

ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
June 26, 2023

At a meeting of the Essex Regional Retirement Board held on Monday, June 26, 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 and Susan J. Yaskell.

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

Lori O'Donnell, ERRS Executive Assistant
Michael Sacco, ERRS Counsel
Laura Strickland, Mass PRIM
Michael Trotsky, Mass PRIM
Harold White, Member from the Town of Merrimac
Heidi White, wife of Harold White
Michael A. Torrissi, Counsel to Mr. White

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 Katherine E. Carleton, the Board voted 4-1; Kevin A. Merz, abstained: To approve the minutes of the regular and executive session of the meeting of May 22, 2023.

Public Comment Period

There were no public comments

New Enrollments

Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted 5-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of twenty-two names beginning with Matthew Caterino and ending with Anne M. Wilder.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Caterino	Matthew	Town of North Andover	Firefighter	5/30/2023	4
Caushaj	Elton	Masconomet RSD	Building/Grounds	5/8/2023	1
Corson	Cristina C.	Town of Lynnfield	Trip Coordinator	5/22/2023	1
Cuffy	Marcel	Town of North Andover	Firefighter	5/30/2023	4
Fox	Justine M.	Town of North Andover	Conservation Field	5/22/2023	1
Grenier	Christina R.	Town of Rockport	Office Manager	5/15/2023	1
Hogan	Jennifer L.	Triton Regional	Instructional Asst	5/15/2023	1
Hughes	Michael W	Masconomet RSD	Director of Security	6/1/2023	1
Izidoro	Wesley S.	Town of Wenham	Patrolman	6/5/2023	4
Lentini	Maria M.	Town of North Andover	Information Services librarian	4/26/2023	1

Mostyn	Alyssa, D	Town of North Andover	Information Services librarian	5/8/2023	1
Raworth	Richard C.	Town of North Andover	Water Treatment Plant Operator	6/20/2023	1
Ridgley	Andrea E.	Pentucket RSD	Paraprofessional	9/14/2020	1
Rio	Daniel P.	Town of Groveland	Sr. Laborer	6/5/2023	1
Savastano	David A.	Merrimac Fire Dept	Firefighter	5/5/2023	4
Skane	Donald G.	Manchester Essex RSD	Network Admin	4/19/2022	1
Spinelli	Jennifer M.	Pentucket RSD	Admin Assistant	5/22/2023	1
Travers	Tennille	North Andover Public Schools	Café	6/5/2023	1
Vidal	David T.	Town of North Andover	IT Systems Administrator	5/8/2023	1
Viens	Nancy L.	Town of North Andover	Department Assistant PW	5/8/2023	1
Vining	Melinda	Town of Ipswich	COA Director	6/12/2023	1
Wilder	Ann M.	Hamilton Wenham RSD	Teaching Assistant	9/8/2022	1

New Retirements

Upon a motion by Kevin A. Merz, 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 three names, beginning with Glen C. Alt and ending with Robert J. Marino:

1. Glen C. Alt, Department of Public Works, Town of North Andover, Group 1
Effective Retirement Date: May 5, 2023
Monthly Retirement Allowance: \$5,522.85
Annual Retirement Allowance: \$66,274.20
2. Eric J. Foulds, Police Officer, Town of North Andover, Group 4
Effective Retirement Date: May 12, 2023
Monthly Retirement Allowance: \$7,974.09
Annual Retirement Allowance: \$95,689.08
3. Robert J. Marino, Jr., Police Officer, Town of Middleton, Group 4
Accidental Disability Retirement
Effective Retirement Date: October 10, 2022
Monthly Retirement Allowance: \$5,947.48
Annual Retirement Allowance: \$71,369.76

Creditable Service Awards

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, 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. Joan E. Bomba shall be awarded eight months of creditable service for the purchase of prior non-membership service rendered from April 29, 1996 to June 27, 1997, with the Town of Salisbury.
2. Kerry Muse shall be awarded one year and eight months of creditable service for the purchase of prior non-membership service rendered from January 1, 2000 to June 30, 2006, with the Triton Regional School District.
3. Patrick Szymkowski shall be awarded one year and eight months of creditable service for the purchase of refunded service from October 5, 2001 to March 17, 2006, with the Amesbury Retirement Board.
4. Lindsay M. Turner shall be awarded three months of creditable service for the purchase of prior non-membership service rendered from May 31, 2018 to September 12, 2018 with the Town of Newbury.

Refund Warrant – June 2023

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the refund warrant for June 2023, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of twenty-four members beginning with Camilla S. Brett and ending with Danielle M. Williams, in the total net amount of \$583,290.67.

