ESSEX REGIONAL RETIREMENT BOARD REGULAR SESSION FEBRUARY 27, 2023

At a meeting of the Essex Regional Retirement Board held on Monday, February 27, 2023, at 491 Maple Street, Suite 201 at 8:30 a.m., the following Board members were present for all or some of the meeting: Katherine E. Carleton, Vincent R. Malgeri, Kevin A. Merz and Susan J. Yaskell.

In attendance for all or some of the meeting were the following individuals:

Charles Kostro, ERRS Executive Director Lori O'Donnell, ERRS Executive Assistant

Ms. Yaskell called the meeting to order at 8:32 a.m.

Statement

The Massachusetts Open Meeting Law permits meetings to be recorded and states that the Chair shall inform attendees at the beginning of the meeting of any such recording. Therefore, I am informing everyone that Lori O'Donnell is recording this meeting. If anyone else is recording the meeting, please identify yourself at this time.

Approval of Board Minutes

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; To approve the minutes of the regular and executive session of the meeting of January 30, 2023.

Public Comment Period

There were no public comments

New Enrollments

Upon a motion by Kevin A. Merz, seconded by, Vincent R. Malgeri, the Board voted 4-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of forty-six names beginning with Hannah Amato and ending with Allyson Xenos.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Amato	Hannah	Town of Nahant	Paraprofessional	1/3/2023	1
nold	Christopher	Town of North Andover	Firefighter	11/14/2022	4
herton	Megan	Triton RSD	Instructional Assistant	1/3/2023	1

