

**ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
October 21, 2019**

At the regular meeting of the Essex Regional Retirement Board held on Monday, October 21, 2019, at 491 Maple Street, Suite 201 at 8:30 a.m. the following Board members were present for all or some of the meeting: Vincent R. Malgeri, H. Joseph Maney, Kevin A. Merz, and Susan J. Yaskell.

Also in attendance for all or some of the meeting were:

Charles Kostro, ERRS Executive Director
Christina Parr, ERRS Executive Assistant
Michael Sacco, Attorney of Law Offices of Michael Sacco via telephone

Board Chair H. Joseph Maney called the meeting to order at 8:31 a.m.
The Board said the pledge of allegiance.

Opening Statement by the Chair - Recording of the Meeting

H. Joseph Maney stated the Massachusetts Open Meeting Law permits meetings to be recorded therefore, I am informing everyone that Christina Parr is recording this meeting.

Approval of Board Minutes

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; To approve the minutes of the regular session of the meeting on September 30, 2019.

Public Comment Period

There were no public comments.

New Retirements

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 4-0; To approve that the following four members of the Essex Regional Retirement System be awarded superannuation retirement benefits calculated as follows:

1. Victoria B. Aguilar, Guidance Dept. Registrar, Masconomet Regional School District, Group 1
Effective Retirement Date: September 18, 2019
Monthly Retirement Allowance: \$2,009.03

Annual Retirement Allowance: \$24,108.36

2. Cathy E. Carberry, Payroll Administrator, Hamilton-Wenham Regional School District, Group 1

Effective Retirement Date: September 15, 2019

Monthly Retirement Allowance: \$1,131.44

Annual Retirement Allowance: \$13,577.28

3. Brain M. Leathe, Building Inspector, Town of Wenham, Group 1 Effective Retirement Date: August 16, 2019

Monthly Retirement Allowance: \$1,628.37

Annual Retirement Allowance: \$19,540.44

4. Allan M. Veilleux, Custodian, Pentucket Regional School District, Group 1 Effective Retirement Date: August 31, 2019

Monthly Retirement Allowance: \$1,447.59

Annual Retirement Allowance: \$17,371.08

Creditable Service Awards

Upon a motion by Kevin A. Merz, seconded by Susan J. Yaskell, the Board voted 4-0; To approve the retirement system staff has verified that the required payments having been received, that the following two members of the Essex Regional Retirement System be awarded creditable service as follows:

1. Charles Clinch shall be awarded five years of creditable service at no cost for prior call firefighter service rendered from September 1, 1988 to August 31, 1993 with the Town of Middleton.
2. Gary Hayward shall be awarded five years of creditable service at no cost for prior reserve police service rendered from February 14, 1989 to February 13, 1994 with the Town of Topsfield.

Liability Requests

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, 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 liability as requested by the Amesbury Retirement System on behalf of Richard D. Papa for two years and nine months of creditable service for prior refunded service rendered from September 1, 1987 to June 21, 1990 with the Town of Newbury.

Refund Warrant

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; To approve the refund warrant for October 2019, to refund, rollover, or transfer the accounts of the

individuals listed below, a list of nineteen members beginning with Peter Allard and ending with Karin E. Ward, in the total net amount of \$168,297.53.

Name	Type	Board or Institution
Allard, Peter	Transfer	Middlesex County Retirement System
Arango, Sara Elena	Rollover	Trustee of the CBERA Retirement
Boudreau, Glenn G.	Transfer	Beverly Retirement Board
Bryan, Michelle L.	Transfer	Middlesex County Retirement System
Carberry, Cathy E.	Withdrawal	
Dalzell Jr., Stuart L.	Rollover	Institution for Savings
Dicesare, Eric	Transfer	Melrose Retirement Board
Dole, Maribeth	Withdrawal	
Goldweber, Meghan E.	Withdrawal	
Hoog, Cathy L.	Transfer	Salem Retirement Board
Ichton, Geoffrey L.	Withdrawal	
Jordan, Chantal H.	Transfer	Arlington Retirement Board
Lalloch-Getman, Judith D.	Withdrawal	
Kostopoulos, Allissa K.	Transfer	Danvers Retirement Board
Lambert, Deborah Marie	Withdrawal	
Poritzky, Andrea Pl	Transfer	Methuen Retirement Board
Shepard, Alyssa R.	Transfer	Beverly Retirement Board
Torrey, Heather A.	Rollover	Fidelity Investments
Ward, Karin E.	Transfer	Newburyport Retirement Board

October 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 October in the estimated amount of \$4,100,000.00.

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 October 11, 2019, in the amount of \$18,220.40.

Cash Disbursement Warrant CD2019.10

Upon a motion by Kevin A. Merz, seconded by Susan J. Yaskell, the Board voted 4-0; To approve the Cash Disbursement Warrant CD2019.10 for October 2019 as presented in the total amount of \$12,195.95.