Name	Type	Board or Institution
Brett, Camilla S.	Transfer	Massachusetts Teachers Retirement System
Budd, Stephanie	Withdrawal	
Carr, Suzanne M.	Rollover	Lincoln National Life Insurance
Cleary, Julie G.	Transfer	Beverly Retirement Board
Cooper, Rochelle A.	Transfer	Massachusetts Teachers Retirement System
Dahlen, Laurie J.	Withdrawal	
Feins, Daniel Scott	Transfer	Massachusetts Teachers Retirement System
Foucault, Lisa A.	Rollover	Fidelity Management Trust
Guimond, Justin W.	Transfer	North Attleborough Retirement Board
Kan, Vladimir	Transfer	Needham Retirement Board
Lajoie, Stephen M.	Transfer	State Retirement Board
Martin, Jerine D.	Withdrawal	
Neenan, Katie A.	Transfer	State Retirement Board
Neilson, Christina Hilda	Rollover	Charles Schwab & Company
O'Brien, Samuel	Withdrawal	
Powsner, Melissa S.	Rollover	Massachusetts Defined Contribution Plan
Rea, Stephen L.	Transfer	Peabody Retirement Board
Richard, Virginia C.	Transfer	Medford Retirement Board
Schwartz, Anne R.	Withdrawal	
Scott, Jalisa M.	Withdrawal	
Sheehan, Andrew J.	Transfer	Middlesex County Retirement System
Synder, Howard A.	Rollover	Harbor Funds
Stone, Zachary P.	Withdrawal	
Williams, Danielle M.	Transfer	State Retirement Board

May Retirees Payroll

Upon a motion by Katherine E. Carleton, seconded by Vincent R. Malgeri, the Board voted 5-0;
To approve the retirement allowances for the month of May 2023, in the actual amount of
\$4,800,442.59.

June Retirees Payroll

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 5-0;
To approve the retirement allowances for the month of June 2023, in the estimated amount of
\$4,825,000.00.

ERRS Payroll

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0;

To approve the payment of the ERRS employee payroll for June 2, 2023, in the amount of \$23,639.20, and for June 16, 2023, in the amount of \$22,739.22.

Cash Disbursement Warrant CD2023.06

Mr. Malgeri asked what the Vasiles Plumbing and Heating LLC charge was for. Ms. O'Donnell was able to explain that the plumber came out to replace a leaky faucet, and when he was removing the catch basin to get to the faucet, the catch basin broke. The plumber had to purchase and install a new catch basin in addition to the new faucet. Mr. Merz asked about the fees charged by HIQ for \$495.00, listed as New Employee and Laptop Setup Issues. Mr. Merz said he was on the phone for approximately 2 hours and is still not setup. Ms. Blais said she was on the phone for several hours and is still having issues with her laptop. Ms. Carleton had the same experience but she was finally able to get her issues resolved after she spoke with Michael Cappellano at HIQ. Mr. Merz said he wants to make sure we are not being charged fees for their inability to get the laptops setup or issues resolved. The Board would like a representative from HIQ to come setup the remaining laptops and resolve any outstanding issues. Mr. Merz feels that HIQ should be made aware of the issues the Board experienced and discuss the fees that were charged. Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2023.06 for June 2023, as presented below in the total amount of \$87,635.66.

Vendor	Amount (\$)
Bristol County Retirement System - 2022 3(8)(c) Charge	2,618.58
Newburyport Retirement System - 2022 3(8)(c) Charge	58,873.82
Access - Record Storage - Monthly Fee - 2023.06	772.66
Benefit Strategies - Admin Fees - 2023.05	1.00
Brady Business Forms - Window Envelopes	437.60
Blais, Tracy - 2023 MACRS Reimbursement	598.33
Carleton, Katherine - 2023 MACRS Reimbursement	775.28
Comcast - Internet - 2023.06	227.83
Comcast - Phone - 2023.06	311.96
Danvers, Town of, Electric - #201 - 2023.05	105.02
Danvers, Town of, Electric - #202 - 2023.05	125.39

Harper's Payroll Service - 2023.06.02	82.21
Harper's Payroll Service - 2023.06.16	57.21
H.C.O.P.T. - Condo Fees - 2023.07	1,657.00
HIQ Computers - #136678 - New Employee and Laptops Set-Up Issues	495.00
HIQ Computers - Monthly Replication Services - 2023.07	90.00
Law Office of Michael Sacco - 2023.05	5,622.75
Quadient Finance - Postage	3,000.00
Quadient, Inc. - Ink	240.57
Quadient, Inc. - Parts Replacement	1,059.39
Red Sun Press - Spring Newsletter	5,475.47
Ricoh USA, Inc. - 2023.05	283.29
Ricoh USA, Inc. - 2023.06	283.29
S.J. Services - Monthly Cleaning Fee - 2023.05	283.00
TAB Products - Folders	2,038.03
Vasiles Plumbing & Heating LLC	933.00
Wayne Alarm Systems, Inc. - 03/01/2023-08/31/2023	268.02
W.B. Mason Co., Inc. - Office Supplies - 2023.05	919.96
Total	87,635.66

PRIT Fund Annual Meeting

Mr. Trotsky gave a presentation on the PRIT Fund performance over the last year and the outlook for the remainder of the year.

