

ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
January 27, 2020

At the regular meeting of the Essex Regional Retirement Board held on Monday, January 27, 2020, at 491 Maple Street, Suite 201 at 8:30 a.m. the following Board members were present for all or some of the meeting: Alan J. Benson, Vincent R. Malgeri, H. Joseph Maney (via Skype), 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
Lisa Vandermark, Segal Company
Kathy Reilly, Segal Company
Michael Sacco, ERRS Counsel
Judson Pierce, Attorney representing Debra Rogers
Debra Rogers, ERRS Member from Hamilton

The Board said the pledge of allegiance.

Ms. Yaskell stated that 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 this meeting is being recorded. Ms. Yaskell further stated that pursuant to 940 CMR 29.10, as the Acting Chair, I have determined that it is permissible for Joseph Maney to participate in this meeting remotely as permitted under Section (5) as geographic distance makes his attendance unreasonably difficult. I would also note for the record that a quorum of the Board is present at the meeting as required and that Mr. Maney is participating via Skype and that he is clearly audible to everyone present. In Mr. Maney's absence, I will be chairing this meeting as required by the Remote Participation Regulation. Finally, I want to remind the Board and those in attendance that all votes at a meeting in which a member participates remotely shall be by roll call.

1/1/2020 Valuation Study

Kathy Reilly and Lisa Vandermark of Segal Company are here to present on the 2020 Valuation Study. Lisa explains that the first step to the valuation process is to collect participant data. Aside from the existing data being collected such as gender, age, and job type, if ERRS is willing, in the future Segal will be looking to collect additional information including zip codes and address of the system's retirees. Ultimately, with this additional data, the assumption rate of mortality will be more accurate than the previous assumptions calculated based from the blue-collar table. Determining the areas in which members live adds another factor when trying to determine a more accurate mortality rate. Lisa and Kathy add that this process is new to Segal and they are trying to determine if their clients would be willing to generate this data for them in the future. Because of the timeframe of the 2020 valuation, the data would not necessarily be used for this year. Mr. Merz says he isn't sure that adding this data would be necessary to completing the future valuations. Ms. Reilly explains that the added data would produce a more accurate assumption

rate of mortality and if the life expectancy is lowered, the outcome for ERRS would be lowering the systems liability plans. Kathy adds that of course if the expectancy goes up, the plans liability would increase as well. In the analysis Segal has conducted thus far, well over half of the systems plans have come out lowering their liabilities and the rest would end up increasing their liability plans. Mr. Malgeri asks if it would be ok to revisit this additional data in the future as it wouldn't be included in the 2020 valuation process. Lisa states they are there today to present the idea and, in the future, the more data they have to go by, the better. Mr. Merz asks what the odds are that our liability plan at ERRS would go up based off of what Segal already knows. Kathy states that while everyone's liability can't go down, there is a chance based off of the similarities among the communities within the Essex Regional system that our plans liability would decrease some, though she can't be certain without the proper data to conclude this. Kathy and Lisa state that they are looking to incorporate this additional data in the future because eventually auditors will be looking for assumptions based off newer tables with a wider variety of information. Kathy said that in some states already, particular auditors have begun pushing back assumptions, seeking bigger data analysis. The Board agrees that the addition of addresses and zip codes will be reviewed at a later date. Lisa reiterates that the last valuation done was the first done by Segal Company. As of January 1, 2018, the investment return rate was calculated at 7.50%, decreased from the previous valuation of January 1, 2016 at 7.75%. Lisa recommends the board try to aim for 7.25% in this valuation and to ultimately work down to 6.00% in the future. Mr. Malgeri mentioned a letter received from PERAC to another local system that suggests all systems aim for 6.75% with recommendations to decrease further in future valuations. Kathy states that it is not likely to go down more than a quarter percent in one valuation and that this sounds to be for long term planning. She then suggests the Board stick to keeping this year's goal at decreasing to 7.25%. Mr. Benson says he is not comfortable with extending the years of the funding schedule and would like to see the system remain on track as much as possible. This led the Board to feel more comfortable with lowering the investment return rate to somewhere closer to 7.41%. Mr. Merz suggests excluding early retirement incentives for the first two years to help lower the rate and incorporate them in roughly two years. Lisa reiterates this by confirming a decrease to 7.25% while keeping the original schedule to be fully funded by 2035. If need be, prolong the 7.41% for no more than 2 years going forward. Mr. Merz adds that the 7.41% appropriation increase was supposed to drop off somewhere around 2021. However, changes have occurred in the schedule to override this and they will only continue so this poses some concern going forward. Mr. Benson mentions there are two goals he would like to see achieved going forward. The first being that all investments go towards the unfunded liability. This will allow ERRS to stay on track with meeting the goal of being fully funded by 2035. And secondly, we should aim to be in a higher percentage of funding, until we get to that point, every decision will need to be as careful as possible. Lisa states that because Segal now has two full years of data, including the increases of all the members, this provides them with more information to better determine whether they should stay on track or to consider a new assumption. Mr. Merz points out that based off a survey done last year, many members are at a 2.5% increase. Kathy brings up the fact that a typical newly enrolled member has no unfunded liability meaning they only add to normal costs. Payroll base could be growing faster than expected if you're expanding the workforce. If the members are coming in as true new hires and not transfers, they have very little impact and virtually no effect on the unfunded liability. Even if the assumption doesn't change, the experience gain might not be enough to change the assumption and will allow a cushion to offset the cost of changing the investment return assumption. Lisa adds that mortality base table and projection scale did not change previously and

