

ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
August 28, 2023

At a meeting of the Essex Regional Retirement Board held on Monday, August 28, 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 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
Renee Davis, Powers & Sullivan
Laura Stone, Powers & Sullivan

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 4-0; To approve the amended minutes of the regular and executive session of the meeting of July 24, 2023.

Public Comment Period

There were no public comments

Powers & Sullivan – 2022 Draft Financial Audit

Ms. Stone reviewed the audit of the retirement system's financial statements for the year ending December 31, 2022. Ms. Stone praised the work Mr. Kostro and the staff at ERRS do every year and that all the information they need is always provided in a timely manner. Ms. Stone that the audit went smoothly and there were no management findings. Ms. Stone discussed that the timing of the presentation to the Board depends on when the GASB report is received each year, and Ms. Davis discussed that next year is a valuation year so Powers & Sullivan will be working closely with Segal Company on the timing of the valuation study. Ms. Stone advised that as of last year, ERRS has taken in more in contributions and annual income than it paid out in benefits and expenses. She noted that this is a significant accomplishment for a retirement system. Ms. Stone that the Board had an investment loss in 2022. Mr. Malgeri asked if the representation letter from

Mr. Kostro to Powers & Sullivan is new. Ms. Davis said Powers & Sullivan are required to have an engagement letter up front in order to conduct the audit, then a representation letter which lays out everything ERRS is responsible for when the audit is being conducted. Ms. Davis described the process by which Powers & Sullivan works with PERAC in the performance of their audits and the differences and similarities between a Powers & Sullivan and a PERAC audit. In discussing PERAC, Ms. Davis noted the challenges they face in finding and keeping staff, much like everyone else is these days. Mr. Kostro commented on the professionalism of Powers & Sullivan and also pointed out that ERRS lost 4 out of 6 staff members during calendar year 2022, but still had another outstanding audit for the year. Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; To accept the audit of the financial statements of the Essex Regional Retirement System for the year ended December 31, 2022.

New Enrollments

Upon a motion by Vincent R. Malgeri, seconded by Katherine E Carleton, the Board voted 4-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of twenty-eight names beginning with Molly M. Casey and ending with Ashleigh S Viola.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Casey	Molly M.	Pentucket Regional SD	Paraprofessional	08/29/20023	1
Castillon	Paul B.	Masconomet Regional SD	IT Evening Tech	8/8/2023	1
Davis	Jennifer A.	Town of Wenham	Asst Town Acct	7/17/2023	1
Driscoll	James G.	Town of Salisbury	Firefighter	7/24/2023	4
Dussi	Joseph	Masconomet Regional SD	Paraprofessional	8/28/2023	1
Fernandez	Eduardo D.	Town of North Andover	Van Driver	7/1/2023	1
Friedman	Brian I.	Masconomet Regional SD	IT Tech	8/8/2023	1
Gale	Shelby	Town of Rockport	Teacher Assistant	8/29/2023	1
Holden	Rebecca G.	Town of Boxford	School Secretary	8/16/2023	1
Houghton	Sarah S.	Triton Regional SD	Family Engagement Coord	7/1/2023	1
Jackson	Mark A.	Town of North Andover	Custodian	7/10/2023	1
Keo	Bron	Tri Town School Union	Tech Support	7/25/2023	1
Leary	Chase K.	Triton Regional SD	Custodian	6/26/2023	1
Lee	Alyssa A.	Town of Groveland	COA Director	7/5/2023	1
Malenfant	Cody S.	Town of North Andover	Laborer	6/5/2023	1
McBride-Walker	Kaitlin A.	Pentucket Regional SD	Paraprofessional	9/8/2023	1
McBournie	Kyle J.	Town of Georgetown	Instructional Para	8/28/2023	1
McCarthy	Julie A.	Town of Georgetown	Assistant Treasurer	7/24/2023	1
Metcalf	Julieann	Town of Ipswich	Act & Bus Specialist	8/1/2023	1
Militello	Marissa A.	Town of Rockport	Accounting Support	7/24/2023	1
Monette	Edmund J.	Masconomet Regional SD	School Security	8/21/2023	1
Paton Peterson	Jill S.	Pentucket Regional SD	Administrative Assistant	8/7/2023	1

