

DRAFT

March 16, 2020

Burlington Employee's Retirement Board

City Hall, Conference Room 12

Via Phone:

RETIREMENT BOARD MEMBERS:

Robert Hooper, Chairperson

Munir Kasti, Vice Chairperson, Class B Employee Representative

Patrick Robins

Daniel Gilligan, Class A Employee Police Representative

Benjamin R. O'Brien, Class A Employee Fire Representative

Matthew Dow, Class B Employee Representative

David Mount – Class B Retiree

OTHERS PRESENT

Alisha Abruntilla – Retirement Administrator

Rich Goodwin – Director Financial Operations

Barry Bryant – Dahab – via phone

Called to order at 11:19 AM

1. Agenda

No changes to the agenda as presented Motion Munir Kasti, second by Dan Gilligan, motion carried unanimously

2. Public Forum

No public comments

3. Approve Minutes

NO ACTION

4. Approve Retirement Applications

Munir Kasti moved to approve the present refunds with the exception getting more detailed information, second by Dan Gilligan, motion carried unanimously

5. Ratify Refunds / Rollovers

Munir moved to approve the presented refunds and rollovers. Second by Dan Gilligan, motion carried unanimously

6. Approve Disability Retirement Benefit

Ben O'Brien abstaining his vote

Munir moved to approve the presented applications, Second by Dan Gilligan

Motion carries 5:0 with one abstention.

7. Discussion Overview of Daily volume and tasks of retirement position

Further discuss - Meeting March 30, 2020 at 11:00 AM

8. Approve Bills

1. Iron Mountain - \$950.00

Munir moved to approve, and Second by Gilligan, motion passed unanimously.

9. DAHAB - Real Estate Manager Analysis

- Rebalancing – Discussion will continue next meeting 3/30/2020 11:00am
- Consider allocate, rebalance, or not do anything.

10. Discussion Public Meetings will be posted - 72 hours in advance

- As we discussed, requested we received approval from the Retirement Board to utilize Board Docs for all retirement meetings.
- All meetings will be warned 72 hours before each meeting, Draft minutes in bare bones as required within five days, however; we set the standard that all draft minutes will be published within 48 hours.
- Finals minutes will be released upon approval from the Retirement Board.
- Both Lori and Amy are working with Alisha to train her on this new software.
- We will be providing a link to the Retirement members.

11. Other – Moved to approve by Bob Hooper, Second Munir Kasti to add Bob Hooper, Chairman, Munir Kasti, Vice-Chairman, and Katherine Schad, Chief Administrative Office, motion passed unanimously

Munir moved to approve, and Second by Gilligan, motion passed unanimously.

12. No other business

12. Set Next Meeting Date – Please provide Date Bob 3/30 AT 11 AM.

13. Adjourn

Bob Hooper moved to adjourn without object at 12:40 PM