that Segal will take a look at those factors to see if anything looks off which could also prompt a recommendation for a new table. Mr. Malgeri asks if the 3(8)(c)'s will be changing. Lisa explains that they will not know until that information is received but that the assumption in the past valuation was \$1.24 million. Mr. Merz then brings up what was discussed in the latest Advisory Council meeting and that was what would happen if the 3.0% COLA were to be removed. He asks what is the real cost of COLA to unfunded liability? How can we get an accurate number to what that really does to our unfunded liability? Lisa says that Segal can put together a liability's percent funding schedule with or without the COLA to show what it's costing with the COLA and what it would cost without the COLA. Mr. Malgeri doesn't see how this would benefit because he won't be voting to remove the COLA and would like to see what other avenues can be taken to help with the unfunded liability. He doesn't want to see anything else put on the backs of the retirees. Mr. Malgeri adds that it doesn't make sense to carry through with the removal of the COLA just because one or two advisory council members want to see if it can improve upon the scheduling of the unfunded liability. He adds that he would only be in support of looking at the lowered COLA only if multiple areas of savings are looked at and is curious as to what other systems are doing to achieve this. Kathy asks if eliminating the COLA for a matter of years would be an option to achieve being fully funded, and she states that this would be a matter of programming. Mr. Malgeri says this wouldn't be a feasible option because it should not be on the backs of the retirees. He says that we increase the retiree's insurance between 5-10% depending on the year, followed by giving the 3% COLA increase. Lowering the COLA to 2.5% would be more reasonable than taking it away entirely. However, in the future of the Board the votes on this may vary. Mr. Benson asks if this would be a matter of a fee change as far as changing the software to update the COLA. Lisa states that taking the COLA away entirely would be fairly simple just as going from 3.0% to 2.5% would be fairly simple. The Board decides to eliminate the COLA for one year to see what the cost would end up being and this information would help to calculate what this would do to aid the unfunded liability. Discussion on timing for when the information should be presented is touched upon. Late March to early April ideally to confirm everything, allow time for adjustments to be made in time to present at the advisory council meeting. The Board is in agreement with this timeframe.

Alan J. Benson exits the meeting at 9:45 a.m.

The Board took a break at 9:45 a.m.

The Board returned to open session at 9:57 a.m.

Executive Session

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mrs. Yaskell, Yes; Mr. Merz, Yes; To move to executive session to discuss the disability application of Debra Rogers and to remain in executive session to discuss litigation strategy in the matter of Walter Lesiczka as an open meeting may have detrimental effect on the litigating position of the retirement system.

The Board entered executive session at 9:57 a.m.

The Board returned to open session at 10:55 a.m.

While in executive session, the Board voted as follows:

Upon a motion by Vincent R. Malgeri, seconded by H. Joseph Maney, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mrs. Yaskell, Yes; That pending confirmation that all medical records are received, to request PERAC to schedule a joint regional medical panel pursuant to the disability application of Debra Rogers and to authorize ERRS Counsel to submit such questions as he deems necessary, and that this vote be recorded in the open meeting minutes.

Mr. Maney stated that he is being picked up shortly and he will need to leave, as the meeting went on longer than anticipated. Mr. Maney exited the meeting at 10:55 a.m. It was noted that all votes going forward can be a voice vote as a Board member is no longer participating remotely. Ms. Yaskell asked Mr. Sacco about a vote on approving the Board minutes, as she will be abstaining as she was not at the December meeting. Mr. Sacco assured the Board that three members were sufficient to approve the meeting minutes even with one member abstaining.

Legal Services Contract Extension

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; That pursuant to M.G.L. Chapter 32, Section 23B, the agreement between the Essex Regional Retirement Board and the Law Offices of Michael Sacco shall be extended to June 30, 2022.

Approval of Board Minutes

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 2-0 with Susan J. Yaskell, abstaining; To approve the minutes of the regular session of the meeting of December 30, 2019.

