

**ESSEX REGIONAL RETIREMENT BOARD  
REGULAR SESSION  
September 25, 2023**

At a meeting of the Essex Regional Retirement Board held on Monday, September 25, 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 Kevin A. Merz.

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

Chuck Kostro, ERRS Executive Director  
Lori O'Donnell, ERRS Executive Assistant  
Tom Scanlon, Ascent Venture Partners (remote)  
Mike Riccobono, Black Rock (remote)  
Jeffrey Lydon, Lydon & Murphy Insurance  
Michael Sacco, ERRS Counsel (remote)

Mr. Malgeri called the meeting to order at 8:34 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 Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; To approve the minutes of the regular and executive session of the meeting of August 28, 2023.

**Public Comment Period**

There were no public comments

**New Enrollments**

Katherine E. Carleton asked if Mr. DaSilva should be enrolled in Group 4 because he is a lineman, or whether being an apprentice lineman required him to be Group 1. Mr. Malgeri asked if the volume of new members being enrolled was the staff catching up with past due enrollments. Ms. O'Donnell responded that these are all current enrollments, and that September is a busy month typically. Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted 4-0; That the following named employees be enrolled in the Essex Regional Retirement System, a

list of ninety-one names beginning with Nicole E. Arrington and ending with Joeyann M. Weitzman.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Arrington	Nicole E.	Masconomet Regional SD	Paraprofessional	9/7/2023	1
Arsneault	Danielle C.	Manchester Essex Regional	Teaching Assistant	8/28/2023	1
Badger	Karen	Town of Lynnfield	Clerk	8/14/2023	1
Baroni	John A.	Town of Topsfield	Laborer	8/11/2023	1
Barry	Jaclyn A.	Town of Boxford	Instructional Assistant	8/28/2023	1
Beaton	Thomas A.	Town of Rockport	Specialist	9/11/2023	1
Bernashe	Nora E.	Town of North Andover	IT Systems Support Analyst	9/5/2023	1
Bilo	Barbara R.	Town of West Newbury	Dispatch	7/1/2023	1
Blanchard	Todd M.	Town of Lynnfield	Motor Equipment Oper	9/11/2023	1
Bowen	David G.	Town of Boxford	Instructional Assistant	8/28/2023	1
Cain-Saunders	Amanda	Town of Ipswich	Food Service Worker	8/28/2023	1
Cavalieri	Shannon N.	Town of Georgetown	Instructional Assistant	8/28/2023	1
Christensen	Genesisia L.	Town of Rockport	Town of Rockport	8/29/2023	1
Clark	Thomas H.	Town of Rockport	Library Assistant Director	8/8/2023	1
Connolly	Jaclyn E.	Town of Rockport	Paraprofessional	8/29/2023	1
Conte	Richard S.	Town of North Andover	Teaching Assistant	8/28/2023	1
Coyne	Heidi	Pentucket Regional SD	Paraprofessional	8/29/2023	1
Creedon	John T.	Town of North Andover	Custodian	8/21/2023	1
Crosscup	Rachel	Town of Boxford	Instructional Assistant	8/30/2023	1
Cuscia	LeeAnn	Town of North Andover	Café Worker	8/28/2023	1
D'Angelo	Courtney	Town of Georgetown	Instructional Assistant	8/28/2023	1
DaSilva	Phillip M.	Town of Groveland	Apprentice Lineman	9/18/2023	4
Denoncourt	Eric J.	Town of North Andover	Teaching Assistant	8/28/2023	1
DePesa	Amanda M.	Town of Boxford	Instructional Assistant	8/28/2023	1
Dudley	Brooke A.	Triton Regional SD	Instructional Assistant	8/23/2023	1
Dwinell	Morgan E.	Town of Topsfield	Treasurer	7/25/2023	1
Fallis	Michelle L.	Town of North Andover	Guidance Administrative Asst	7/1/2023	1
Farmer	Christina A.	Town of North Andover	Teaching Assistant	8/28/2023	1
Fears	Jordan P.	Town of Rockport	Paraprofessional	8/29/2023	1
Festa	Alyse J.	Town of North Andover	Teaching Assistant	8/30/2023	1
Festa	Kimberly	Town of North Andover	Administrative Assistant	8/28/2023	1
Fisher	Kelsey P.	Town of Ipswich	Paraeducator	8/28/2023	1
Fox	Daniel R.	Town of North Andover	Staff Engineer	7/10/2023	1
Freeman	Nicole M.	Pentucket Regional SD	Paraprofessional	8/29/2023	1

