



Town of Norwood

Commonwealth of Massachusetts

**RETIREMENT BOARD**

*THE CONTRIBUTORY RETIREMENT SYSTEM*

**NOTICE OF NORWOOD RETIREMENT BOARD MEETING AND AGENDA  
WEDNESDAY, APRIL 15, 2020 @ 10:00 AM**

EDMUND W. MULVEHILL JR., *Chairperson*  
THOMAS J. MCQUAID, *Ex-Officio Member*  
THOMAS F. O'TOOLE, *Elected Member*  
EILEEN P. HICKEY, *Elected Member*  
THOMAS A. RORRIE, *Appointed Member*  
DEBRA A. WILKES, *Executive Director*

In accordance with the provisions of Chapter 30A, ss 20(b) of the General Laws, notice is hereby given that a Norwood Retirement Board Meeting will be held at 566 Washington Street, Norwood, MA and remotely at Go To Meeting by calling 1-872-240-3311 and entering Access Code 375-918-741

1. Needed for Payroll approximately \$1,100,000M
2. Unfinished business:
  - a. Software - ongoing work and updating to new software conversion
  - b. Actuarial Val - Valuation due 1/1/20, Dan Sherman will be processing the valuation
  - c. Consulting Services - - Next Meeting with Meketa will be in May
  - d. Mandatory Education - Ongoing online classes only
  - e. Rotation of Chairperson - Discussion in January 2021
  - f. Board Members - Eileen Hickey's term expires 10/15/2022  
Tom O'Toole's term expires 12/01/2020  
Ted Mulvehill appointed by Selectmen no term limit on April 15, 2008  
Fifth Member - Thom Rorrie's term expires 09/03/2022
  - g. Board Attendance - provide attendance record to board each month for audit purposes
  - h. Membership - ongoing review
  - i. COLA - PERAC Memo provides that Social Security is 1.6%
3. Approval of Vouchers Warrant #INV03
4. PERAC Memos re: #17 Coronavirus Impact 3/23/20  
#18 Mandatory Retirement Board Member Training  
#19 Tobacco Company List  
#20 Coronavirus Update 4/6/20
5. Any and All Other Business That May Properly Come Before the Board.

I certify that on this date, this Notice was posted as "Norwood Retirement Board Meeting" at [www.norwoodma.gov](http://www.norwoodma.gov)


  
Debra A. Wilkes, Executive Director

April 13, 2020  
Date

04 13 2020 8:48 AM

## MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons Esq., Executive Director 

RE: Coronavirus Impact

DATE: March 23, 2020

This memorandum represents PERAC's third memo since March 13, 2020 relative to the ongoing impact of the coronavirus and incorporates this earlier guidance. We are herein updating and amending the earlier memos, addressing additional questions and issues that have arisen, and providing guidance in the event of a statewide lockdown.

At the outset, please understand that PERAC has no extraordinary authority to change or waive existing law or regulation, regardless of the circumstances. Our guidance is our best effort to provide direction on how to deal with the statutory requirements that boards and PERAC are bound by. Secondly, the Legislature is presently working on additional legislation that may affect the prior or present guidance we are providing in this memo. Finally, boards should consult their legal counsels relative to municipal directives issued that PERAC is likely not aware of.

### Monthly Meetings

Memorandum #15 included Governor Baker's Executive Order relative to conducting public meetings during the pandemic. Boards are statutorily required to meet monthly and should be making arrangements to meet by teleconference, consistent with the Executive Order's requirement relative to public access. Note that requirements relative to posting and public notice remain intact. There are numerous programs available to provide these services. Apart from the obvious functions of approving retiree payroll and expenditures, boards should give careful thought relative to proceeding with matters that necessarily involve parties such as members, attorneys, municipal officials, etc.