Vendor	Amount
Access - Monthly Fee	395.30
Benefit Strategies - Monthly Administrative Fees	4.00
Town of Danvers, Danvers Electric - #201 - Monthly Fee	186.37
Town of Danvers, Danvers Electric - #202 - Monthly Fee	138.90
HCOPT - Condo Fees	1,511.00
Harpers Payroll Services - 2019.09.27	83.85
Harpers Payroll Services - 2019.10.11	45.30
HIQ Computers - Monthly Replication Services	90.00
HIQ Computers - #122878 - Reset Joe Maney's Password & Spam Email	55.00
Kostro, Charles - PERAC Emerging Issues Forum - Mileage	82.46
Law Office of Michael Sacco - 2019.09	8,554.65
Ricoh USA, Inc. - 2019.10	244.57
S.J. Services, Inc. - Office Cleaning - 2019.10	241.67
W.B. Mason - Office Supplies - 2019.09	159.30
Comcast - 2019.11	403.58
Total	12,195.95

PTG Meeting – Employer Reporting Module Status

Mr. Kostro reviewed the implementation of the new employer reporting module added to the PTG database. He explained that the loss of the former Director of Finance just as training was starting for the units was difficult for the retirement system, as this employee was going to lead the training. Consequently, the training and implementation of the new system never really got on track. Mr. Kostro also reviewed the added cost of the system and the high hopes the staff had for this system. He felt that the new module would result in a more efficient and more accurate deduction reporting process for both the retirement system and the units. Mr. Kostro said he still believes that once properly implemented this system will be effective and better for everyone involved. But at this time, he does not feel that it is working as well as it should be. Therefore, Mr. Kostro scheduled a meeting with most of the ERRS staff and PTG for Friday, November 1, 2019 at 2:00 p.m. His goal is to get everyone in a room and find out what the cause is of this system not working to expectations. Mr. Malgeri asked if other retirement systems are having similar problems and Mr. Kostro indicated that the other systems are not having these same problems. Discussion ensued about whether the units are submitting good data. Mr. Kostro said that the way the system was supposed to work is that even if there is a mistake made by the unit, the posting should be automatically stopped by the system, or a warning noted, and the data corrected. He said that we need to know why that is not happening. Mr. Kostro said he thought it would be good to have a couple of Board members attend this meeting. Discussion ensued about which Board members would attend, and Mr. Kostro reminded everyone that only two members could attend or else the meeting would be subject to the posting requirements of the Open Meeting Law. Mr. Kostro

concluded by saying that deduction postings are just too important to continue to muddle through and that this needs to be fixed and done so immediately.

Executive Session

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call; Mr. Malgeri, Yes; Ms. Yaskell, Yes; Mr. Maney, Yes; To move to executive session to discuss the disability application of Shawn Smith.

Mr. Maney 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.

Mr. Merz noted that he was recusing himself from the disability application involving Shawn Smith and left the meeting at 8:44 a.m.

The Board entered executive session at 8:44 a.m.

The Board returned from executive session at 9:23

While in executive session the Board voted as follows:

Upon a motion by Susan J. Yaskell, seconded by H. Joseph Maney, the Board voted by roll call; Mr. Malgeri, No; Mr. Maney, Yes; Ms. Yaskell, Yes; To deny the application of Shawn Smith for an accidental disability retirement and that this vote be recorded in the open session minutes of this meeting.

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call; Mr. Malgeri, Yes; Mr. Maney, Yes; Ms. Yaskell, Yes; To approve the application of Shawn Smith for an ordinary disability retirement and that this vote be recorded in the open session minutes of this meeting.

Motion to Exit Executive Session

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call; Mr. Malgeri, Yes; Mr. Maney, Yes; Ms. Yaskell, Yes; To exit executive session.

Motion to Adjourn

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 3-0; To adjourn the meeting.

The meeting was adjourned at 9:23 a.m.

Vincent R. Malgeri

H. Joseph Maney

Kevin A. Merz

Susan J. Yaskell

The following materials were provided to the Board for items acted upon at the meeting:

- Meeting Minutes from September 30, 2019
- Retirement Calculations
- Creditable Service Award Letters
- Liability Request Response Letters
- Warrants
- Email to PTG re: Employer Reporting Module

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
- CRAB - Diorio-McGonnell, Kim - Motion to Strike
- Executive Director's Schedule
- Fiduciary Insurance Renewal Application - 2020-2021
- Financial Reports - 07 - July Adjustments
- Financial Reports - 07 - July Disbursements
- Financial Reports - 07 - July General Ledger
- Financial Reports - 07 - July Receipts
- Financial Reports - 07 - July Trial Balance
- Financial Reports - 08 - August Adjustments
- Financial Reports - 08 - August Bank Reconciliations
- Financial Reports - 08 - August Disbursements
- Financial Reports - 08 - August General Ledger
- Financial Reports - 08 - August Receipts
- Financial Reports - 08 - August Trial Balance
- Financial Reports - 09 - September Monthly Expenditure Report
- Ford, David - Repayment Plan.2019
- Levine Leichtman Capital Partners Sale Announcement
- O'Leary v. CRAB, Lexington Retirement Board, PERAC – Decision
- PERAC Superannuation Waiver Approval
- Smith-Joe, Margaret - Motion for Dismissal or Summary Decision