

**ESSEX REGIONAL RETIREMENT BOARD**  
**REGULAR SESSION**  
**July 24, 2023**

At a meeting of the Essex Regional Retirement Board held on Monday, July 24, 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:

Chuck Kostro, ERRS Executive Director  
Lori O'Donnell, ERRS Executive Assistant  
Chris Collins, ERRS Counsel (remote)  
Ben Sheng, HIQ (remote)

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 5-0; To approve the minutes of the regular and executive session of the meeting of June 26, 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 twenty-two names beginning with Karen E. Bell and ending with Adam E. White.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Bell	Karen E.	Eastern Essex Veterans Services	District Director	07/01/2023	1
Blair	Sean M.	Town of Boxford	Electrician	7/5/2023	1
Carman	Audrey M.	Town of Manchester	Librarian	6/5/2023	1

Coco	Jennifer A.	Triton Regional SD	Administrative Assistant	8/29/2023	1
Costello	Kelly A.	Town of North Andover	HR Generalist	7/1/2023	1
Davenport	Jaclyn S.	Town of Georgetown	Assistant Town Clerk	7/12/2023	1
Fanikos	Lisa M.	Town of Lynnfield	Clerical	6/19/2023	1
Kim	Alex P.	Masconomet Regional SD	MPFT	6/5/2023	1
Lue	Shawn A.	Town of Ipswich	HR Manager	7/6/2023	1
Mahoney	Ryan	Town of North Andover	Fitness & Wellness Coach	7/1/2023	1
Mamakos	Kara E.	Pentucket Regional SD	Administrative Assistant	7/3/2023	1
McNeilly	James T.	Town of Manchester	Fire Chief	7/1/2023	4
Sutherland	Suzanne E.	Pentucket Regional SD	Library Media Aide	8/28/2023	1
White	Adam E.	Town of Merrimac	Police Officer	7/1/2023	4

### **HIQ – Ben Sheng**

Mr. Merz described his and fellow Board members' experiences while trying to set up the new laptops. Some members were on the phone for over an hour or more while waiting for the technician to complete the setup process. Mr. Merz said he waited while the program was loaded and then unloaded. Mr. Merz expressed his frustration when they were still unable to complete the installation process. It was time-consuming with no resolution, and some of the Board members (including Mr. Merz) were asked to call back at another time. When Mr. Merz did call back, he spoke with Mike who was able to reinstall the program and get the laptop set up rather quickly. Mr. Merz said the Board members as a whole were disappointed with their experience with HIQ. Mr. Sheng apologized for the inconvenience and said that he will review each issue with his support staff to see if there were any missteps. Mr. Sheng said he did speak with Mike, who assisted Mr. Merz, and Mike explained that the VPN software was corrupted. Mr. Sheng said that was a rather unusual situation, however, since Mike is a senior engineer who is more experienced, he was able to detect that less common issue rather quickly. Mr. Merz asked if the Board is charged for the time while attempting to set up the laptop even if the setup is not successful? Mr. Sheng said that HIQ will review each situation to see if there were errors made by his staff, and if there were missed steps the extra time related to the step-up would not be billed. Mr. Sheng explained there could be several challenging environmental issues that could contribute to the difficulties encountered while trying to install software. Something as simple as internet access, which can be different at your home as opposed to the office could slow down the process. Both Mr. Sheng and the Board members agree that in the future it would be advisable to coordinate the installation of new software in the office after a Board meeting.

### **New Retirements**

Upon a motion by Vincent R. Malgeri , seconded by Katherine E. Carleton, the Board voted That the following named members of the Essex Regional Retirement System be awarded

retirement benefits calculated as presented below, a list of seven names, beginning with Harold J. Allen, III and ending with Christopher John Walsh.

1. Harold J. Allen, III, Water Department, Town of Hamilton, Group 1  
Effective Retirement Date: June 23, 2023  
Monthly Retirement Allowance: \$4,426.52  
Annual Retirement Allowance: \$53,118.24
2. Susan K. Bell, School Department, Manchester-Essex RSD, Group 1  
Effective Retirement Date: June 30, 2022  
Monthly Retirement Allowance: \$581.18  
Annual Retirement Allowance: \$6,974.16
3. Carol L. Bender, Youth Services Librarian, Town of Manchester, Group 1  
Effective Retirement Date: May 26, 2023  
Monthly Retirement Allowance: \$1,601.91  
Annual Retirement Allowance: \$19,222.92
4. Neale Christine Dunn, Instructional Assistant, Triton Regional School District, Group 1  
Effective Retirement Date: June 30, 2022  
Monthly Retirement Allowance: \$939.28  
Annual Retirement Allowance: \$11,271.36
5. James M. Kreyling, Facilities Electrician, Town of Middleton, School Department, Group 1  
Effective Retirement Date: April 28, 2023  
Monthly Retirement Allowance: \$1,535.37  
Annual Retirement Allowance: \$18,424.44
6. Lisa C. Taylor, Teaching Assistant, Hamilton-Wenham RSD, Group 1  
Effective Retirement Date: June 30, 2022  
Monthly Retirement Allowance: \$860.99  
Annual Retirement Allowance: \$10,331.88
7. Christopher John Walsh, Manager of Facilities/Grounds, Triton RSD, Group 1  
Effective Retirement Date: June 30, 2022  
Monthly Retirement Allowance: \$4,338.05  
Annual Retirement Allowance: \$52,056.60

#### **Creditable Service Awards**

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

1. Patrick F. Beirne shall be awarded two years and four months of creditable service for the purchase of reserve police service rendered from March 26, 1994 to August 11, 1996, with the Town of North Andover.