### Board Elections

Several boards have inquired relative to ongoing or upcoming elections. The Legislature is expected to address the issue of elections generally in the near future; it is unknown whether it will affect retirement board elections. Boards should weigh the realities of gathering signatures, closed board offices, etc. prior to initiating an election, and for ongoing elections, the board may need to consider expanding deadlines within the election cycle to address current limitations. PERAC is available to discuss these situations as they arise. Keep in mind that pursuant to Chapter 32, s. 20,



MEMORANDUM - Page Two

TO: All Retirement Boards  
FROM: John W. Parsons Esq., Executive Director  
RE: Coronavirus Impact  
DATE: March 23, 2020

and other similar provisions, a board member is eligible to serve “until the qualification of the member’s successor”.

**PERAC Medical Panels**

Effective immediately, PERAC will no longer be scheduling medical panels until further notice. The majority of previously scheduled appointments have been recently cancelled due to the impact of the pandemic, and it is no longer feasible to schedule appointments. Additionally, due to the Governor’s March 23, 2020 shutdown and CDC guidance, remaining scheduled appointments are being cancelled. PROSPER will continue to accept a board’s request for a medical panel, so that we will be able to recover quicker at the point we begin scheduling again. Please advise your members as to the current restrictions in the disability process.

**91A Filings**

On March 21, 2020, the Federal government announced that the federal tax filing deadline will be moved from April 15 to July 15. Therefore, July 15, 2020 will be the new deadline for disability retirees to submit their annual PERAC filing. (It is anticipated that MA will adopt this date as well but as of this writing that had not happened.)

**Training/Education**

As you know, a board member’s education requirements are statutory, and PERAC’s ability to grant waivers in this area are very limited. Nonetheless, we are mindful of the realities of the situation, and determined to provide board members with every opportunity to earn their 3 credits for this current period. PERAC’s quarterly Education memo contains a significant number of online opportunities to earn credit. In addition, in conjunction with the staff of PRIM, PERAC this week will be posting a short PRIM presentation discussing the current investment market. Given the substance and timing of this release, PERAC will provide 3 credits to each board member that completes the presentation.

**Annual Statements**

PERAC recognizes that boards may experience challenges in the completion of the 2019 Annual Statements by May 1. As you know, the statute authorizes PERAC to grant extensions in this area and boards should submit these requests in writing. Additionally, a particular challenge may present itself relative to the need to have each board member sign off on the document. Boards

MEMORANDUM - Page Three

TO: All Retirement Boards  
FROM: John W. Parsons Esq., Executive Director  
RE: Coronavirus Impact  
DATE: March 23, 2020

are authorized to submit unsigned statements, and subsequently to submit the minutes reflecting the board members' adoption of the Statement. Ultimately, we will seek a traditional signed statement when normalcy returns to the monthly meeting process.

**Funding Schedules, Appropriations, etc.**

PERAC recognizes that funding and appropriation determinations reached earlier in this cycle will be significantly affected by the current economic downturn. It is our belief that the MA Legislature will need to address in a uniform manner the various municipal funding challenges that will result from this unprecedented situation, and we anticipate that PERAC will participate significantly in those discussions as they relate to pension funding.

**Future Limitations**

Given the continuing deterioration in the nation's pandemic situation, boards should be making immediate arrangements to ensure that retiree payroll will continue to be processed in the event of a statewide "shelter in place" order, now effective from 3/24/2020-4/7/2020. Boards should be working with their municipalities to ensure that the process can be completed remotely. This challenge may result in the board authorizing the municipality to utilize the previous payroll, subject to adjustment when feasible. In the meantime, we continue to encourage boards to utilize estimated payments to new retirees while awaiting PERAC approval. In addition, boards should make direct deposit information available to those who currently do not participate in direct deposit.

**Messaging**

Boards are encouraged to provide up to date information on their websites for anxious retirees and members, including contact information.

Thank you for your continuing efforts and collaboration during this difficult time. PERAC's office effective March 23, 2020 (until April 7, 2020) is no longer physically open; however, all staff are available through email. Please contact us with any questions and stay healthy.

## MEMORANDUM

TO: All Retirement Boards

FROM: John W. Parsons, Esq., Executive Director

RE: Mandatory Retirement Board Member Training – 2nd Quarter 2020

DATE: March 30, 2020

First, I would like to acknowledge and commend the dedication and diligence shown by retirement board members and staff during these unprecedented times. Your perseverance and flexibility are allowing the retirement community to continue to meet its mission.

