

**ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
MARCH 27, 2023**

At a meeting of the Essex Regional Retirement Board held on Monday, March 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: Tracy A. Blais, 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
Deann Shaw, Member from Triton Regional School District
Tara Coyle, Member from Triton Regional School District
Jane Keeler, Member from Triton Regional School District
Robert Marino, Member from Middleton Police Department
John Becker, Counsel for Robert Marino
Casey Berkowitz, Counsel for Brian Murphy
Paul A Nikas, Member from Ipswich Police Department
Mary Gallivan, Member from Town of Ipswich

Ms. Yaskell called the meeting to order at 8:30 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 4-1; Tracy A. Blais, abstained; To approve the minutes of the regular and executive session of the meeting of February 27, 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 5-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of thirty-nine names beginning with Joseph Boyan and ending with Jacqueline Ward.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Boyan	Joseph	Town of Georgetown	Paraprofessional	2/6/2023	1
Brown	Cassidy	Town of Newbury	Assistant Town Clerk	2/21/2023	1
Capone	Allison	Town of North Andover	Social Worker	2/6/2023	1
Chan	Jocelyn	Town of Ipswich	HR Manager	2/27/2023	1
Coppi	Michael	Town of Lynnfield	Custodian	2/1/2023	1
Craig	Lisa	Town of Ipswich	Procurement Administrator	2/27/2023	1
D'Alessandro	Vanessa	Town of Ipswich	RBT	3/9/2023	1
DiOrio	Joseph	Town of Boxford	HVAC Technician	1/23/2023	1
DiStefano	Steven	Town of Lynnfield	DPW Operator	1/30/2023	1
Dulong	Kimberly	Town of North Andover	Nurse	1/10/2023	1
Dyksinski	Marjorie	Town of Rockport	Monitor	8/30/2022	1
Fowler	Cathleen	Town of Salisbury	Administrative Assistant	2/6/2023	1
Guerrero	Santa	Town of North Andover	Café Worker	2/1/2023	1
Hart	Haley	Town of Ipswich	Assistant Library Director	3/27/2023	1
Jimenez	Laura	Town of North Andover	Patrol Officer	2/20/2023	4
Jones	Allison	Manchester-Essex RSD	Teacher Assistant	3/13/2023	1
Ke	Shayanne	Town of Ipswich	RBT	3/13/2023	1
Kim	David	Town of Rockport	Police Officer	2/13/2023	4
Lupa	Kaleigh	Town of Boxford	Behavior Specialist	2/27/2023	1
Marshall	Timothy	Town of North Andover	Police Officer	2/20/2023	4
McDonald	Gerard	Town of Topsfield	Board of Health Director	3/1/2023	1
McKay	Matthew	Town of Georgetown	Fire Chief	1/5/2023	4
Nelson	Nicole	Town of North Andover	Administrative Assistant	2/6/2023	1
Opont-Durogene	Samuel	Town of Georgetown	Water Department Laborer	2/13/2023	1
Page	Tyler	Town of Georgetown	Night Custodian	2/27/2023	1
Pool	Amy	Town of Rockport	Playground Monitor	8/31/2023	1
Pulley	Courtney	Town of North Andover	Teacher Assistant	1/3/2023	1
Queenan	Laura	Town of North Andover	Teaching Assistant	3/13/2023	1
Rossi	Beth Ann	Town of Topsfield	ESP-IA	2/7/2023	1
Schrock	Whitney	Town of Rockport	Paraprofessional	9/13/2022	1
Sidoti	Michele	Town of North Andover	Café Worker	2/1/2023	1
Silva-Boudreau	Genevieve	Town of Rockport	Monitor	8/31/2022	1
Sipple	Joshua	Town of Essex	Highway Laborer	1/30/2023	1
Stentiford	Susan	Town of Ipswich	AP Clerk	2/21/2023	1

Strange	Zachery	Town of North Andover	Police Officer	2/20/2023	4
Suggs	Fernanda	Town of Ipswich	CS Clerk	3/6/2023	1
Tuccolo	Jamie	Town of Salisbury	Public Works	3/6/2023	1
Vallone	Kristopher	Town of Georgetown	Firefighter	2/27/2023	4
Ward	Jacqueline	Hamilton-Wenham RSD	Teaching Assistant	12/5/2022	1