2. Karen H. Ryan shall be awarded one year and five months of creditable service for the purchase of a portion of her prior non-membership service rendered from January 1, 2001 to September 8, 2011, with the Town of Lynnfield, and, further, that Ms. Ryan shall be granted late entry into membership and her enrollment date changed to September 9, 2011, as this was date on which she was eligible for membership in the retirement system, and that her payment for this service shall be permitted pursuant to PERAC's letter dated May 9, 2023.
3. Sabeen Sheikh shall be awarded six months of creditable service for the purchase of prior non-membership service rendered from April 21, 2022 to January 20, 2023, with the Town of North Andover.
4. Patrick L. Szymkowski shall be awarded one year and six months for the purchase of reserve police service rendered from December 29, 2008 to July 18, 2010, with the Town of Salisbury and for which payment was fully received on July 6, 2018.
5. Patrick L. Szymkowski shall be awarded one year and seven months for the purchase of prior non-membership service rendered from January 1, 2004 to December 28, 2008, with the Town of Salisbury and for which payment was originally received on April 30, 2018.
6. Matthew Twiss shall be awarded three years and eleven months for the purchase of military service rendered from July 7, 1982 to June 6, 1986, with the United States Marine Corps.

### **Liability Requests**

Upon a motion by Katherine E. Carleton, seconded by Vincent R. Malgeri, the Board voted 5-0; To take the following action on requests for the acceptance of liability received by the retirement system:

1. To accept, upon proper repayment, eleven months of liability as requested by the Middlesex Country Retirement System on behalf of Robin Healy for prior refunded service rendered with the Masconomet Regional School District from July 1, 1985 to June 24, 1986.
2. To accept, upon proper repayment, two years and eleven months of liability as requested by the Massachusetts Teachers Retirement System on behalf of Maureen Jordan for prior refunded service rendered with Town of Middleton from September 3, 1999 to December 4, 2003.
3. To accept, upon proper payment, one year and eleven months of liability as requested by the Melrose Retirement Board on behalf of Daryl G. MacLeod for call firefighter service rendered from August 29, 1991 to August 22, 1993, with the Town of Ipswich.
4. To accept, upon proper repayment, eight years and two months of liability as requested by the Massachusetts Teachers Retirement System on behalf of Colleen Simons for prior refunded service rendered with the Triton Regional School District from January 13, 2003 to June 30, 2010, and from December 11, 2010 to October 28, 2011.

### **Refund Warrant – July 2023**

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 5-0; To approve the refund warrant for July 2023, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of twenty-four members beginning with Barri Ann Bechtel and ending with Caitlin P. Shepard, in the total net amount of \$609,830.94.

<b>Name</b>	<b>Type</b>	<b>Board or Institution</b>
Bechtel, Barri Ann	Withdrawal	
Centofanti, Helen M.	Withdrawal	
Corricelli, Anthony R.	Transfer	State Retirement Board
Cunha, Rhonda J.	Rollover	Ameriprise Financial - IRA
Funk, Amy C.	Rollover	Vanguard - Traditional IRA
Gesualdi, Anne Marie	Rollover	Ameriprise Financial
Hall, Michelle L.	Transfer	State Retirement Board
Higgins, Janet L.	Transfer	Swampscott Retirement Board
Jacobs, Genna I.	Transfer	Andover Retirement Board
Kan, Vladimir	Withdrawal	
Keating, Brian J.	Transfer	Methuen Retirement Board
Keeves, Marie H.	Rollover	Lincoln Investment

Levesque IV, David L.	Withdrawal	
McCarthy, Mercedes Kim	Rollover	LPL Financial - IRA
Mento, Carol	Rollover	TD Ameritrade
Mical, James Bradley	Withdrawal	
Mujkanovic, Mustafa	Withdrawal	
Pugliese, Jason E.	Withdrawal	
Robbins, Yvonne S.	Transfer	Massachusetts Teachers Retirement System
Romano, Stephen P.	Rollover	Edward Jones - Traditional
Serino, Denise A.	Withdrawal	
Sesto Ferguson, Ezra	Withdrawal	
Shaffer, Patricia M.	Transfer	Amesbury Retirement Board
Shepard, Caitlin P.	Withdrawal	

### **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 actual amount of \$4,850,385.72.

### **July 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 July 2023, in the estimated amount of \$4,875,000.00.

### **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 30, 2023, in the amount of \$24,014.22, and for July 14, 2023, in the amount of \$22,664.19.