Chapter 32 mandates that retirement board members complete training during each year of service on the retirement board. This requirement has two elements: 18 credits over the course of the member's term and at least 3 credits in each year of the term. In light of current circumstances, we are only listing online training opportunities at this time. All trainings listed will earn the board member **three credits each**.

The online opportunities will remain, and hopefully things will return to normal and we will be able to offer in-person trainings as usual.

The law states that failure to earn three credits per year or 18 credits for the term prohibits the member from serving beyond the conclusion of the term for which the training requirement was not met. PERAC authored a provision in the law by which a board member can appeal for a waiver from the requirements for extenuating circumstances. Please know the state of emergency of and by itself will not be grounds for approval of such a waiver request.

If warranted, we will issue an additional Education Memo outlining any in-person presentations. The centerpiece of our second quarter training has historically been the June MACRS Conference. We will notify you of plans for that event when a decision is made by MACRS whether to go forward.



MEMORANDUM

TO: All Retirement Boards  
RE: Quarter Education  
DATE: March 30, 2020

On a related note, the PERAC Emerging Issues Forum is tentatively scheduled for Thursday, September 17, 2020.

If a certificate of completion is offered for training not directly offered by PERAC, you must submit it through PROSPER for proper credit. Otherwise, please submit the Training Affidavit in PROSPER.


Thank you for your efforts in fulfilling these and all of your duties as a board member.

**I. Pre-Approved Online Training (available year-round)**

Organization	Topic	How to find webinar:
State Ethics Commission	Conflict of Interest Law Training <i>Note: board members must take this training every two years</i>	<a href="https://go.usa.gov/xpPxD">https://go.usa.gov/xpPxD</a> and select State/County or Municipal employee to view appropriate webinar
PRIM	Executive Director Update 4 <sup>th</sup> quarter 2019	<a href="https://www.mass.gov/service-details/q4-prim-webinar">https://www.mass.gov/service-details/q4-prim-webinar</a>
Office of the Inspector General	How to be an Effective Public Board and Commission Member	<a href="https://tinyurl.com/IG20abc">https://tinyurl.com/IG20abc</a> to view webinar
Office of the Inspector General	Contract Administration for Public Employees	<a href="https://www.youtube.com/watch?v=Db6_JtvbPRQ">https://www.youtube.com/watch?v=Db6_JtvbPRQ</a>
Office of the Attorney General	Open Meeting Law Training	<a href="https://go.usa.gov/xpPx5">https://go.usa.gov/xpPx5</a> to view. You must watch all six videos
National Council on Teacher Retirement	Setting the Discount Rate – A Balancing Act	<a href="http://www.nctr.org/government-relations/federal-webinar/">www.nctr.org/government-relations/federal-webinar/</a> and enter the password: nctrinsight
National Crime Prevention Council	Investment Fraud Prevention Program	<a href="https://tinyurl.com/NCPC-perac">https://tinyurl.com/NCPC-perac</a> Download and review all five pdf presentations
PERAC	Various Webinars Available Please copy link to view	<a href="https://go.usa.gov/xpPEn">https://go.usa.gov/xpPEn</a> Unless otherwise noted, all PERAC webinars can be viewed for credit.
US Department of Health and Human Services	Security Awareness Training	<a href="https://www.hhs.gov/sites/default/files/hhs-etc/security-awareness/index.html">https://www.hhs.gov/sites/default/files/hhs-etc/security-awareness/index.html</a>

## MEMORANDUM

TO: All Retirement Boards

FROM: Joseph I. Martin, Deputy Executive Director 

RE: Tobacco Company List

DATE: March 30, 2020

On October 22, 1997 PERAC Memo #37/1997 informed you of the adoption of Chapter 119 of the Acts of 1997. That statute prohibits retirement systems from making any new investments in stocks, securities, or other obligations of any company which derives more than 15% of its revenue from the sale of tobacco products. On December 18, 1997 PERAC sent Memo #48 regarding the implementation of Chapter 119 and the first Tobacco Company List.