BatchelderSeanTown of IpswichRBT2/7/20231BertheletteLisaTriton RSDInstructional Assistant1/3/20231BertramTracyTriton RSDInstructional Assistant1/9/20231CassShawnTown of GrovelandCOA Director1/13/20231CavdarInancTown of ManchesterLaborer1/10/20231DahlenLaurieRockport Housing AuthorityAdministrative Assistant10/4/20221DeMeoLisaTown of LynnfieldDPW Engineer1/17/20231DortJasmineManchester-Essex RSDTeaching Assistant1/30/20231DoughertyMichaelEssex Regional RetirementRetirement Counselor2/13/20231DowdChristopherTown of RockportTeaching Assistant1/23/20231DziadykBrandonTown of ManchesterLaborer1/10/20231EdwardsChristopherTown of BoxfordCustodian1/31/20231El RahiJoelleTown of North AndoverTeaching Assistant1/31/20231EsolenEmilyTown of TopsfieldAdministrative Assistant1/17/20231GadouryBrittanyTriton RSDInstructional Assistant1/17/20231GlassoTheresaTown of LynnfieldAdministrative Assistant1/18/20231GuarinoStaceyMasconomet RSDParaprofessional1/30/20231Hoey
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McLaughlin Ann Town of Newbury Assistant Accountant 1/4/2023
Melissa Haidaczuck Masconomet RSD Paraprofessional 1/24/2023
Morris Daniel Town of Ipswich Police Officer 2/5/2023 4
O'Connor Christine Town of North Andover Town Counsel 11/21/2022 1
Piemonte James Triton RSD Instructional Assistant 11/21/2022 1
Rea Stephen Town of Salisbury Police Officer 2/1/2023 4
Sahtouris Elaini Town of North Andover Staff Engineer 1/9/2023 1
Seymour Ellison Pentucket RSD Paraprofessional 12/5/2022 1
Sheikh Sabeen Town of North Andover HR Generalist 1/23/2023 1
Smith Amanda Pentucket RSD Paraprofessional 8/25/2021 1
Souza John Town of Groveland Laborer 12/19/2022 1
Morris Daniel Town of Ipswich Police 2/5/2023 4
O'Connor Christine Town of North Andover Town 11/21/2022 I
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R	Stephen	Town of Salisbury	Police	2/1/2023	4
Souris	Elaini	Town of North Andover	Staff	1/9/2023	1
Seymour	Ellison	Pentucket RSD Paraprof		12/5/2022	1
Sheikh	Sabeen	Town of North Andover HR		1/23/2023	1
Smith	Amanda	Pentucket RSD	Paraprof	8/25/2021	1
Souza	John	Town of Groveland	Laborer	12/19/2022	1
Swartz	Benjamin	Town of Georgetown	Paraprof	1/3/2023	1
Thomas	Jeffrey	Town of Essex	Adminis	1/4/2023	1
Watson	Patricia	Town of Rockport	Paraprof	8/26/2022	1
White	John	Town of North Andover	Custodi	1/23/2023	1
Wilson	Edward	Town of Rowley	Police	12/30/2022	1
Wood	Ulyana	Masconomet RSD	Paraprof	1/25/2023	1
Xenos	Allyson	Masconomet RSD	Paraprof	2/1/2023	1
Swartz	Benjamin	Town of Georgetown Paraprofessional		1/3/2023	1
Morris	Daniel	Town of Ipswich	Police Officer	2/5/2023	4
O'Connor	Christine	Town of North Andover Town Counsel		11/21/2022	1
Piemonte	James	Triton RSD	Instructional Assistant	11/21/2022	1
Rea	Stephen	Town of Salisbury	Police Officer	2/1/2023	4
Seletouris	Elaini	Town of North Andover	Staff Engineer	1/9/2023	1
S nour	Ellison	Pentucket RSD	Paraprofessional	12/5/2022	1
Sueikh	Sabeen	Town of North Andover	HR Generalist	1/23/2023	1
Smith	Amanda	Pentucket RSD	Pentucket RSD Paraprofessional		1
Souza	John	Town of Groveland Laborer		12/19/2022	1
Swartz	Benjamin	Town of Georgetown	Paraprofessional	1/3/2023	1
Thomas	Jeffrey	Town of Essex	Administrative Clerk	1/4/2023	1
Watson	Patricia	Town of Rockport	Paraprofessional	8/26/2022	1
White	John	Town of North Andover	Custodian	1/23/2023	1
Wilson	Edward	Town of Rowley	Police Dispatcher	12/30/2022	1_
Wood	Ulyana	Masconomet RSD	Paraprofessional	1/25/2023	1
Xenos	Allyson	Masconomet RSD	Paraprofessional	2/1/2023	1_
Thomas	Jeffrey	Town of Essex	Administrative Clerk	1/4/2023	1
Watson	Patricia	Town of Rockport	Paraprofessional	8/26/2022	1
White	John	Town of North Andover	Custodian	1/23/2023	1
Wilson	Edward	Town of Rowley	Police Dispatcher	12/30/2022	11
Wood	Ulyana	Masconomet RSD	Paraprofessional	1/25/2023	1
Xenos	Allyson	Masconomet RSD	Paraprofessional	2/1/2023	1

New Retirements

Ms. Carleton asked about comments on some of the retirement calculation sheets in which Britt Travinski noted that PTG would not override the calculations when corrections were necessary. Mr. Kostro said that ERRS has not encountered this type of issue before. He said that in his discussions with Britt, it appeared that the calculations that were affected were ones where the member retired on December 30th or 31st and the deductions for the final pay were received in 2023. Ms. Carleton noted that the crossover can cause this issue and that is likely the explanation. Mr. Kostro said that in reviewing the calculations, everything looked correct. Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; That the following named members of the Essex Regional Retirement System be awarded retirement benefits calculated as presented below, a list of six names, beginning with Kathleen J. Benevento and ending with Patricia A. Stark:

1. Kathleen J. Benevento, Finance Director/Town Accountant, Town of Boxford, Group 1

Effective Retirement Date: January 4, 2023
Monthly Retirement Allowance: \$4,764.00
Annual Retirement Allowance: \$57,168.00

2. Wayne E. Gelina, Custodian, Pentucket Regional School District, Group 1

Effective Retirement Date: December 30, 2022 Monthly Retirement Allowance: \$1,768.31 Annual Retirement Allowance: \$21,219.72