New Retirements

Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 5-0; 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 Lee P Camuso and ending with Michael W. Merritt:

1. Lee P. Camuso, Special Education Aide, Town of Boxford, Group 1
Effective Retirement Date: January 3, 2023
Monthly Retirement Allowance: \$372.79
Annual Retirement Allowance: \$4,473.48
2. David M. Doyle, Firefighter, Town of Salisbury, Group 4
Effective Retirement Date: February 18, 2023
Monthly Retirement Allowance: \$5,874.46
Annual Retirement Allowance: \$70,493.52
3. Paul A. Fontaine, Assistant Superintendent, Parks Department, Group 1
Effective Retirement Date: January 25, 2023
Monthly Retirement Allowance: \$3,460.08
Annual Retirement Allowance: \$41,520.96
4. Leslie A. Haley, Town Clerk, Town of Newbury, Group 1
Effective Retirement Date: December 31, 2022
Monthly Retirement Allowance: \$1,833.69
Annual Retirement Allowance: \$22,004.28
5. Christopher J. Machain, Police Officer, Town of Wenham, Group 4
Effective Retirement Date: March 4, 2023
Monthly Retirement Allowance: \$5,402.19
Annual Retirement Allowance: \$64,826.28
6. Michael W. Merritt, Firefighter, Town of Salisbury, Group 4
Effective Retirement Date: February 3, 2023
Monthly Retirement Allowance: \$5,833.91
Annual Retirement Allowance: \$70,006.92

Creditable Service Awards

Upon a motion by, Kevin A. Merz, seconded by, Vincent R. Malgeri the Board voted 5-0; That the retirement system staff has verified that the required payment having been received, that the following members of the Essex Regional Retirement System be awarded creditable service as presented below:

1. Debra R. Conti shall be awarded two years and seven months of creditable service for the purchase of prior non-membership service rendered from September 3, 2009 to October 13, 2015, with the Town of North Andover.
2. Brandy W. Perusse shall be awarded three years and three months of creditable service for the purchase of prior non-membership service rendered from July 21, 2013 to February 7, 2022, with the Pentucket Regional School District.
3. David P. Sedgwick shall be awarded one year and six months of creditable service for the purchase of reserve police service rendered from December 13, 1993 to July 9, 1995, with the Town of Rowley.

Refund Warrant – March 2023

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 5-0; To approve the refund warrant for March 2023, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of forty-two members beginning with Naida T. Abdessemed and ending with Jessica C. Zins, in the total net amount of \$1,056,871.43.

Name	Type	Board or Institution
Abdessemed, Nadia T.	Transfer	Lynn Retirement Board
Amero, Tanya J.	Transfer	Massachusetts Teachers Retirement System
Aniello, Tara Marie	Transfer	Wakefield Retirement Board
Bonsang, Stacy L.	Transfer	Marblehead Retirement Board
Carritte, Brendan K.	Transfer	Winthrop Retirement Board
Cashman, Daniel R.	Transfer	Beverly Retirement Board
Centofanti, Helen M.	Withdrawal	
Coen, Janice	Transfer	Massachusetts Port Authority Retirement Board
Fair, Kimberly Ann	Transfer	Massachusetts State Retirement Board
Ferrara, Ryan J.	Transfer	Middlesex County Retirement Board
Fletcher, John R.	Transfer	Gloucester Retirement Board
Ford, Kristen	Transfer	Everett Retirement Board
Frontiera, Stephanie L.	Transfer	Gloucester Retirement Board
Guillermo, Juan R.	Transfer	Lowell Retirement Board