Enclosed please find a Tobacco Company List dated April 2020. This list replaces any other Tobacco Company List previously sent to your board and is effective upon receipt by the retirement boards. Most of these companies appeared on previous lists and such investments were prohibited from the time the companies first appeared on the list. Please forward a copy to your investment advisors or inform them that this list is available on the PERAC website. In communicating with your investment advisors, please inform them that the Tobacco Company List is only for their Massachusetts public fund clients and that any other use of the list is strictly prohibited.

As part of its audit process, PERAC will assess the portfolio of each board to determine compliance. That review will determine if the board, after January 13, 1998, has purchased stock, securities, or other obligations of any company which derives more than 15% of its revenue from the sale of tobacco products. In the event a portfolio is not in compliance, the board must bring the portfolio into compliance by divesting in a prudent manner. Prior to taking any action, the board shall consult with PERAC.

In applying the statute to pooled funds, PERAC will assess the 15% rule against the entire pool as the board is purchasing shares in the pool not the individual holdings of the pool. Thus a pooled fund, if in violation of this standard, will be included on the list.

If you have any questions, please contact this office.

Enclosure

/ram



TOBACCO COMPANY LIST  
APRIL 2020

COMPANY

COUNTRY

22 <sup>nd</sup> Century Group, Inc.	United States
Altria Group, Inc.	United States
AMCON Distributing Company	United States
B.A.T. Capital Corporation	United States
Core-Mark Holding Company, Inc.	United States
Electronic Cigarettes International Group, Ltd.	United States
Fyolo Technology Corp	United States
Gilla Inc.	United States
Healthier Choices Management Corp.	United States
Medigreen Holdings Corporation	United States
Philip Morris International Inc.	United States
Pyxus International, Inc.	United States
Reynolds American Inc.	United States
Schweitzer Mauduit International, Inc.	United States
Smokefree Innotec Inc	United States
Standard Diversified Inc.	United States
Turning Point Brands, Inc.	United States
Universal Corporation	United States
Vapor Group Inc	United States
Vapor Hub International Inc.	United States
Vector Group Ltd.	United States
VPR Brands LP	United States
Wee-Cig International Corp	United States
British American Tobacco Bangladesh Co. Ltd.	Bangladesh
Badeco Adria d.d. Sarajevo	Bosnia & Herzegovina
Bulgartabac Holding AD	Bulgaria
Gotse Delchev Tabac AD	Bulgaria
Nicotiana BT Holding AD	Bulgaria
Shumen Tabac AD	Bulgaria
Sila Holding Plc	Bulgaria
Slantse Stara Zagora Tabak AD	Bulgaria
Yuri Gagarin AD	Bulgaria
Foshan Huaxin Packaging Co., Ltd.	China
Mudanjiang Hengfeng Paper Co., Ltd.	China
Shenzhen Jinjia Group Co., Ltd.	China
Shiner International Inc	China



COMPANYCOUNTRY

CTO Public Company Ltd.	Cyprus
Philip Morris CR as	Czech Republic
Scandinavian Tobacco Group A/S	Denmark
Eastern Company SAE	Egypt
Karelia Tobacco Company Inc SA	Greece
China Flavors and Fragrances Company Ltd.	Hong Kong
China Fortune Investments (Holding) Limited	Hong Kong
Ecogreen International Group Limited	Hong Kong
Huabao International Holdings Ltd.	Hong Kong
Sheen Tai Holdings Group Company Limited	Hong Kong
Godfrey Phillips India Limited	India
Golden Tobacco Ltd.	India
ITC Limited	India
NTC Industries Ltd.	India
Sinnar Bidi Udyog Ltd.	India
VST Industries Limited	India
Indonesian Tobacco Tbk PT	Indonesia
PT Bantoel International Investama Tbk	Indonesia
PT Gudang Garam Tbk	Indonesia
PT Hanjaya Mandala Sampoerna Tbk	Indonesia
Wismilak Inti Makmur Tbk PT	Indonesia
Globrands Group Ltd.	Israel
Societe Ivoirienne des Tabacs SA	Ivory Coast
Carreras Ltd.	Jamaica
Japan Tobacco Inc.	Japan
Al-Eqbal Investment Company PSC	Jordan
Jordanian Duty Free Shops PSC	Jordan
Union Investment Corporation PSC	Jordan
Union Tobacco & Cigarette Industries Co PSC	Jordan
British American Tobacco Kenya Ltd.	Kenya