3. Sibyl M. Hezlett, Cataloging Specialist, Town of Topsfield, Group 1

Effective Retirement Date: December 30, 2022 Monthly Retirement Allowance: \$1,010.34 Annual Retirement Allowance: \$12,124.08

4. Scott O. Saulnier, Equipment Operator, Town of Middleton, Group 1

Effective Retirement Date: December 30, 2022 Monthly Retirement Allowance: \$2,308.65 Annual Retirement Allowance: \$27,703.80

5. Deborah A. Silva, Administrative Assistant, Masconomet Reg School District, Group 1

Effective Retirement Date: January 5, 2023
Monthly Retirement Allowance: \$2,554.20
Annual Retirement Allowance: \$30,650.40

6. Patricia A. Stark, Paraprofessional, Town of Georgetown, Group 1

Effective Retirement Date: February 17, 2023 Monthly Retirement Allowance: \$1,894.44 Annual Retirement Allowance: \$22,733.28

Liability Requests

Upon a Motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted the Board voted 4-0; To take the following action on a request for the acceptance of liability received by the retirement system:

- 1. To accept liability for one year and three months of service as requested by the Middlesex County Retirement System on behalf of Michelle Grenier for service rendered with the Town of Middleton and the Town of Manchester from July 8, 2009 to July 7, 2011.
- 2. To accept, upon receipt of proper payment, one year of liability as requested by the Massachusetts Teachers' Retirement System on behalf of Anthony D. Palmieri for prior refunded service rendered with the Masconomet Regional School District from September 1, 2009 to December 17, 2010.
- 3. To accept, upon receipt of proper payment, four years and eight months of liability as requested by the Haverhill Retirement System on behalf of Jonathan E. Plumb for prior refunded service rendered with the Town of North Andover from October 1, 2006 to August 15, 2016.
- 4. To accept, upon receipt of proper payment, two years and nine months of liability as requested by the Norwood Retirement Board on behalf of John Willet, Jr. for prior refunded service rendered with the Pentucket Regional School District from September 1, 1994 to June 13, 1997.

Refund Warrant - February 2023

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted the Board voted 4-0; To approve the refund warrant for February 2023, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of forty-six members beginning with Kali A. Adamo-Martin and ending with Lorant S. Ronai, in the total net amount of \$1,071,627.36.

Name	Type	Board or Institution
Adamo-Martin, Kali A.	Transfer	Beverly Retirement Board
Beauchesne, Brian D.	Transfer	Middlesex County Retirement Board
Cirinna III, Frank G.	Transfer	Gloucester Retirement Board
Dearborn, Heidi U.	Transfer	Massachusetts Teachers Retirement System
Dercolo, Molly K.	Withdrawal	
Derrane, Luigi G.	Transfer	Beverly Retirement Board
Dollas, Jason Christopher	Transfer	Newburyport Retirement Board