Michael Dougherty – Appeal of Denial for Regular Remote Work Schedule

Mr. Merz said after his third child was born, he was fortunate to be able to take leave one day a week thru the Family Medical Leave Act. Mr. Merz wanted to point out that there is currently an

employee who works remotely and is successful at it. Mr. Merz says he wants to support all employees and their families and fully supports the request for a temporary remote work day, one day a week for 8 weeks. Ms. Blais wanted it noted that she also supports employees and their families, but she views this operation as a public service agency. Ms. Blais said there has been negative commentary relative to the Board for a couple of years now with the vacancies and turnover, but added that she thought that was changing. Ms. Blais said it is her personal opinion that the staff should be in the office. Mr. Malgeri says he is totally opposed to remote work schedules. Mr. Malgeri said that he did not have to reflect that far in the past when remote schedules came before the Board, he said that the Board developed a policy with Counsel's review that enabled Mr. Kostro to use his discretion and authority to make decisions with respect to remote employment. Mr. Kostro denied the request, so Mr. Malgeri does not understand why this appeal is now before the Board. Mr. Malgeri asked if an appeal process is in the employee handbook? Mr. Malgeri also stated that Mr. Kostro said he would not approve a remote work schedule while an employee is within their 6-month probationary period, and Mr. Dougherty is within that timeframe. Mr. Malgeri said Mr. Kostro used his authority and discretion, and denied the request. Mr. Kostro was gracious to accept the other piece of Mr. Dougherty's request by allowing him to come in late each work day while using both his vacation and sick time. Mr. Malgeri believes it would be setting a bad precedent by allowing an exception to be made, and it would also undermine a decision that was made by the Executive Director. Ms. Yaskell is not in favor of the remote work request, but she does support the decision to allow Mr. Dougherty to use both his vacation and sick time to help his family each morning. Upon a motion by Vincent R. Malgeri, seconded by Tracy A. Blais, the Board voted 5-0; To take no action on the request of Michael Dougherty to grant a regular schedule of remote work.

Executive Director's Report

The Board had questions for ERRS Counsel regarding one of the items under the Executive Director's report as well as another item not listed on the agenda. After discussion, it was determined to take up these matters at a later meeting.

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; Ms. Yaskell, Yes; To move to executive session to act on the disability retirement application of Harold White, as an open meeting may have a detrimental effect on the litigating position of the retirement board.

The Board moved to executive session at 9:50 a.m.

Statement of the Chair

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.

Harold White – Disability Application

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

Executive Session - Motion to Adjourn

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; Mr. Merz, Yes; Ms. Yaskell, Yes; To exit executive session.

The Board was in executive session 9:50 a.m. – 9:56 a.m.

Motion to Adjourn

Upon a motion by Vincent R. Malgeri, seconded by Tracy A. Blais, the Board voted 5-0; To adjourn the meeting.

The meeting was 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
Documents in Support of Service Purchases
Documents Pertaining to Liability Requests
Refund, Retiree Payroll, Employee Payroll and Cash Disbursement Warrants

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

5% COLA - Vote Reminder Email
5% COLA Communications - Groveland Email
5% COLA Communications – Salisbury Email
5% COLA Vote Tracking - 5.23.2023
Executive Director's Schedule
Financial Reports - 2022 Appropriation
Payments Financial Reports - 2022 Federal
Grant Funds Financial Reports –
Adjustments – April 2023
Financial Reports – Disbursements – April 2023
Financial Reports – General Ledger – April 2023
Financial Reports – Monthly Cash Flow – June 2023
Financial Reports – Monthly Expenditure Report – May 2023
Financial Reports – Receipts – April 2023
Financial Reports – Trial Balance – April 2023
Financial Reports - PRIT Performance Update - May 2023
Financial Reports - PRIT Performance Update - Essex - May 2023
FY2024 Annual Appropriation - North Andover Housing Authority Email
PRIT - ESG Committee Open Meeting Notice - June 20, 2023
PRIT - FY2024 Monthly Maintenance Balance Election
Public Records Request - Green, Cassandra - Email
Response Public Records Request - SecondaryLink -
Email Response Public Records Tracking Report
Spring 2023 Newsletter
Supplemental Regulation - C.32, s.4.2.b - Approval Notice to
PERAC Vendor Agreement Tracking List