Geary	Timothy G.	Town of Merrimac	Clerical	8/14/2023	1
Lee	Jennifer R.	Town of Rockport	Paraprofessional	8/29/2023	1
Gilbride	Deana N.	Town of Boxford	ESP	8/28/2023	1
Gilman	Bryanna L.	Town of North Andover	Support Services Coord	8/29/2023	1
Groleau	Azelin M.	Pentucket Regional SD	Paraprofessional	8/29/2023	1
Haggstrom	Amanda L.	Town of Lynnfield	Town Clerk	9/5/2023	1
Hartman	Morgan O.	Pentucket Regional SD	Paraprofessional	8/29/2023	1
Herr	Ashley N.	Town of Newbury	Firefighter	7/31/2023	4
Keegan	Sharon I.	Town of Lynnfield	Paraprofessional	9/12/2023	1
Kellett	Sheryl	Triton Regional SD	Instructional Assistant	8/23/2023	1
Kent	Courtney E.	Town of Ipswich	Paraeducator	8/28/2023	1
Knight	Corey A.	Town of Boxford	Instructional Assistant	8/28/2023	1
Kornhauser-Delellis	Michelle L.	Town of North Andover	Teaching Assistant	8/28/2023	1
Lamarche	Michael N.	Town of Rockport	Paraprofessional	8/29/2023	1
Leonard	Stephanie	Town of Lynnfield	Metco	8/21/2023	1
Loftus	Maureen E	Town of Boxford	Instructional Assistant	8/28/2023	1
Longo	Ashley J.	Town of Boxford	Instructional Assistant	8/28/2023	1
Lopez	Amanda L.	Town of Ipswich	RBT	8/28/2023	1
Luster	Elizabeth	Town of Rockport	Paraprofessional	8/29/2023	1
Lynch	Dawn M.	Triton Regional SD	Instructional Assistant	8/28/2023	1
Maggio	Natalie M.	Town of North Andover	Dept Assistant	8/28/2023	1
Mallett	Trinity A.	Town of Topsfield	Laborer	6/21/2023	1
Manning	Lesley A.	Town of North Andover	Teaching Assistant	8/28/2023	1
Markarian	Meline B.	Town of Ipswich	SLPA	8/28/2023	1
Meahl	Margaret M.	Manchester Essex Regional	Teaching Assistant	8/28/2023	1
Merry	Alicia	Town of Ipswich	EDP Director	9/11/2023	1
Mistretta	Susan M.	Town of Lynnfield	Treasurer	8/14/2023	1
Monahan	Christine A.	Town of North Andover	Teaching Assistant	8/28/2023	1
Monohan	Sarah E.	Town of North Andover	Teaching Assistant	8/28/2023	1
Moore	Jessica A.	Town of Lynnfield	Paraprofessional	8/28/2023	1
Morin	Susan A.	Town of Ipswich	Paraeducator	8/28/2023	1
Ostrowski	Shayne M.	Triton Regional SD	Instructional Assistant	8/23/2023	1
Owen	Sydney	Town of North Andover	Teaching Assistant	8/28/2023	1
Owens	Ronnie-Scott	Town of Wenham	Firefighter	8/1/2023	4
Phillips	Katherine J.	Pentucket Regional SD	Paraprofessional	8/29/2023	1
Perez	Cesar A.	Town of North Andover	IT System Support Analyst	8/14/2023	1
Perez	Reini	Town of Rowley	Police Officer	7/10/2023	4
Queenan	Ashley M.	Triton Regional SD	Instructional Assistant	8/23/2023	1