Eagan, William D.	Transfer	Massachusetts Teachers Retirement System
Estrada, Jennifer S.	Transfer	Gloucester Retirement Board
Flores, Josias E.	Withdrawal	
Gillis, John T.	Withdrawal	
Glynn, Kathleen	Rollover	TD Ameritrade
Gregoire, Monica A.	Transfer	Andover Retirement Board
Hardiman, Laura A.	Withdrawal	
Harris, Jennifer Lynn	Transfer	Massachusetts Teachers Retirement System
Herendeen, Andrew W.	Transfer	Danvers Retirement Board
Hill, James R.	Transfer	Middlesex County Retirement Board
Johnson, Cassandra L.	Transfer	Amesbury Retirement Board
Jones, Brittany	Transfer	Swampscott Retirement Board
Kan, Vladimir	Transfer	Needham Retirement Board
Katz, Dyan M.	Transfer	Gloucester Retirement Board
Kramer, Nicole C.	Transfer	Andover Retirement Board
Lavoie, Kathryn J.	Withdrawal	
Lesch, Johanna E.	Transfer	Massachusetts Teachers Retirement System
Masellas, Paul J.	Transfer	Cambridge Retirement Board
McCormick, Lesley	Rollover	FMTC
Meneades, Rachel V.	Transfer	Marblehead Retirement Board
Merritt, Michelle S.	Transfer	Haverhill Retirement Board
Muise, Michelle K.	Transfer	Gloucester Retirement Board
Nigrelli, Justin C.	Transfer	Lawrence Retirement Board
O'Flynn, Claire V.	Transfer	Massachusetts Teachers Retirement System
Olson, Elizabeth J.	Transfer	Gloucester Retirement Board
Reid, Trudy L.	Transfer	Middlesex County Retirement Board
Rowe, Jessica S.	Transfer	Massachusetts Teachers Retirement System
Shea, David A.	Withdrawal	
Silva, Deborah A.	Withdrawal	
Small, Katherine Nmi	Transfer	Beverly Retirement Board
Stone, Meredith	Transfer	Concord Retirement Board
Tammaro, Nicole	Withdrawal	
Taylor, Lindsay M.	Transfer	Massachusetts Teachers Retirement System
Thompson, Emily B.	Withdrawal	
Usovicz, Jennifer A.	Transfer	Peabody Retirement Board
Volpone, Robin A.	Transfer	Massachusetts Teachers Retirement System
Williams, Jennifer M.	Transfer	Massachusetts Teachers Retirement System
Zaniewski, Jessica R.	Rollover	TIAA
Ronai, Lorant S.	Death Refund	

February Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; To approve the retirement allowances for the month of February 2023 in the actual amount of \$4,763,550.81.

ERRS Payroll

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; To approve the payment of the ERRS employee payroll for February 10, 2023, in the amount of \$18,845.91, and for February 24, 2023, in the amount of \$21,340.16.

Cash Disbursement Warrant CD2023.02

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; To approve the Cash Disbursement Warrant CD2023.02 for February 2023 as presented below in the total amount of \$16,729.61.

Vendor	Amount (\$)
Access - Record Storage - Monthly Fee - 2023.02	679.46
Benefit Strategies - Admin Fees - 2023.01	1.00
Comcast - Internet - 2023.02	228.14
Comcast - Phone - 2023.02	313.03
Harper's Payroll Service - 2023.02.10	53.21
Harper's Payroll Service - 2023.02.24	91.76
HCOPT Condo Fees - 2023.03	1,657.00
HIQ Computers - #134940 - Basic Email License (Additional Board Member)	75.00
HIQ Computers - #135404 - Various Remote Service Issues	275.00
HIQ Computers - 135520 - Standard Email License (Additional Staff License)	150.00
HIQ Computers - 135595 - iPad Charger - Returned iPad Missing Charger	55.00
HIQ Computes - 135581 - Power and Data Cord for Previously Unused Scanner	55.00
HIQ Computers - 135538 - Sonic Firewall Annual License Renewal	520.00
HIQ Computers - 2023.01 - Monthly Replication Services	90.00
Law Office of Michael Sacco - 2023.01	9,394.00
Massachusetts Municipal Association - Position Posting	125.00
Quadient, Inc Postage Labels	49.50
Ricoh USA, Inc Monthly Copier Rental	283.29
S.J. Services - Monthly Cleaning Fee - 2023.01	283.33
TAB Products Co LLC	1,355.22
W.B. Mason - Office Supplies	995.67

Cash Disbursement Warrant CD2023.02a - PRIT Fund Transfer

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; To approve the Cash Disbursement Warrant CD2023.02a for a transfer from the PRIT Fund as presented below in the total amount of \$4,000,000.00.

