BOARD OF TRUSTEES
Division of Public Works Retirement System
Meeting Minutes
February 23, 2025

A meeting of the Board of Trustees, Public Works Retirement System was held at 10:10 a.m. on Monday, February 23, 2025 in The Mine Falls Conference Room located at 848 West Hollis Street, Nashua, NH 03062.

Trustees Present:
David Fredette, Finance & Investment Professional (Chairman)
Matthew Gregg, BPW Commissioner
Dawn Enwright, Treasurer/Tax Collector, Member
Terri Harris, UAW Employee Member
Daniel Hudson, Unaffiliated Employee Member

Trustees Absent:
Matt Dube, AFSME Employee Member
Michael O'Brien, Aldermanic Liaison (Assistant Chair)

Others in Attendance:
Joanne Boisvert, Trust Accountant
Mary Woods, Administrative Assistant

Expected Visitors:

None

Minutes of the Meeting:

The minutes of the February 3, 2025 meeting were presented for review and acceptance.

MOTION BY: Trustee, Daniel Hudson moved to approve the minutes of the February 23, 2025 meeting as presented.
SECONDED BY: Trustee, Terri Harris
MOTION CARRIED: Unanimously by members in attendance
ABSTAINED: Trustee, Dawn Enwright
DISCUSSION:

Personnel:

A. MOTION BY: Trustee, Dawn Enwright moved to approve the death benefit return of contributions to Douglas Starr as presented.
SECONDED BY: Trustee, Matty Gregg
MOTION CARRIED: Unanimously by members in attendance
DISCUSSION:

Old Business:

Trustee Fredette said will email Attorney Clark on the DPW Retirement Ordinance for the updates that conform to the IRS Regulations.

Trustee Fredette said in regards to the RFP for the Trustee of Trust Funds, they are were waiting for the two positions to be appointed and asked Trustee Enwright to speak to that item. Trustee Enwright said they had the first meeting of the Trustee of Trust Funds Board last Wed. with the swearing in of David Fredette and Kristen Kane. Kristen Kane is a member of the Library Trustees Board. They went through a draft investment policy and they are looking at the different segregations of the investments for each of the areas, including DPW Pension which is listed separately. Trustee Enwright came up with the draft and it is now in the committee's hands to review.

Trustee Enwright said that right now, it is stated that they would invest 0-10% in cash, 30-50% in fixed income and 50-70% in equities. They are looking for the larger amount in equities because that will help with long term growth in the portfolio. They will be talking about it at the next meeting which is Wednesday, March 5th. Trustee Enwright said that some of the other things that were discussed were investment holding guidelines, things that are being recommended not to invest in such as restricted stocks and commodities, conditional sales contracts, tobacco stock and alcohol stock. The last two are being considered to be taken from the restrictions. Once they have an approved investment policy from the full board, they will bring it back to this board for review and recommendations. She asked if the board would like to review the draft to which it was agreed, this board could wait for the approved one from the trustee's board.

Trustee Enwright said that this investment policy will be dated and will be updated yearly and reviewed by the Trustee of Trust Funds. Because this process is in its infancy, they will be reviewing it on a quarterly basis and making sure that everything is growing and performing in the manner in which they intended it to grow and will be reporting back to each of the boards of the returns. Quarterly, whichever institution is selected, they will be required to give a presentation like this board receives from RBC. It's a public meeting so board members are more that welcome to come and hear what they have to say about the investments and where they see the trends. She mentioned that attendance is voluntarily because they will always come back to this board with the report.

The next thing they did was to have the Purchasing Manager go through what the process would look like as they go through the RFP and they have some proposal verbiage and an evaluation form that they would be using to evaluate the financial institutions. Lastly, they talked about the vendor list that they would recommend the RFP be submitted to as far as institutions including all the institutions the City currently utilizes for Trust Funds and Pensions. Trustee Enwright mentioned that one of the requirements of this list is that they include MS9 and 10 reporting, which is State reporting. Some of the institutions we currently work with probably don't provide that but with the size of the portfolio which is going to be upward of about one hundred and thirty million dollars that we would be investing with them, it is not known what these financial institutions will come up with. She believes that we may be setting a trend and they may come up with some of the changes that are required by the state to accommodate our RFP. The list includes, RBC Wealth Management, TD Bank, Citizens, Clark Management, Raymond James, Boston Advisors, Cambridge Trust, Edward Jones, Fidelity & Schwab. They are trying to include anyone that is local that does invest because, as always, they would like to try and stimulate our local economy. The initial timeline is to start the conversion on June 1st. In the timeline is the RFP submittal as April 2nd, getting everything back May 12th-16th, possibly having interviews for the top two which will be a public meeting. May 21st will be the final selection of the institution with the conversion start date of June 1st. They will be a process that may take up to a year to be fully converted. Trustee Fredette asked when this board would have to vote to go with this new system to which Trustee Enwright said March 5th is the review. She knew this board was for it but we will need a motion to approve. Trustee Hudson said that his recollection was that the City was going to through the RFP process, select someone, come to us and we would say whether we were going to go with it or stay with our current manager. Trustee Enwright said that maybe we are looking for an approval to be involved in the RFP process for selection of a potential money manager. Trustee Hudson said that since Trustee Fredette is involved we have a representative but he wasn't sure if we needed additional representation. Trustee Fredette said that he thought that they were different investment policies to which Trustee Enwright said that it includes what this board currently follows. There are different sections to make sure we are getting growth on the different areas as the pension has been receiving but the asset allocation is the only one that segregates out what's happening with BPW Pension. They will all be treated similarly but the way the investments are can be different weights. Trustee Fredette said that it was 50-70% for equities which we currently have. Trustee Enwright reiterated that the goal is to get lower fees and continue the great return that we have been getting or improve on it and keep the fund solid for the retirees. It was agreed that a vote was not needed at this point. Trustee Enwright requested that maybe our next meeting be in the middle of March so that this can be reviewed before the April 2nd meeting.

