (3) Applications for Retirement. Jean Walker is retiring as a Para Educator from the School Department with 15 years, 11 months of service. Richard McGrath is retiring as a Firefighter from the Fire Department with 37 years, 3 months of service. David Auger is retiring as an Equipment Operator from the DPW with 36 years, 5 months of service. William Taylor made a motion to approve the applicant. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Request for Refunds and Rollovers.** The Board received 1 application for refund: Michael Janda, House Worker for the City with 5 months of service. Daniel Stanhope made a motion to approve the request and place it on file. William Taylor seconded the motion. **Vote: Unanimous 3-0.**

**Request for Transfers.** The Board received 6 requests for transfer. The Massachusetts Teachers' Retirement System requested transfers for Mariana Secundes, Para Educator for the School Department with 11 months of creditable service, Brittany Mattsen, Behavior Tech for the School Department with 3 years, 1 month of





creditable service, and Kristine Finocchario, Para Educator for the School Department with 5 years, 5 months of creditable service. The Gardner Retirement Board requested a transfer for Kylee Lewis, Para Educator for the School Department with 1 year of creditable service. The Middlesex County Retirement System requested a transfer for Anna Christiansen, Behavior Tech for the School Department with 1 year, 3 months of creditable service. The State Retirement Board requested a transfer for Sheila McKenzie, Para Educator for the School Department with 2 years, 10 months of creditable service. William Taylor made a motion to approve the transfers and place them on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

**Deceased.** The Board acknowledge the passing of 2 retired members: Alfred Falcone was an Equipment Operator for the DPW Forestry Department. Mr. Falcone retired with an Option B benefit on July 13, 1989 and passed on April 29, 2023. Leslie Ferro was a Management Clerk for the Housing Department. Ms. Ferro retired with an Option A benefit on August 13, 2009 and passed on May 8, 2023.

### **Discussion:**

**COLA Base Package** – Director Matson presented the Board with a draft COLA package to send to the City Council requesting that an increase of the COLA base to \$13,000 be approved. William Taylor made a motion to approve the COLA base package for submission to the City Council. Gregory Brewster seconded the motion. **Vote: Unanimous 3-0.**

**Process for New Hire** – Director Matson updated the Board regarding the hiring process for a third staff member.

**MACRS Spring Conference Attendance** – Director Matson informed the Board that William Taylor and Nathaniel Chen were interested in attending the MACRS Spring Conference and would need to be registered. Daniel Stanhope made a motion to approve their attendance. Gregory Brewster seconded the motion. **Vote: Unanimous 3-0.**

**PERAC Correspondence.** The Board was provided with correspondence from PERAC as follows:  
Remand of Accidental Disability Approval – Director Matson informed the Board that PERAC had remanded an accidental disability case. William Taylor made a motion to accept and place on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 3-0.**

### **Misc. Correspondence.**

Atty. Sacco – Notice of Appearance – Elizabeth Leonard v. Marlborough Retirement Board  
Catherine McNeil – Order to show cause  
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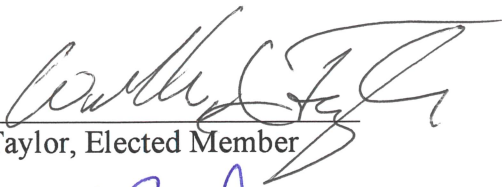
### **New Business/ Old Business (Reserved for Topics Not Anticipated by the Chairman)**

Retirement System Audit – Roselli & Clark – Director Matson expressed concern that the auditor had contacted Caryn Shea, the Chief Auditor at PERAC, without notifying the Board.

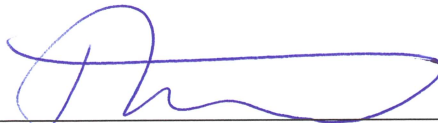
Actuarial Review with Sherman Associates next month

**Adjourn.** Daniel Stanhope made a motion to adjourn the meeting at 10:45 a.m. William Taylor seconded the motion. **Vote: Unanimous 3-0.**

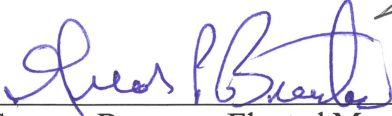




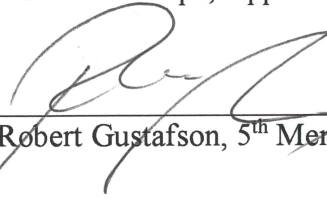
William Taylor, Elected Member



Daniel Stanhope, Appointed Member



Gregory Brewster, Elected Member



Robert Gustafson, 5<sup>th</sup> Member