Perry	Erica D.	Triton Regional SD	Behavior Technician	8/23/2023	1
hilbrook	Tyler R.	Town of Newbury	Firefighter	7/31/2023	4
Jalois	Tyler D.	Town of Wenham	Police Officer	7/3/2023	4
Skoniecki	Jonathan E.	Triton Regional SD	Manager of Facilities	7/1/2023	1
Stiles	Christopher	Town of Salisbury	Firefighter	7/24/2023	4
Viola	Ashleigh S.	Pentucket Regional SD	Paraprofessional	8/29/2023	1

New Retirements

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, 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 nineteen names, beginning with Joan E. Bomba and ending with Christopher Jeffrey D. Turner.

1. Joan E. Bomba, Circulation Librarian, Town of Salisbury, Group 1
Effective Retirement Date: June 21, 2023
Monthly Retirement Allowance: \$2,536.86
Annual Retirement Allowance: \$30,442.32
2. Daniel A. Cena, Police Officer, Town of West Newbury, Group 4, ADR
Effective Retirement Date: July 13, 2023
Monthly Retirement Allowance: \$5,978.60
Annual Retirement Allowance: \$71,743.20
3. Jason M. Cleary, Fire Chief, Town of Manchester, Group 4
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$669.72
Annual Retirement Allowance: \$8,036.64
4. Debra R. Conti, School Department, Town of North Andover, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$808.53
Annual Retirement Allowance: \$9,702.36
5. Louis M. Crispin, School Department, Pentucket Regional School District, Group 1
Effective Retirement Date: August 5, 2023
Monthly Retirement Allowance: \$656.25
Annual Retirement Allowance: \$7,875.00
6. Donald C. Cudmore, Chief of Police, Town of Georgetown, Group 4
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$9,380.37
Annual Retirement Allowance: \$112,564.44

7. Jacqueline M. Cuomo, Treasurer-Collector, Town of Topsfield, Group 1
Effective Retirement Date: July 5, 2023
Monthly Retirement Allowance: \$2,399.36
Annual Retirement Allowance: \$28,792.32
8. Eileen DeVeau, Assistant Finance Director, Town of Newbury, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$3,044.40
Annual Retirement Allowance: \$36,532.80
9. Carmelia G. Ernest, Office of Student Services, Town of Lynnfield, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$1,572.47
Annual Retirement Allowance: \$18,869.64
10. Maria E. Goodwin, Guidance Department Secretary, Town of Lynnfield, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$2,260.19
Annual Retirement Allowance: \$27,122.28
11. Robert C. Hardacre, Firefighter, Town of North Andover, Group 4, ADR
Effective Retirement Date: July 8, 2023
Monthly Retirement Allowance: \$5,326.93
Annual Retirement Allowance: \$63,923.16
12. Laurie Jameson, Paraprofessional, Town of Lynnfield, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$399.27
Annual Retirement Allowance: \$4,791.24
13. Robin S. Kohut, School Department, Pentucket Regional School District, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$2,139.03
Annual Retirement Allowance: \$25,668.36
14. David L. Levesque, IV, Utilities Superintendent, Town of Ipswich, Group 4
Effective Retirement Date: June 28, 2023
Monthly Retirement Allowance: \$7,358.25
Annual Retirement Allowance: \$88,299.00
15. Elaine M. Moorman, Council on Aging, Town of Lynnfield, Group 1
Effective Retirement Date: June 27, 2023
Monthly Retirement Allowance: \$814.72
Annual Retirement Allowance: \$9,776.64