COMPANYCOUNTRY

KT&G Corporation	Korea
Kuk-Il Paper Mfg Co., Ltd.	Korea
Tong Yang Moolsan Co., Ltd.	Korea
Tutunski Kombinat AD Prilep	Macedonia
Veles Tabak AD Veles vo stečaj	Macedonia
7-Eleven Malaysia Holdings Berhad	Malaysia
Bright Packaging Industry Bhd	Malaysia
British American Tobacco (Malaysia) Berhad	Malaysia
JT International Financial Services B.V.	Netherlands
Khyber Tobacco Company Ltd.	Pakistan
Pakistan Tobacco Company Ltd.	Pakistan
Philip Morris (Pakistan) Limited	Pakistan
Tri Pack Films Ltd.	Pakistan
Jerusalem Cigarette Co Ltd.	Palestinian Territory
Eurocash Spolka Akcyjna	Poland
Coka Duvanska Industrija ad Coka	Serbia
Duvanska industrija ad Bujanovac	Serbia
Philip Morris Operations a.d. Nis	Serbia
New Toyo International Holdings Ltd.	Singapore
Compania de Distribucion Integral Logista Holdings, S.A.	Spain
Miquel y Costas & Miquel, S.A.	Spain
Ceylon Tobacco Company Plc	Sri Lanka
Swedish Match AB	Sweden
Taiwan FamilyMart Co., Ltd.	Taiwan
Tanzania Cigarette Company Ltd.	Tanzania
The West Indian Tobacco Company Ltd.	Trinidad and Tobago
Bizim Toptan Satis Magazalari AS	Turkey
British American Tobacco Uganda	Uganda

COMPANY

COUNTRY

B.A.T. International Finance P.L.C.  
British American Tobacco Plc  
Essentra Plc  
Imperial Brands Finance Plc  
Imperial Brands Plc  
McColl's Retail Group Plc

United Kingdom  
United Kingdom  
United Kingdom  
United Kingdom  
United Kingdom  
United Kingdom

Cat Loi JSC  
Cong ty Co phan Ngan Son

Vietnam  
Vietnam

British American Tobacco Zambia Plc

Zambia

British American Tobacco Zimbabwe (Holdings) Ltd.

Zimbabwe

# PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., Chairman

JOHN W. PARSONS, ESQ., Executive Director

Auditor SUZANNE M. BUMP | KATHLEEN H. FALLON | KATE FITZPATRICK | JAMES H. MACHADO | ROBERT B. MCCARTHY | JENNIFER F. SULLIVAN

## MEMORANDUM

TO: All Retirement Boards

FROM: John Parsons, Esq., Executive Director

RE: Coronavirus Update

DATE: April 6, 2020

This memorandum represents PERAC's fourth memo since the challenges of the CV-19 pandemic have arisen and contains new information as well as updates to the earlier memos (Memorandums 15-17 of 2020). Governor Baker's March 31, 2020 decision to keep non-essential entities closed until May 4, 2020 has caused us to take a second look at earlier decisions and to enhance prior guidance.

We would like to take a moment to commend all retirement staff and board members for their perseverance and diligence during this challenging time. Because of your commitment, retirees continue to be paid and active members continue to receive crucial advice at this time.

### PERAC Office Status

Our office in Somerville remains closed to the public and is expected to remain so until May 4, 2020. We are continuing to receive and process mail as well as information received through the PROSPER system. All PERAC staff can be reached by email and are checking email and voicemail daily.