Querci	Italia C.	Town of North Andover	Social Worker	9/11/2023	1
Quinn	John S.	Town of Georgetown	Kindergarten Paraprofessional	8/28/2023	1
Ray	Jeffrey J.	Town of Georgetown	Paraprofessional	8/28/2023	1
Rea	Benjamin J.	Town of North Andover	Teaching Assistant	8/28/2023	1
Rix	James C.	Ipswich Housing Authority	Maintenance Mechanic	5/22/2023	1
Rizzo	Stephanie	Town of North Andover	Patrol Officer	8/28/2023	4
Roddy	Patrick M.	Town of Manchester	Firefighter	7/9/2023	4
Rodgers	Nora J.	Triton Regional SD	Instructional Assistant	8/23/2023	1
Russell	Eric G.	Ipswich Housing Authority	Grounds Keeper	5/22/2023	1
Sawyer	Diane	Town of Hamilton	Town Accountant	9/11/2023	1
Sommer	Caroline K.	Town of Boxford	TBD	8/16/2023	1
Stapleton	Tammy	Masconomet Regional SD	Paraprofessional	8/28/2023	1
Stuart	Kelly	Town of Lynnfield	Paraprofessional	8/28/2023	1
Tivnan	Daniel J.	Triton Regional SD	Instructional Assistant	8/23/2023	1
Tosch	Sarah B.	Town of Ipswich	Para Educator	8/28/2023	1
Tremaroli	Stacey A.	Town of Georgetown	Instructional Assistant	8/28/2023	1
Urbanczyk	Elizabeth R.	Town of Ipswich	Dispatcher	9/11/2023	1
Vassy	Stephanie M.	Pentucket Regional SD	Food Service Worker	8/29/2023	1
Weitzman	Joeyann M.	Masconomet Regional SD	Paraprofessional	8/28/2023	1

### New Retirements

Upon a motion by Tracy A. Blais, 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 eleven names, beginning with Cynthia A. Bell and ending with Christopher D. Ward;

1. Cynthia A. Bell, Instructional Assistant, Triton Regional School District, Group 1  
Effective Retirement Date: June 30, 2023  
Monthly Retirement Allowance: \$920.28  
Annual Retirement Allowance: \$11,043.36
2. Bruce C. Bennett, DPW Laborer, Town of Nahant, Group 1  
Effective Retirement Date: July 30, 2023  
Monthly Retirement Allowance: \$1,434.03  
Annual Retirement Allowance: \$17,208.36
3. Melinda Anne Carey, Food Service Manager, Triton Regional School District, Group 1  
Effective Retirement Date: August 17, 2023  
Monthly Retirement Allowance: \$918.26  
Annual Retirement Allowance: \$11,019.12

4. John P. Conlon, Custodian, Town of North Andover, Group 1  
Effective Retirement Date: August 19, 2023  
Monthly Retirement Allowance: \$1,188.51  
Annual Retirement Allowance: \$14,262.12
5. Douglas C. Janvrin, Jr., Fire Chief, Town of Newbury, Group 4  
Effective Retirement Date: August 8, 2023  
Monthly Retirement Allowance: \$5,652.99  
Annual Retirement Allowance: \$67,835.88
6. Joanne M. Morrissey, Police Sergeant, Town of Georgetown, Group 4  
Effective Retirement Date: July 31, 2023  
Monthly Retirement Allowance: \$3,939.39  
Annual Retirement Allowance: \$47,272.68
7. Kerry Lee Muse, Instructional Assistant, Triton Regional School District, Group 1  
Effective Retirement Date: June 30, 2023  
Monthly Retirement Allowance: \$1,455.23  
Annual Retirement Allowance: \$17,462.76
8. Blanche Niland, Teaching Assistant, Town of Ipswich, Group 1  
Effective Retirement Date: August 4, 2023  
Monthly Retirement Allowance: \$650.31  
Annual Retirement Allowance: \$7,803.72
9. Noreen Sullivan, Payroll and Benefits Coordinator, Pentucket RSD, Group 1  
Effective Retirement Date: June 30, 2023  
Monthly Retirement Allowance: \$756.66  
Annual Retirement Allowance: \$9,079.92
10. Bonnie W. Vincent, Teaching Assistant, Town of North Andover, Group 1  
Effective Retirement Date: August 4, 2023  
Monthly Retirement Allowance: \$2,127.72  
Annual Retirement Allowance: \$25,532.64
11. Christopher D. Ward, Mechanic/Laborer, Town of Nahant, Group 1  
Effective Retirement Date: July 28, 2023  
Monthly Retirement Allowance: \$1,989.27  
Annual Retirement Allowance: \$23,871.24

### Creditable Service Awards

Upon a motion by Kevin A. Merz, seconded by Tracy A. Blais, the Board voted 4-0; That the retirement system staff has verified that the required payment having been received, that the following member of the Essex Regional Retirement System be awarded creditable service as presented below:

1. Daniel P. Lannen shall be awarded two years and six months of creditable service for the purchase of prior reserve police service rendered from January 5, 1988 to August 4, 1990 with the Town of North Andover.