16. David B. Ogden, Sr., Electric Department, Town of Middleton, Group 4
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$5,518.80
Annual Retirement Allowance: \$66,225.60
17. Robert S. Sinibaldi, Director, Department of Public Works, Town of Merrimac, Group 1
Effective Retirement Date: June 30, 2023
Monthly Retirement Allowance: \$3,335.83
Annual Retirement Allowance: \$40,029.96
18. Pamela B. Thorne, Town Clerk, Town of Essex, Group 1
Effective Retirement Date: July 14, 2023
Monthly Retirement Allowance: \$1,208.44
Annual Retirement Allowance: \$14,501.28
19. Jeffrey G. Turner, Lineman, Town of Ipswich, Group 4, Option D Beneficiary Benefit
Effective Retirement Date: July 7, 2023
Monthly Retirement Allowance: \$2,337.33
Annual Retirement Allowance: \$28,047.96

Creditable Service Awards

Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; 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. Linda Emerson shall be awarded nine months of creditable service for the purchase of prior non-membership service rendered from January 1, 1992 to June 30, 1993 with the Town of Rockport.
2. Michael J. Marino shall be awarded three years and seven months of creditable service for the purchase of military and reserve service rendered from November 1, 1993 to February 3, 2000, with the United States Army.
3. Paula P. O'Brien shall be awarded five years and nine months of creditable service for the purchase of prior refunded service rendered from September 3, 2002 to June 30, 2008, with the Town of Rockport.
4. Joshua Ulrich shall be awarded three years and ten months of creditable service for the purchase of military service rendered November 11, 1991 to October 1, 1995, with the United States Marine Corps Reserves.

Liability Requests

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

To take the following action on requests for the acceptance of liability received by the retirement system:

1. To accept, upon proper payment, two months of liability as requested by the Massachusetts Teachers' Retirement System on behalf of Heidi U. Dearborn, for prior non-membership service from September 2012 to June 2013, and from December 2016 to April 2017, with the Hamilton-Wenham Regional School District, as this service was rendered in a temporary, provisional or substitute position, and to deny liability for service from September 2018 to November 2020, with the Manchester-Essex Regional School District, as this service was not rendered in a temporary, provisional or substitute position.

Refund Warrant – August 2023

Ms. Yaskell asked why there were four refund listings for Anne Marie A. Yeo. Mr. Kostro explained that it was a death refund divided among four beneficiaries. Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; To approve the refund warrant for August 2023, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of thirty-eight members beginning with Mary G. Albanese and ending with Anne Marie A. Yeo, in the total net amount of \$816,769.81.

Name	Type	Board or Institution
Albanese, Mary G.	Transfer	State Retirement Board
Amaral, Wayne S.	Transfer	Newburyport Retirement Board
Begley, Kelly A.	Rollover	NFS/FMTC
Bierwirth, Michael C.	Transfer	Milton Retirement Board
Blaisdell, Kirk J.	Withdrawal	
Bolden, Jeannette V.	Transfer	Massachusetts Teachers Retirement System
Cooper, Matthew B.	Transfer	Middlesex County Retirement System
Courtemanche, Blayke J.	Transfer	Middlesex County Retirement System
Couture, Hayley N.	Withdrawal	
Crivello, Kimberly A.	Rollover	Fidelity Investments
Delaney, Kristen L.	Withdrawal	
Donovan, Katie A.	Withdrawal	
Etter, Trisha F.	Transfer	Haverhill Retirement Board
Giffune Favreau, Claire A.	Transfer	Massachusetts Teachers Retirement System
Grenham, Kelsey M.	Transfer	Everett Retirement Board
Hanson, Jennifer L.	Transfer	Melrose Retirement Board
Harris, Samantha D.	Transfer	Massachusetts Teachers Retirement System