Hamel, Colleen A.	Transfer	Newburyport Retirement Board
Joniec, Raymond J.	Transfer	Andover Retirement Board
Latulippe, Steven	Transfer	Beverly Retirement Board
Magrath, Erica D.	Transfer	Massachusetts Teachers Retirement System
Masellas, Paul J.	Withdrawal	
McTernan-Coyle, Tara A.	Transfer	Massachusetts Teachers Retirement System
Messer, Kellie K.	Transfer	MWRA Employees Retirement Board
Mikson, Emily Marie	Transfer	Massachusetts Teachers Retirement System
Moloney, John N.	Transfer	Massachusetts Teachers Retirement System
Morais, Amy B.	Transfer	Danvers Retirement Board
Murphy, David H.	Transfer	Massachusetts Teachers Retirement System
Needham, Joanne F.	Rollover	Space Coast Credit Union
Neeley, Sarah E.	Transfer	Massachusetts Teachers Retirement System
Nelson, Kyle A.	Transfer	Massachusetts Teachers Retirement System
Neves, Matheus S.	Transfer	Everett Retirement Board
Pereira, Kim L.	Transfer	Westfield Retirement Board
Rothman, Cara M.	Transfer	Wellesley Retirement Board
Santoro, Victoria R.	Transfer	Massachusetts Teachers Retirement System
Sarmaroy, Anita	Transfer	Massachusetts Teachers Retirement System
Sauer, Samantha K.	Transfer	Fitchburg Retirement Board
Schwartz, Anne R.	Transfer	Massachusetts Teachers Retirement System
Soltys, Michael J.	Withdrawal	
Velonis, Mary E.	Transfer	Massachusetts Teachers Retirement System
Ward, Renee S	Transfer	Newburyport Retirement Board
Whelan, Leslie M.	Transfer	Gloucester Retirement Board
Williams, Jennifer M.	Withdrawal	
Wilson, Adriana J.	Transfer	Everett Retirement Board
Zinns, Jessica C.	Transfer	Massachusetts Teachers Retirement System

March Retirees Payroll

Mr. Kostro explained that ERRS typically processes the retiree payroll at the end of the month this estimated figure allows us additional time to make any last-minute changes such as insurance changes or additions to the retirement payroll. Next month the actual figure will be presented to the Board for approval. Upon a motion by Kevin A. Merz, seconded by, Vincent R. Malgeri, the Board voted 5-0; To approve the retirement allowances for the month of March 2023, in the estimated amount of \$4,765,000.00.

ERRS Payroll

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 5-0; To approve the payment of the ERRS employee payroll for March 10, 2023, in the amount of \$21,359.40, and for March 24, 2023, in the amount of \$23,759.37.

Cash Disbursement Warrant CD2023.03

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2023.03 for March 2023 as presented below in the total amount of \$49,040.77.

Vendor	Amount (\$)
Access - Record Storage - Monthly Fee - 2023.03	788.26
Benefit Strategies - Admin Fees - 2023.02	1.00
Brady Business Forms	259.15
Comcast - Internet - 2023.03	228.14
Comcast - Phone - 2023.03	313.03
Danvers, Town of, Electric - #201 - 2023.02	133.60
Danvers, Town of, Electric - #202 - 2023.02	192.34
Group Insurance Commission - GIC -Health - FY '22	289.50
Harper's Payroll Service - 2023.03.10	55.11
HCOPT Condo Fees - 2023.04	1,657.00
HCOPT - Building Maintenance	445.00
HIQ Computers - #135734 - Email Licenses Renewal	1,470.00
HIQ Computers - #135678 - Email, Spam, Scanning, Folder Access Issues	467.50
HIQ Computers - 135824 - Microsoft 265 License Renewal	276.00
HIQ Computers - 2023.02 - Monthly Replication Services	90.00
Kostro, Charles - First Member Election - Stamps for Return Ballots	28.35

Law Office of Michael Sacco - 2023.02	5,978.00
Amity Insurance Agency, Inc. - Fiduciary Insurance Renewal - 3/2023-3/2024	33,734.00
Minuteman Press - Business Cards for Retirement Counselors	116.68
Quadient, Inc., - Parts Replacement	1,059.39
S.J. Services - Monthly Cleaning Fee - 2023.05	283.33
W.B. Mason - Office Supplies	1,081.73
Harper's Payroll Service - 2023.03.24	93.66
Total	49,040.77

Cash Disbursement Warrant CD2023.03a – 2023 3(8)(c) Payments

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0;
To approve the Cash Disbursement Warrant CD2023.03a for 2023 3(8)(c) payments as presented
in the total amount of \$1,180,348.03.