### Post-Retirement Work in the Public Sector

Pursuant to legislation recently passed (Chapter 53 of the Acts of 2020), superannuation retirees (disability retirees are excluded from the legislation) working in the public sector will be subject to a different hours/earnings calculation for CY 2020. Specifically, hours and earnings that occur during the current State of Emergency as defined in the Governor's Executive Order of March 10, 2020 will not be included in the retiree's earnings limitations for CY 2020. Please note that this work need not be directly related to the coronavirus; the law covers any hours/earnings from the emergency period. So, for example, if the State Emergency lasts 3

months, the hours and earnings from this period will not be included in the 2020 limitations, you would only look at the hours and earnings from the other 9 months. PERAC will publish guidance to boards and municipalities providing the law's text and further detail.

### **Retirement Calculations**

As we have indicated in our prior CV-19 memos, PERAC does not have the ability to process retirement calculations remotely, due to limitations in accessing software and security precautions. We continue to encourage boards to make estimated payments to new retirees, at least during this challenging period. Due to concerns relative to new retirees going an extended period without a retirement check, PERAC calculations staff this week completed and mailed out all retirement calculations in our possession, through roughly March 3, 2020. (This does not include applications where we have requested additional information from a board). For those boards that continue to submit calculations, if you could indicate whether you are making estimated payments, this would allow us to prioritize calculations.

### **Annual Statements**

With the extension of the Governor's declaration relative to essential services from April 7, 2020 until May 4, 2020, PERAC is revisiting the issue of the filing deadline. While we do not have the ability to waive or change the filing deadline, PERAC is hereby granting a 30-day extension to every retirement board, effectively adjusting the filing deadline to June 1, 2020. We encourage boards to continue to submit the Statement as soon as it is completed. Please see PERAC Memo #17 relative to a discussion of board member signatures in conjunction with the Annual Statement.

### **Medical Panels**

As of the issuance of PERAC Memorandum #17, PERAC had suspended the scheduling of medical panels due to CDC health guidance and the large number of cancellations. With the specter of this difficulty continuing into May if not longer, PERAC is relaxing its requirements relative to in-person medical examinations. Pursuant to this memo, with the agreement of a member, retirement board, employer, and the medical panel, examinations may take place by records review or teleconferencing. As is currently done when an examination is done based on records only, each party will need to sign a waiver indicating their assent to the alternative process. This accommodation will allow members' examinations to move forward at a time when municipalities are paying workers compensation or 111F payments on behalf of these members or a member may be in deteriorating health. If a member being scheduled assents to an alternative review, PERAC will then reach out to the retirement board/employer as to their assent. Please email Kate Hogan if you have questions relative to this process.

### **Paid Sick Leave under new Federal Law**

As you are likely aware, Congress recently passed the Families First Coronavirus Response Act ("FFCRA"). This law contains provisions for 10 days of paid sick leave for full-time employees unable to work due to the coronavirus. PERAC has determined that this paid leave should be treated the same as an employee's other paid sick leave, and regular compensation should be

charged for these days. The circumstances of how a member qualifies for this leave are laid out in the legislation; whether an employee qualifies for the leave is a determination to be made by the employer. We note that the FFCRA contains other types of leave related to the coronavirus that are detailed; guidance is expected to be issued by the federal government in the days ahead. We recommend that you work with your municipalities on the implementation of these provisions and further issues that may arise relative to regular compensation. PERAC will continue to review the further guidance that is issued.

### **State Tax Deadline and 91A filings**

Pursuant to state legislation signed this week (Chapter 53 of the Acts of 2020), Massachusetts has adopted the recent federal change to the federal tax deadline. Both federal and state tax filings are now due on July 15, 2020, and therefore, PERAC 91A filings for disabled retirees are now due on this date as well.

### **Board Education**

Subsequent to the release of PERAC's 2<sup>nd</sup> Quarter Education memorandum released earlier last week (Memo #18 of 2020) NCPERS announced an upcoming April 7<sup>th</sup> presentation on Navigating through A Crisis with the CALPERS CEO. PERAC is offering education credits on this one-hour session, which we anticipate will be available subsequent to April 7<sup>th</sup> on our website. Registration information for the April 7<sup>th</sup> webinar can be found on the NCPERS website.

### **Conclusion**

Thank you for your attention to our recent board memorandums and your continued efforts to remain up to date. We are doing everything we can to support these efforts. Please continue to make us aware of issues that arise and steps that we can take to assist you through this challenging period.