Ibbitson, Caroline S.	Rollover	Fidelity Investments
Jameson, Laurie	Withdrawal	
Jutras, Paul	Rollover	Morgan Stanley
Lanzi, Kristen M.	Transfer	Massachusetts Teachers Retirement System
Levesque IV, David L.	Withdrawal	
Lischinsky, Ashely N.	Transfer	Beverly Retirement Board
Little, Virginia O.	Transfer	Massachusetts Teachers Retirement System
Lull, Gail H.	Withdrawal	
Newman, Erin	Rollover	Fidelity Investments
Ng, Wendy W.	Transfer	Gloucester Retirement Board
Noriega, Helena	Rollover	Pershing LLC - IRA
Osier, Danielle M.	Withdrawal	
Patton-Burrell, Jessica M.	Withdrawal	
Peltier, Candace P.	Transfer	Middlesex County Retirement System
Rich, Patrick S.	Rollover	New York Life
Ruiz, Daniel G.	Transfer	Middlesex County Retirement System
Savage, Augustus M.	Rollover	Fidelity Investments
Ulrich, Joshua M.	Withdrawal	
Frontierro, Sheryl A.	Death Refund	
Savchuck, Frank T.	Death Refund	
Yeo, Anne Marie A.	Death Refund	
Yeo, Anne Marie A.	Death Refund	
Yeo, Anne Marie A.	Death Refund	
Yeo, Anne Marie A.	Death Refund	

July Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; To approve the retirement allowances for the month of July 2023, in the actual amount of \$4,872,819.61.

August Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; To approve the retirement allowances for the month of August 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 4-0; To approve the payment of the ERRS employee payroll for July 28, 2023, in the amount of

\$24,014.19, and for August 11, 2023, in the amount of \$22,139.17 and for August 25, 2023, in the amount of \$24,014.17.

Cash Disbursement Warrant CD2023.08

Mr. Malgeri asked why the Danvers 3(8)(c) payment was so late, this money should have been collected back in February. Mr. Kostro said that ERRS paid the bill upon receipt from Danvers and he does not know why it was only emailed to ERRS this month. Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; To approve the Cash Disbursement Warrant CD2023.08 for August 2023, as presented below in the total amount of \$115,405.56.

Vendor	Amount (\$)
Danvers Retirement System 2022 - 3(8)(c)	94,897.85
Access - Record Storage - Monthly Fee - 2023.08	788.26
TASC (Formerly Benefit Strategies) - Admin Fees - 2023.07	1.00
Boston Fire Extinguisher Company	75.00
Comcast - Internet - 2023.08	228.70
Comcast - Phone - 2023.08	316.20
Danvers, Town of, Electric - #202 - 2023.07	139.96
Danvers, Town of, Electric - #201 - 2023.07	136.92
Harper's Payroll Service - 2023.07.28	93.86
Harper's Payroll Service - 2023.08.11	55.31
Harper's Payroll Service - 2023.08.25	93.86
H.C.O.P.T. - Condo Fees -2023.09	1,657.00
HIQ Computers #137499 - Printer Repair - Parts & Labor	281.00
HIQ Computers #137313 - Office Relocations & Various Remote Service	797.50
HIQ Computers #137402 - Replacement Printer & 3 Year Warranty	625.00
HIQ Computers #137355 - Monthly Replication Services	90.00

The Law Offices of Michael Sacco - 2023.07	11,561.85
Quadient Finance, USA, Inc.	3,000.00
Ricoh USA, Inc. - 2023.08	283.29
S.J. Services - Monthly Cleaning Fee - 2023.07	283.00
Total	115,405.56

Sick Leave Policy Amendment

Upon a motion by Vincent R. Malgeri, seconded by Katherine E. Carleton, the Board voted 4-0; To take no action on the following paragraph to be added to the policy on sick leave as contained in the Employee Handbook:

If an employee is exhibiting signs of illness which may be contagious to coworkers or others, the Executive Director shall have the discretion to send that employee home. The employee who is sent home may utilize sick leave or other paid time off if available. If no paid time off is available, the employee who is sent home will go off the payroll until such time that it is safe for them to return to the office. The Executive Director shall have the discretion to request that the employee who is sent home remain out of the office for a pre-determined period of time, or that the employee provide a doctor's note stating that it is safe for the employee to return to the office.