Vendor	Amount
Transfer from PRIT Cash to Eastern Bank	\$4,000,000.00
Total	\$4,000,000.00

Census Non-Responders - Suspension of Benefits

Mr. Malgeri noted that the chart provided to the Board showed six members but that only four were listed, and wondered if that was because two members came through with their census forms. Mr. Kostro noted that this was correct and that these two members submitted their 2022 census form in the past few days. Mr. Kostro also said that Lori O'Donnell has been calling several of these individuals for months looking for their census forms, right up through the end of this past week. Mr. Kostro said that the phone call follow up was in addition to at least four written reminders that the census forms for these members were past due. Mr. Malgeri stated that the benefits will be reinstated and retroactive as soon as the signed document is produced. Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted 4-0; That the retirement benefits of the members listed below be withheld beginning with the March benefit payment in accordance with PERAC regulation 840 CMR 15.01(2), and that their retirement benefits remain suspended until such time as these individuals file their 2022 census form.

- 1. Susan E. Fallon
- 2. Charlene F. Faro
- 3. Russell W. Fowler, Jr.
- 4. Ralph J. Matthes

Authorization to Hire – Employer Reporting Representative

Mr. Kostro said that when the updated position descriptions were approved last month, authorization for the Executive Director to hire the Employer Reporting Representative was not included. He said this was an oversight and this vote would correct it. He noted that interviews are just starting to fill this vacancy. Upon a modified motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; To authorize the Executive Director to interview and hire a qualified candidate for this position with a starting hourly wage of \$39.50 for a 37.5 hour work week in place of a 35 hour work week that had previously been noted, and at a vacation accrual rate consistent with the selected candidate's years of experience, but which does not exceed three weeks per year.

Final 2022 Budget Transfers

Mr. Kostro presented the final 2022 administrative budget line-item transfers. He noted that these transfers were not due to a budget deficit and, in fact, ERRS once again finished the year tens of

thousands of dollars under-budget. Rather, Mr. Kostro explained that ERRS treats its budget much like a municipal budget were any line-item over-runs are cleared up through transfers from the Reserve Fund or from surplus' in other line-items. He noted that this is the last step in closing out the 2022 administrative budget. Mr. Malgeri stated the Board members realize the annual budget must be flexible simply because unexpected circumstances can occur. One example is the disability cases which can be very costly and can cause a significant increase. Ms. Carleton asked about the storage facility fee. Mr. Kostro reviewed the off-site storage facility and advised that only pre-2011 documents are stored there. He said that no additional documents have been moved off-site since he became Executive Director. Mr. Kostro said that much like everything else, the cost to store documents off-site has increased steadily over the years, particularly in the past two years. Mr. Merz suggests ERRS look into hiring a company to scan the useful documents and destroy outdated materials in order to save on that monthly expense. Mr. Kostro agreed and will look into local scanning services fees. Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; To transfer in the 2022 administrative budget sum of \$40,909 as described below.

Transfer To:	Transfer From:	Amount
Michael Sacco, Law Office	Reserve Fund	23,686
Storage Facility	Reserve Fund	1,188
Maintenance & Repair	Reserve Fund	1,668
Health, Life & Dental Insurance	Reserve Fund	1,438
Postage	Reserve Fund	2,910
Office Supplies	Reserve Fund	460
Employee Payroll Services	Reserve Fund	195
IT Consulting Services	Database Software-Insurance	9,364

Disposal of Surplus Property

Mr. Kostro said that a substantial amount of old IT equipment is stored in the file room and that this equipment is no longer in use. This includes three servers, at least two of which have been out of use for several years. These servers were not disposed of at the time they were replaced. ERRS recently replaced its server again and this seemed like a good time to clean out all of this old, unused and in some cases, broken IT equipment. Also, Mr. Kostro noted, space in the file room is becoming an issue. This vote will permit HIQ to remove and to dispose of the equipment safely and properly. Mr. Kostro noted that the surplus equipment also includes old switches, monitors, a broken laptop and old phones. Mr. Malgeri asked about the fee charged by HIQ. Mr. Kostro explained that this cost was for wiping the servers clean, and that he added an estimated amount in case there are any charges associated with recycling or disposing of the equipment in an environmental safe manner. Mr. Kostro noted that HIQ will provide a certificate up completion of wiping clean the servers and the switches. Upon a motion by Katherine E. Carleton, seconded by Vincent R. Malgeri, the Board voted 4-0; To authorize HIQ Computers to securely dispose of the following surplus items at a total estimated cost of \$500:

- Three old, unused servers;
- Ten former Cisco desk phones;
- Four pieces of equipment comprising the switches and modems no longer in use;
- One surplus Sony laptop that no longer functions;
- Two broken monitors no longer in use.

Cleaning Contract Extension

Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; To extend the current agreement with SJ Services for the cleaning of the retirement system offices until March 31, 2023, with no change in any terms or conditions.

Mass Retirees Recruitment Request

Ms. Carleton asked about the rationale for this request by Mass Retirees. Mr. Kostro explained that every two years ERRS receives a request for names, addresses, phone numbers, and email addresses of all retirees and survivors from Mass Retirees. He understands that this information is used to recruit new members to the organization. Mr. Kostro noted that while this is considered a public records request, Mass Retirees has a special exemption in the statute to receive information that is otherwise not considered a public record. He also advised that since the statute says the Board "may" provide this information, ERRS Counsel has recommended that the Board vote to approve this request before the information is provided. Historically, Mr. Kostro noted, the Board has supported this request, but usually after some discussion and not always unanimously. Mr. Malgeri does not feel in today's times that retirees would be happy if we shared their home addresses, email and phone numbers with other organizations. Mr. Merz thought that some members might enjoy the newsletters and find them useful. He suggested sharing just the names and addresses with Mass Retirees, and if some retirees want to join then they can share additional information about themselves. A friendly amendment to the main motion was accepted noting that only the names and addresses of ERRS retirees be provided. Upon a motion by Katherine E. Carleton, seconded by Kevin A Merz, the Board voted 4-0; To authorize the Executive Director to provide the names and addresses of ERRS retirees as requested by the Retired State, County and Municipal Employees Association of Massachusetts in their letter dated January 12, 2023.

Motion to Adjourn

Upon a motion by Kevin A Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; To adjourn the meeting.

The meeting adjourned at 9:10a.m.

Katherine E. Carleton

Vincent R. Malgeri
Vincent R. Malgeri

Kevin A. Merz

Susan J. Yaskell

The following materials were provided to the Board for items acted upon at the meeting:

Meeting Minutes

New Enrollments

Retirement Benefit Calculations

Documents Pertaining to Liability Requests

Refund, Retiree Payroll, Employee Payroll and Cash Disbursement Warrants

Communications and Documents Relating to the FY2024 Appropriation and the 5% COLA

Spreadsheet of Non-Responders to the 2022 Census

Employer Reporting Representative Job Description

Transfer Authorization Form for the 2022 Administrative Budget

Photos of Surplus Property

Addendum Extending Cleaning Contract

Recruitment Request from Mass Retirees

In addition to the materials provided to the Board for items acted upon at the meeting, the following documents were also provided:

Agenda Posting Checklist

Boston Millennia II - Q4 2022 Investment Report

Danvers Personal Property Tax Correspondence

Executive Director's Schedule

Financial Reports – Monthly Bank Reconciliation - December 2022

Financial Reports – Monthly Bank Reconciliation – January 2023

Financial Reports - Monthly Cash Flow - February 2023

Financial Reports - PRIM Board Update - Q4 2022

Financial Reports - PRIT Performance Update - Essex - January 2023

Financial Reports - PRIT Performance Update - January 2023

Public Records Requests - American Transparency.02152023

Public Records Requests - Green, Cassandra - Amended.02222023

Public Records Requests - Green, Cassandra - Payment

Public Records Requests - Green, Cassandra Email

Public Records Requests - Green, Cassandra Response.02082023

Public Records Requests Tracking