### Refund Warrant – September 2023

Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted 4-0; To approve the refund warrant for September 2023, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of twenty-three members beginning with Ruth M. Amigo and ending with John A Clemenzi, in the total net amount of \$348,097.70.

Name	Type	Board or Institution
Amigo, Ruth M.	Transfer	Beverly Retirement Board
Batchelder, Sean C.	Withdrawal	
Cook, Lindsey P	Withdrawal	
Faro, Marie A.	Withdrawal	
Hoey, Sean M.	Transfer	Middlesex County Retirement System
Holder, Jennifer C.	Transfer	Massachusetts Teachers Retirement System
Hudson, Emma Kathryn	Withdrawal	
Julie Ann Cantara	Withdrawal	
King, Katelynn E.	Transfer	State Retirement Board
Lopez, Efrain	Withdrawal	
Lord, Susan	Transfer	Peabody Retirement Board
Low, Kathleen	Withdrawal	
Maguire, Daniel	Transfer	Newburyport Retirement System
Merchant, Brandon	Withdrawal	
Messina, Joseph A.	Withdrawal	
Ricci, Erin C.	Withdrawal	
Rizzo, Lauren Eunice	Withdrawal	
Schumaker, Sara Elizabeth	Withdrawal	
Skane, Don G.	Withdrawal	
Thifault, Heather A.	Withdrawal	
Torres, Alexander S.	Withdrawal	
Windler, Eric D.	Transfer	MWRA Employees' Retirement Board

**August Retirees Payroll**

Upon a motion by Tracy A. Blais, seconded by Kevin A. Merz, the Board voted 4-0; To approve the retirement allowances for the month of August 2023, in the actual amount of \$4,973,255.82.

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

**ERRS Payroll**

Upon a motion by Tracy A. Blais, seconded by Kevin A. Merz, the Board voted 4-0; To approve the payment of the ERRS employee payroll for September 8, 2023, in the amount of \$22,691.40, and for September 22, 2023, in the amount of \$23,683.43.

**Cash Disbursement Warrant CD2023.09**

Upon a motion by Kevin A. Merz, seconded by Tracy A. Blais, the Board voted 4-0; To approve the Cash Disbursement Warrant CD2023.09 for September 2023, as presented below in the total amount of \$15,033.69.

Vendor	Amount (\$)
Ricoh USA, Inc. - 2023.09	283.29
Harper's Payroll Service - 2023.09.22	93.86
H.C.O.P.T. - Condo Fees -2023.10	1,657.00
Pension Benefit Information, LLC - 2023-2024	2,160.00
Law Office of Michael Sacco - 2023.08	6,112.00
HIQ Computers - Monthly Replication Services - 2023.09	90.00
HIQ Computers - #137670 - Remote Service Email Issues	110.00
Comcast - Internet - 2023.09	228.70
Comcast - Phone - 2023.09	316.20

Access - 2023.09	772.66
Quadient - Parts Replacement #60431805	1,059.37
Wayne Alarm System, Inc. - 09.01.2023 - 02.29.2024	268.02
S.J. Services - Monthly Cleaning Fee - 2023.08	283.00
W.B. Mason Company, Inc. - Office Supplies	1,293.38
Arbella Insurance Group - Workers Comp	1.00
TASC - Admin Fees - 2023.08	1.00
Danvers, Town of - Electric - Suite 201	131.08
Danvers, Town of - Electric - Suite 202	173.13
Total	15,033.69

### Liability Requests

Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted by 4-0; To take the following action on requests for the acceptance of liability received by the retirement system:

1. To deny liability as requested by the Massachusetts Teachers' Retirement System on behalf of Alison Kaufman for prior non-membership service rendered from December 1, 2017 to June 30, 2018, as this individual was not eligible for membership, did not remit contributions, was not wrongfully excluded from membership, and was not employed in a temporary, provisional or substitute position during this period.
2. To accept liability for six years and five months of service as requested by the Amesbury Retirement Board on behalf of Maribeth Nett for prior refunded service rendered from August 30, 1999 to March 17, 2006, with the Pentucket Regional School System.
3. To deny liability as requested by the Beverly Retirement Board on behalf of Joseph Santamaria for prior non-membership service rendered from 2013 to 2016, as this individual was not eligible for membership, did not remit contributions, was not wrongfully excluded from membership, and was not employed in a temporary, provisional or substitute position during this period.