### **Cash Disbursement Warrant CD2023.07**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2023.07 for July 2023, as presented below in the total amount of \$2,194,893.37.

<b>Vendor</b>	<b>Amount (\$)</b>
Access - Record Storage - Monthly Fee - 2023.07	788.26
Arbella Insurance Group - Building Insurance	3,693.00
Arbella Insurance Group - Workers Compensation Insurance	754.00
Benefit Strategies - Admin Fees - 2023.06	1.00
Brady Business Forms - Envelopes	454.30

Comcast - Internet - 2023.07	227.83
Comcast - Phone - 2023.07	311.96
Danvers, Town of, Electric - #202 - 2023.06	130.76
Danvers, Town of, Electric - #201 - 2023.07	121.60
H.C.O.P.T. - Condo Fees - 2023.08	1,657.00
HIQ Computers - Monthly Replication Services - 2023.07	90.00
HIQ Computers - #136987 - Info Email Assistance	55.00
HIQ Computers - #137166 - SPAM Assistance Renewal	550.00
Harper's Payroll Service - 2023.07.14	57.21
Harper's Payroll Service - 2023.06.30	93.86
Law Office of Michael Sacco - 2023.06	12,200.00
Malgeri, Vincent - Spring MACRS & Mileage	747.91
Massachusetts State Retirement Board - 2022 - 3(8)(c) Payment	733,106.19
Massachusetts Teachers' Retirement System - 2022 - 3(8)(c) Payment	1,438,269.11
Ricoh USA, Inc. - 2023.07	283.29
S.J. Services - Monthly Cleaning Fee - 2023.06	283.00
W.B. Mason Co., Inc. - Office Supplies - 2023.06	397.46
Yaskell, Susan - Spring MACRS	620.63
Total	2,194,893.37

#### **Cash Disbursement Warrant CD2023.07a**

Mr. Merz asked if all of the assessment payments have been received. Mr. Kostro confirmed we have received most of the payments with additional payments to be deposited this week. Mr. Kostro informed the Board members that when the annual assessment money is received, the retirement system will transfer the maximum amount permissible to the PRIT cash account. Each month, any amount in excess of the established amount for the PRIT cash account is rolled into the retirement system's investment account. This allows the retirement system to invest the assessment funds paid each year at the earliest possible moment. Mr. Merz asked if there are any units that make more than one payment. Mr. Kostro said yes, the housing authorities typically pay in two installments, but nearly every other unit pays in one lump sum in July. Mr. Kostro also explained the process for accepting payments from the units that pay in a lump sum. Mr. Merz suggested that a reminder be sent to any units that have not yet paid in a lump sum that their payment has not been received. Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the Cash Disbursement warrant CD2023.07a for July 2023, as presented below and to authorize the Executive Director to transfer to the PRIT Cash Fund \$25,000,000.00.

<b>Vendor</b>	<b>Amount</b>
Annual Appropriation Transfer to the PRIT Fund	25,000,000.00
Total	25,000,000.00

## Executive Session

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 move to executive session to act on the disability retirement application of Kim DiOrio-McGonnell and to remain in executive session to discuss strategies related to security.

*The Board moved to executive session at 9:09 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.

## Kim DiOrio-McGonnell – 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; Ms. Yaskell, Yes; That upon confirmation that all of the required medical records have been received, to request PERAC to schedule a regional medical panel pursuant to the accidental disability application of Kim DiOrio-McGonnell pursuant to the decision of the Contributory Retirement Appeal Board issued on June 24, 2022, which affirmed the Division of Administrative Law Appeals decision ordering a new medical panel to evaluate Ms. DiOrio-McGonnell, and that this motion be recorded in the open meeting session of the minutes.

*The Board was in executive session 9:09 a.m. – 9:24 a.m.*

## Motion to Adjourn

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

The meeting was adjourned at 9:24 a.m.

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Tracy A. Blais

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Katherine E. Carleton

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Vincent R. Malgeri

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Kevin A. Merz

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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:

Agenda Posting Checklist  
Executive Director's Schedule  
Financial Reports – Adjustments – May 2023  
Financial Reports – Disbursements – May 2023  
Financial Reports – General Ledger – May 2023  
Financial Reports - Monthly Bank Reconciliation - May 2023  
Financial Reports – Monthly Cash Flow – July 2023  
Financial Reports – Monthly Expenditure Report – June 2023  
Financial Reports – Receipts – May 2023  
Financial Reports – Trial Balance – May 2023  
Financial Reports - PRIT Performance Update - June 2023  
Financial Reports - PRIT Performance Update - Essex – June 2023  
Supplemental Regulation - C.32, s.4.2.b – Amended Filing with PERAC  
Supplemental Regulation – C.32, s.4.2.b – Original Filing with PERAC