Retirement Board - 3(8)(c) Warrant	Amount (\$)
Amesbury Retirement System	95,199.88
Andover Retirement System	88,416.20
Arlington Retirement Board	37,301.92
Beverly Retirement System	43,167.04
Brookline Retirement System	2,319.82
Cambridge Retirement Board	3,787.78
Chicopee Retirement Board	436.77
Everett Retirement Board	3,995.49
Fairhaven Retirement System	30,103.39
Framingham Retirement Board	14,592.97

Gardner Contributory Retirement System	14,486.11
Gloucester Retirement System	34,389.05
Haverhill Retirement Board	113,340.29
Lawrence Retirement Board	62,689.16
Lexington Retirement Board	15,971.13
Lowell Retirement Board	39,181.54
Lynn Retirement System	54,259.14
Malden Retirement System	4,512.33
Marblehead Retirement System	13,487.42
Marlborough Retirement Board	6,491.10
Massport Retirement System	6,901.99
Methuen Retirement System	64,853.00
Middlesex County Retirement System	197,590.50
MWRA Employees' Retirement System	11,998.94
Melrose Retirement Board	9,307.75
Minuteman Regional School District Retirement Board	347.57
Norfolk County Retirement System	5,784.81
Plymouth County Retirement System	2,790.69
Peabody Retirement Board	89,275.71
Reading Retirement Board	42,463.81
Saugus Retirement Board	12,096.20
Somerville Retirement Board	8,067.76
Springfield Retirement System	123.74

Stoneham Retirement System	4,759.28
Swampscott Retirement System	22,026.27
Woburn Retirement Board	8,570.07
Winchester Retirement Board	1,439.69
Winthrop Retirement Board	2,389.63
Worcester Regional Retirement System	11,432.09
Total	1,180,348.03

Cash Disbursement Warrant CD2023.03b – PRIT Fund Transfer

Mr. Malgeri asked if this figure is higher than usual? Mr. Kostro said that our limit is \$5 million and we usually only transfer between \$3-4 million but at this time of year we have the 38c warrant and a much higher than normal Refund, Rollover and Transfer warrant. Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2023.03b for a transfer from the PRIT Fund as presented below in the total amount of \$5,000,000.00.

Vendor	Amount
Transfer from PRIT Cash to Eastern Bank	\$5,000,000.00
Total	\$5,000,000.00

Board Member Laptops

Ms. Carleton inquired what was the difference in prices quoted for the laptops? Mr. Kostro said all the laptops have web cam capabilities, 2 are 13 inches and 1 is 14 inches, 2 have 8 gigs and one has 16 gigs. HIQ will setup the laptops, install software and security on each device. Mr. Kostro reminded the Board members that they have been using the iPads since December of 2012. The Board members and Mr. Kostro both agree that using a laptop would provide easier access to the monthly Board packets and associated documents. Upon a motion by Katherine E. Carleton, seconded by Vincent R. Malgeri, the Board voted 5-0; To authorize the purchase of four laptop computers for use by Board members at an estimated cost of \$5,800.00.

Authorization to Post Position Description

Mr. Malgeri thought that this motion makes sense in today's environment. ERRS job descriptions were already approved by the Board in January so the authority to post any openings as soon as Mr. Kostro is aware of a vacancy will definitely speed up the hiring process. Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 5-0; Upon notice of a resignation

by an employee of ERRS, the Executive Director is hereby authorized to post the appropriate position description as approved by the Board at its meeting of January 30, 2023, provided, however, that a vote authorizing the Executive Director to hire to fill any such position be taken at the next regularly scheduled meeting of the Board.

Executive Session

Upon a motion by Vincent R. Malgeri, seconded by Kevin A Merz, the Board voted by roll call as follows; Ms. Blais, Yes; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To move to executive session to act on the disability retirement applications of Robert Marino, Brian Murphy and Dean Shaw, and to remain in executive session to discuss strategy with respect to litigation in the matters of Barnes v. ERRB, Hannon v. ERRB, et al, and Shailor v. ERRB and the Bristol County Retirement Board, as an open meeting may have a detrimental effect on the litigating position of the retirement board.

Ms. Yaskell stated the Board will be returning to open session upon the conclusion of the executive session only for the purpose of adjourning the meeting.

