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