Regarding the Hooker & Holcombe Pension Training, Mr. Marc Condon, (USI – Hooker & Holcombe) had emailed Ms. Boisvert about some questions the board had and he is asking that this board give him some dates that would work for training. Trustee Gregg said that he would talk with Director Fauteux on scheduling some proposed days/times. The idea is that we would provide some training to DPW employees well in advance of their retirement as an educational portion.

Trustee Fredette met with Mr. Toomey's wife and family regarding his pension. Trustee Fredette is discussing this with the City Attorney, Steve Bolton and the Pension Attorney John Rich in Manchester to see if there is something that can be done to solve the issue and adjust the ordinance. Attorney Bolton is supposed to write up an amendment to the ordinance which would have to be reviewed by this board and the attorney in Manchester. This board would have to vote on it first before it went anywhere else to adjust the problem that we had. Unfortunately, the writing of the ordinance change has not gotten started yet. Trustee Gregg asked if it had to be an ordinance change and Trustee Fredette confirmed that it does. Trustee Fredette suggested this board talk to the attorney in Manchester before it gets voted on. Trustee Enwright said there is a lot to think about and it will be shared with the board when they receive it so that an informed decision can be made.

Trustee Enwright said that Mrs. Toomey is starting to receive her pension payments at the 50% and she's aware that's what it was going to be as stated in the guidelines now and she does know that we are exploring a possible change to verbiage. Trustee Harris asked if the change would affect her or is she now grandfathered into what she's getting? Trustee Enwright said that the change that we are looking to propose is to retro-active back to possibly December 1st which could possibly include her and if it did go through, she would get retroactive pay from the date she started receiving. Trustee Gregg asked if her payments are now from January 1st to which Trustee Enwright replied yes. Another package had gone out to Mrs. Toomey because the first package that was signed had gone out to Mr. Toomey before his passing. Ms. Boisvert will look into it but she thinks the first payment Mrs. Toomey should be receiving is March 1st. Trustee Hudson asked if she had received the life insurance payment but Trustee Enwright said that it would be something coming out of the City Human Resources, not this board.

<u>New Business:</u>

A. MOTION BY: Trustee, Daniel Hudson, moved to approve the disbursement of funds for the period of October 1, 2024 through October 31, 2024 in the amount of $378,491.41.
SECONDED BY: Trustee, Matty Gregg
MOTION CARRIED: Unanimously by the members in attendance
DISCUSSION: Approval of the disbursement of funds for the period of October 1, 2024 through October 31, 2024 in the amount of $378,491.41 was presented to the Board.

B. MOTION BY: Trustee, Dawn Enwright moved to approve the invoice from McLane Middleton for legal services in the amount of $2,690.00.
SECONDED BY: Trustee, Terri Harris
MOTION CARRIED: Unanimously
DISCUSSION: Trustee Fredette said that this bill is predominately covering the fee for the questions on the previous discussion of Mr. Toomey's retirement payment.

<u>Period for Public Comment:</u>

None

<u>Items by the Trustees:</u>

Trustee Hudson brought up the question regarding the postal mailing of the yearly pension statements to the employees via USI Consultants. Ms. Boisvert said that she will double check if they are able to send out the statements for under $1,000.

A. MOTION BY: Trustee Daniel Hudson, moved to approve the mailing of the Annual Summary of Benefit Statements to membership so that each member receives, via postal mail, their annual summary of benefits at a cost not to exceed $1,000.
SECONDED BY: Trustee, Enwright
MOTION CARRIED: Unanimously by the members in attendance
DISCUSSION:

Next meeting will be scheduled for Friday, March 14, 2025, at 11:00 a.m.

MOTION TO ADJOURN: Trustee, Dawn Enwright moved to adjourn at 10:40 a.m.
SECONDED BY: Trustee, Matty Gregg
MOTION CARRIED: Unanimously by the members in attendance
DISCUSSION:

Minutes Transcribed by: Mary Woods