4. To deny liability as requested by the Woburn Retirement System on behalf of Ashley Serveiss for prior non-membership service rendered from August 2014 to December 2014, as this individual was not eligible for membership, did not remit contributions, was not wrongfully excluded from membership, and was not employed in a temporary, provisional or substitute position during this period.
5. To deny liability as requested by the Peabody Retirement Board on behalf of Maria Shambos, for prior refunded service from October 1, 1990 to October 27, 1994, with the Southern Essex Registry of Deeds, as liability for said service belongs to the State Retirement Board pursuant to MGL Chapter 34B, Section 18.
6. To deny liability as requested by the Massachusetts Teachers Retirement System on behalf of Kimberly J. Veradt for prior non-membership service rendered from September 1, 2000 to July 31, 2003, as this individual was not eligible for membership, did not remit contributions, was not wrongfully excluded from membership, and was not employed in a temporary, provisional or substitute position during this period.

#### **Ascent Venture Partners – Annual Meeting**

Tom Scanlon from Ascent Venture Partners provided a brief update on activity remaining relative to Fund V, which is presently the only active fund remaining with ERRS.

#### **Black Rock – Annual Meeting**

Mike Riccobono provided a brief review of the activity remaining on the one fund ERRS still has active with BlackRock.

#### **Staff Appointments and Position Postings**

Mr. Kostro reviewed for the Board the departure of two employees in the past month and noted that the retirement system is down to only four full-time employees again. He advised the Board that he contacted the Chair and Vice Chair at the end of August to post the Deputy Executive Director position, which he did immediately. Mr. Kostro said that it has been several weeks since this position has been posted, and until last night when he received a resume from an external candidate, other than one internal candidate, not a single other resume had been received for this position. He reviewed the series of motions he has proposed for the Board today. He reviewed the temporary position posting for Juanita Escobar, who worked for the Board last year, when the retirement system was down three people. If approved, Ms. Escobar could start as early as tomorrow. Mr. Malgeri asked if Ms. Escobar would be working on-site and Mr. Kostro responded that it would be a mix of on-site and remote work. Mr. Kostro said that Britt Travinski is the internal candidate that has applied for the Deputy Executive Director position, and he is recommending her appointment to this position. This appointment would open the Senior Retirement Counselor position and there is a position posting for the Board's approval being presented today, according to Mr. Kostro. Mr. Kostro said he recommends the appointment of

Stephanie Croston to the Retirement Counselor position. He said Ms. Croston has been exemplary in her performance since being hired and he believes she will bring a lot of strengths to this position. Mr. Kostro noted that Ms. Croston is presently preparing the salary survey for the annual appropriation process and that this task will remain her priority through the month of October, so there will be a period of transition. Finally, Mr. Kostro noted that he is presenting an updated Executive Assistant position description for the Board's approval. Mr. Kostro said that ERRS cannot afford to lose any more people and that it is getting really hard to keep up with the work when the retirement system is constantly short-handed and experiencing repeated turnover. He said all that he is attempting to do with these recommendations is to pay every position the most amount of money that he can while using existing funds available in either the current year's salary budget or the proposed salary budget for next year. Mr. Kostro said he is not asking for any additional funds, only to expend the funds already budgeted, and that his immediate goal is to keep the individuals currently on staff with the retirement system until the vacant positions can be filled. He further noted that the existing staff will be doing double-duty again, as has been done so many times in the past few years. Mr. Kostro reviewed for the Board that since January of 2018, ERRS, with a full-time staff of six people, has lost seven employees to other retirement systems that provide better pay and better benefits. He recognizes that others may have different ideas of how to proceed, but as of this moment, this is all he feels he has available to him that he can offer as a plan to keep the retirement system going. Mr. Malgeri asked if Ms. Escobar would be here until the end of December and reviewed the past fees paid and the current wage for this proposed position. Ms. Carleton asked if there is a scale for the wage offered for a position and if the individual who is selected and who does not necessarily have all of the experience required, would be offered a lower starting salary. Mr. Kostro responded that he is paying everyone as much as he can possibly pay in the hopes that people will stay with ERRS. Discussion ensued regarding work ethic and experience, and Ms. Blais noted that if an employee has a strong work ethic you can train them to do almost anything.