Preliminary 2024 Administrative Budget

Mr. Kostro presented the preliminary budget to the Board members and explained that there is a 7.1% increase, which is driven by the Board's request for additional insurance, the valuation study that is required by statute in 2022, and a 10% increase in health insurance. Mr. Kostro did note that based on information received this month and which was in the Board packet, the cost of the new insurance will be approximately one half of the increase anticipated, so that amount will come down in the draft budget. Mr. Kostro also pointed out that employee salaries are only expected to increase by 3% next year. The full budget draft will be presented at the September Board Meeting for approval. Once approved, the budget will be brought before the Advisory Council Meeting on October 11, 2023 for certification, once certified the final budget will be brought to the Board in December. Mr. Kostro asked if there were any questions on the preliminary budget he presented in the Board's packet. Mr. Merz asked if the Board members would be open to employing or contracting with a financial advisor, strictly for our members, who could advise them of their public pension, the 447 or smart plans, and guidance with social security. Mr. Malgeri asked if this employee would be paid by ERRS or by the members that use them. Mr. Merz suggested a part-time employee paid by ERRS. Ms. Carleton said when she was a counselor, she would give basic information regarding social security, but she often told members to either call to set up an appointment or go to the social security website for information. Mr. Merz would like the Board members to consider this as a next step to move forward and help our members. Mr. Malgeri was

concerned about how this proposal would work and wanted to get Mr. Kostro's reaction. Ms. Yaskell suggested that Mr. Kostro research financial advisors and develop a list of recommended advisors that could be given to members. She suggested that he develop a list of three or four advisors who would provide services to members at a discounted rate. Mr. Kostro voiced his concern that a public employee cannot recommend private companies and said that he would want guidance from ERRS Counsel as to whether this was legally and ethically possible. He noted that public employees typically stay away from making these types of recommendations. Ms. Yaskell disputed whether providing a list would raise any ethical issues, as the members could make their own choices from the list. Ms. Carleton stated that her experience left her conflicted. While she felt that this idea could be helpful for some members, that it was really up to the members to do this work on their own. Mr. Merz stated that many members do not do this work, or do not know how to do this work, and was looking to make this process easier for members. Ms. Yaskell noted that this should be discussed further to see what the Board could come up with as she felt this would help the lower paid type of people who need this service more than the higher paid people.

First Member Election Update

Mr. Kostro said the First Member election for a full term will be coming up. The notification letters will be going out on September 11th. The schedule was approved by the Advisory Council last spring and the next meeting will be on October 11th.

91A Non-Compliance Hearing

Mr. Kostro said that the individuals listed are those that have not complied with 91A reporting requirements. Mr. Kostro noted that the September 1st termination date still gives these members until the end of September to comply. Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; That the following named members will have their retirement benefit terminated as of September 1, 2023, for their failure to comply with the requirements of MGL Chapter 32, Section 91A in calendar year 2022.

1. Thomas Colpitts
2. David A. Ford
3. William Marchant
4. Michael White

Executive Session

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted by roll call as follows; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; Ms. Yaskell, Yes; To move to executive session to discuss security personnel or devices, or strategies with respect thereto.

The Board moved to executive session at 9:40 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.

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

The Board was in executive session 9:40 a.m. – 9:54 a.m.

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 was adjourned at 9:54 a.m.



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
Audit for 2022
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
91A PERAC Non-Compliance and ERRS Benefit Termination Letters
First Member Election Schedule
Preliminary 2024 Administrative Budget Spreadsheet
Draft Amendment to ERRS Sick Leave Policy

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 - Monthly Bank Reconciliation – June 2023
Financial Reports – Monthly Cash Flow – August 2023
Financial Reports – Monthly Expenditure Report – July 2023
Financial Reports - PRIT Performance Update - July 2023
Financial Reports - PRIT Performance Update - Essex – July 2023
FY24 Annual Assessment Payments as of July 27, 2023
GASB 67 and 68 Report - Essex Regional Retirement System - 2022
Insurance Policy - Building - 2023-2024
Insurance Policy - Workers Compensation - 2023-2024
Public Records Request & Response - Worcester Regional Retirement System
Public Records Request & Response - Worcester Regional Retirement System.2
Public Records Tracking Report
Supplemental Regulation Booklet - 2023