Statement of the Chair

The Board will be returning to open session upon the conclusion of the executive session.

Deann Shaw – Disability Application

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted by roll call as follows; Ms. Blais, Yes; Ms. Carleton, Yes; Mr. Malgeri, Yes and Ms. Yaskell, Yes; That upon confirmation that all relevant medical records have been received, to request PERAC to appoint a regional medical panel for the purpose of examining the accidental disability retirement application of Deann Shaw, and to authorize ERRS Counsel to submit to the panel such questions that he may deem necessary, and that the exam be conducted in person, and to record this vote in the open session minutes of the meeting.

Robert Marino – Disability Application

Upon a motion by Vincent R. Malgeri, seconded by Kevin A Merz, the Board voted by roll call as follows; Ms. Blais, Yes; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the application of Robert Marino for an accidental disability retirement benefit and that this vote be recorded in the open session minutes of the meeting.

Kevin A. Merz left the meeting at approximately 9:59 a.m.

Brian Murphy – Disability Application

Upon a motion by Vincent R. Malgeri, seconded by Katherine Carleton, the Board voted by roll call as follows; Ms. Blais, Yes; Ms. Carleton, Yes; Mr. Malgeri, Yes and Ms. Yaskell, Yes; To table the application of Brian Murphy for accidental disability retirement benefit and until April 24, 2023 Board meeting and that this vote be recorded in the open session minutes of the meeting.

Richard Shailor – DALA Decision

Upon a motion by Vincent R. Malgeri, seconded by Katherine Carleton, the Board voted by roll call as follows; Ms. Blais, Yes; Ms. Carleton, Yes; Mr. Malgeri, Yes and Ms. Yaskell, Yes; To authorize ERRS Counsel to file an objection to the decision of the Division of Administrative Law Appeals in the matter Richard Shailor v. the Essex Regional Retirement Board and the Bristol County Retirement Board, and to further authorize ERRS Counsel to take any other actions necessary to effectuate this vote, and that this vote be recorded in the open session minutes of the meeting.⁸

The Board was in executive session 8:50 a.m. – 10:38 a.m.

Motion to Adjourn

Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; To adjourn the meeting.

The meeting adjourned at 10:39 a.m.




Tracy A. Blais

Katherine E. Carleton



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
Document in Support of Service Purchases
Documents Pertaining to Liability Requests
Refund, Retiree Payroll, Employee Payroll and Cash Disbursement Warrants
Quote for Purchase of New Laptops
Boston Millennia II Notice re: SVB

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
COLA Vote - 5% - Newbury – Yes
COLA Vote - 5% - North Andover - Yes
Dougherty, Michael - Disclosure of Local Office
Executive Director's Schedule
Fiduciary Insurance Coverage
Financial Reports – Monthly Bank Reconciliation – February 2023
Financial Reports – Monthly Cash Flow – March 2023
Financial Reports – Monthly Expenditure Report – February 2023
Financial Reports - PRIT Performance Update - Essex - February 2023
Financial Reports - PRIT Performance Update - February 2023
First Member Special Election 2023 - Tally Sheet
FY2024 Appropriation - Emails with Merrimac
FY2024 Appropriation - Emails with Rockport
Notice of Discontinuation of Benefits - 2022 Census Non-Filers
PERAC Pension News
PRIM GASB 67 & 68 Reports - 2022 Asset Allocation
PRIM GASB 67 & 68 Reports - 2022 Essex Regional IRR Calculation
PRIM GASB 67 & 68 Reports - 2022 Policy AA Range Memo - 12-31-22
PRIM GASB 67 & 68 Reports - 2022 Policy AA Range Memo
Public Records - American Transparency - Response – Email
Public Records - American Transparency – Response
Public Records - Evestment Public Records Request & Response
Public Records - Green, Cassandra - Supervisor of Records - Extension Acknowledgement
Public Records - Green, Cassandra - Supervisor of Records - Extension Notice of Approval
Public Records - Green, Cassandra - Supervisor of Records - Extension Request and Documents
Public Records - Mass Retirees – Email
Public Records - Mass Retirees - ERRS Retiree Addresses
Public Records - Tracking Report – 2023