### **Temporary Retirement Associate**

Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted by 4-0; To approve the position description for a Temporary Retirement Associate and to appoint effective immediately Juanita Escobar to this position, and which appointment shall end, at the discretion of the Board, on or before December 31, 2023, at a wage of \$85.00 per hour.

### **Deputy Executive Director**

Upon a motion by Kevin A. Merz, seconded by Tracy A. Blais, the Board voted by 4-0; To appoint Britt Travinski to the position of Deputy Executive Director effective retroactive to September 18, 2023, at a salary of \$115,000 per annum.

### **Senior Retirement Counselor**

Upon a motion by Tracy A. Blais, seconded by Kevin A. Merz, the Board voted by 4-0; To approve the position description for a Senior Retirement Counselor and to authorize the Executive Director to interview and hire a qualified candidate for this position with a starting salary not to exceed

\$105,000 per annum, and at a vacation accrual rate consistent with the selected candidate's years of experience, but which does not exceed four weeks per year.

### **Retirement Counselor**

Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted 4-0; To approve the position description for a Retirement Counselor and to appoint Stephanie Croston to this position at a starting salary of \$85,000 per annum effective as of October 2, 2023.

### **Employer Reporting Representative**

Upon a motion by Kevin A. Merz, seconded by Tracy A. Blais, the Board voted 4-0; To approve the position description for an Employer Reporting Representative and to authorize the Executive Director to interview and hire a qualified candidate for this position with a starting salary not to exceed \$75,000 per annum, and at a vacation accrual rate consistent with the selected candidate's years of experience, but which does not exceed three weeks per year.

### **Executive Assistant**

Upon a motion by Tracy A. Blais, seconded by Kevin A. Merz, the Board voted 4-0; To approve the position description for the Executive Assistant and adjust the salary for this position to \$65,000 per annum, effective October 2, 2023.

### **Draft 2024 Administrative Budget**

Mr. Kostro noted that employee salaries, even with the increases just approved, will increase by only 3% in the 2024 budget. He also explained that the overall budget is essentially level funded, in the sense that the 5% overall increase is driven by two items. The biggest increase is for the valuation study in 2024, which is required by statute to be completed every two years. The cost of the valuation study according to Segal's actuarial services agreement increases this line-item by \$26,000, the largest increase in the budget by far. Mr. Kostro also included an estimated increase of \$10,000.00 for health insurance, which he said is hard to gauge with the constant turnover of staff. Mr. Malgeri asked if the budget needs to be approved by the Advisory Council. Mr. Merz said that the Advisory Council will certify that they have received the budget information, but they do not approve the budget. Upon a motion by Tracy A. Blais, seconded by Kevin A. Merz, the Board voted 4-0; To approve the draft 2024 administrative budget for presentation to the Advisory Council in the amount of \$1,158,734.00.

### **Web Hosting Agreement**

Mr. Kostro reviewed the current agreement with CivicPlus for web hosting services for the ERRS website. He reviewed the vote three years ago to approve the current agreement, which totaled less than \$10,000 and did not require a formal RFP. Mr. Kostro said that ERRS Counsel has reviewed the new agreement proposed by CivicPlus and that the Board would be permitted to enter into this agreement under the procurement statute. He advised the Board that the current web

hosting agreement expires on December 1, 2023. Mr. Kostro said that he did not see the need for a full RFP at this time, unless the retirement system intended to redesign its website, which is not presently under consideration. As with the current agreement, CivicPlus is proposing that there be a 5% increase in the annual fee each year the agreement is renewed. Upon a motion by Katherine E. Carleton, seconded by Kevin A. Merz, the Board voted 4-0; Notwithstanding the procurement policy previously adopted, and consistent with the MGL C.30B, § 1(b)(19), the Board authorizes the Vice Chair to sign the proposed agreement for web hosting services with Civic Plus as presented.

### **91A Hearing – David A. Ford**

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; That David A. Ford will have his retirement benefit terminated as of October 1, 2023, for his failure to comply with the requirements of MGL Chapter 32, Section 91A in calendar year 2022.

### **Executive Session**

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted by roll call as follows; Ms. Blais, Yes; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; To move to executive session to discuss security personnel or devices, or strategies with respect thereto, and to remain in executive session to discuss strategy with respect to litigation in the matter of James Hannon v. the ERRB and others, as an open meeting may have a detrimental effect on the litigating position of the retirement board.

### **Statement of the Chair**

Mr. Malgeri stated that the Board will be returning to open session upon the conclusion of the executive session only for the purpose of adjourning the meeting.

*The Board was in executive session 9:24 a.m. – 10:08 a.m.*

### **Motion to Adjourn**

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; To adjourn the meeting. It was brought to the Chair's attention that four additional retirements still needed to be approved. Mr. Merz withdrew his motion to adjourn, and the Board reconvened the meeting.

### **Additional Retirements**

Four retirement calculations were provided for the Board's approval. Ms. Carleton asked about a note on one retirement relating to a large retro payment being expected, which Mr. Kostro advised was due to a pending settlement. He noted that the Board would vote to approve any revised benefit or retirement recalculation. Upon a motion by Katherine E. Carleton, seconded by Tracy A. Blais, the Board voted 4-0; That the following named members of the Essex Regional

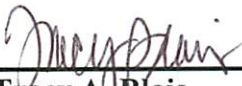
Retirement System be awarded retirement benefits calculated as presented below, a list of four names, beginning with Shawn V. Davis and ending with Janet Louise Wallis.

1. Shawn V. Davis, Highway Department, Town of Wenham, Group 1  
Effective Retirement Date: July 21, 2023  
Monthly Retirement Allowance: \$3,823.29  
Annual Retirement Allowance: \$45,879.48
2. Linda A. Emerson, Town Clerk, Town of Lynnfield, Group 1  
Effective Retirement Date: August 8, 2023  
Monthly Retirement Allowance: \$4,547.07  
Annual Retirement Allowance: \$54,564.84
3. Joshua M. Ulrich, Police Officer, Town of Rockport, Group 4  
Effective Retirement Date: July 4, 2023  
Monthly Retirement Allowance: \$5,084.69  
Annual Retirement Allowance: \$61,016.28
4. Janet Louise Wallis, Instructional Assistant, Triton RSD, Group 1  
Effective Retirement Date: June 30, 2023  
Monthly Retirement Allowance: \$1,438.13  
Annual Retirement Allowance: \$17,257.56

#### **Motion to Adjourn**

Upon a motion by Kevin A. Merz, seconded by Katherine E. Carleton, the Board voted 4-0; To adjourn the meeting.

The meeting was adjourned at 10:11 a.m.

  
\_\_\_\_\_  
Tracy A. Blais

  
\_\_\_\_\_  
Katherine E. Carleton

  
\_\_\_\_\_  
Vincent R. Malgeri

  
\_\_\_\_\_  
Kevin A. Merz

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  
BlackRock Presentation  
Various Position Descriptions and Job Postings  
Draft 2024 Administrative Budget Spreadsheet & Narrative  
Web Hosting Agreements & Documents  
Member Letter Notifying of Vote to Terminate Benefit Pursuant to MGL C.91A

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

91A Over-Earnings Notice Letter - Colpitts, Thomas  
91A Termination & Appeal Letter - Colpitts, Thomas  
91A Termination & Appeal Letter - Marchant, William  
91A Termination & Appeal Letter - White, Michael  
Agenda Posting Checklist  
Draft Advisory Council Agenda  
Essex Regional Retirement System Financial Statements 12-31-2022  
Executive Director's Schedule  
Financial Reports – Adjustments – July 2023  
Financial Reports – Disbursements – July 2023  
Financial Reports – General Ledger – July 2023  
Financial Reports - Monthly Bank Reconciliation – July 2023  
Financial Reports – Monthly Cash Flow – September 2023  
Financial Reports – Monthly Expenditure Report – August 2023  
Financial Reports – Receipts – July 2023  
Financial Reports - PRIT Performance Summary - August 2023  
Financial Reports - PRIT Performance Update - Essex – August 2023  
First Member Election Documents  
Legal Cases Currently Pending  
PERAC Pension News  
Wall Street Journal – Government Hiring Status