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 3-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of forty-four names beginning with Sandra Beninati and ending with Stacy Zubiel.

First Name	Last Name	Unit	Title/Position	Enrollment Date	Group
Beninati	Sandra	Masconomet RSD	Paraprofessional	11/20/2019	1

Bennett	Teri	Rowley	Youth Services Associate	11/18/2019	1
Bialecki	Joseph	Lynnfield	Firefighter	9/9/2019	4
Brown	Katlyn	Georgetown	Paraprofessional	11/18/2019	1
Cena	Janet	Pentucket RSD	Administrative Assistant	9/18/2019	1
Chaput	Colleen	Hamilton-Wenham RSD	Teaching Assistant	11/12/2019	1
Cleary	Maggie	North Andover HA	Executive Director	10/28/2019	1
Dalton	Sandra	Boxford/Middleton/Topsfield	Accountant	12/9/2019	1
Degnan	Kristen	Hamilton-Wenham RSD	Teaching Assistant	11/4/2019	1
DeVoe	Ali	Masconomet RSD	Paraprofessional	11/25/2019	1
Dunlevy	Maureen	Triton RSD	Executive Assistant	12/2/2019	1
Durant	Lisa	North Andover	Teaching Assistant	10/7/2019	1
Eagan	Meredith	North Andover	Teaching Assistant	11/6/2019	1
Ferreira	David	Middleton	Custodian	9/17/2019	1
Ford	Kristen	Middleton	Instructional Assistant	9/18/2019	1
Freeman	Jessica	Pentucket RSD	School Department	9/16/2019	1
Gauthier	Beau	Ipswich	Police Officer	8/28/2019	4
Geary	Thomas	North Andover	Equipment Operator	11/18/2019	1
Gillander	Elizabeth	Ipswich	Director	9/1/2019	1
Goldberg	Kaitlin	Middleton	Instructional Assistant	9/18/2019	1
Gordinas	Jared	Lynnfield	Paraprofessional	8/27/2019	1
Grundstrom	Kristina	Lynnfield	Paraprofessional	8/27/2019	1
Hartford	Marianne	Ipswich	Teaching Assistant	11/18/2019	1
Hennessy	Thomas	Masconomet RSD	Security Monitor	12/12/2019	1
Johnson	Laura	Georgetown	Secretary	12/2/2019	1
Lambert	Marcia	Boxford	Instructional Assistant	11/25/2019	1
Lannquist	Miriam	Boxford	Teaching Assistant	12/2/2019	1
LeBlance	Sherrie	Wenham	Assistant Treasurer-Collector	11/18/2019	1
Levesque	Stephen	Rowley	Patrolman	10/21/2019	4
McSweeney	Kara	Triton RSD	Teaching Assistant	11/8/2019	1
Mello	Zachary	Merrimac	Operator/Laborer	11/20/2019	1
Nolan	Michael	Ipswich	Water Systems Operator	10/15/2019	1
Oliver	Kelly	Lynnfield	Paraprofessional	10/1/2019	1
Pender	Carly	Masconomet RSD	Teaching Assistant	11/1/2019	1
Pignone	Nicole	Hamilton-Wenham RSD	Teaching Assistant	8/22/2019	1
Quinn	Valerie	Pentucket RSD	Paraprofessional	9/25/2019	1
Quinn	Stephanie	Manchester-Essex RSD	Teaching Assistant	11/18/2019	1
Rani	Nisha	Lynnfield	Teaching Assistant	9/3/2019	1
Ruder	Maggie	Pentucket RSD	Paraprofessional	9/4/2019	1
Santarelli	Joseph	Hamilton	Patrolman	12/1/2019	4

Stokes	Jessica	Pentucket RSD	School Department	12/4/2019	1
Travis	Michelle	Pentucket RSD	Food Service	9/9/2019	1
Wyman	Robert	Ipswich	Custodian	10/21/2019	1
Zubiel	Stacey	Middleton	Librarian	10/22/2019	1

New Retirements

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; That the following six members of the Essex Regional Retirement System be awarded superannuation retirement benefits calculated as follows:

1. Robert A. Bonenfant, Fire Prevention Officer, Town of North Andover– Group 4
ADJUSTED
Effective Retirement Date: January 11, 2019
Monthly Retirement Allowance: \$5,728.95
Annual Retirement Allowance: \$68,747.40
2. Patricia A. Grassis, Library Assistant, Town of North Andover - Group 1
Effective Retirement Date: December 4, 2019
Monthly Retirement Allowance: \$1,732.99
Annual Retirement Allowance: \$20,795.88
3. Margaret E. Lacasse, Administrative Assistant, Pentucket RSD – Group 1
4. **ADJUSTED**
Effective Retirement Date: October 25, 2019
Monthly Retirement Allowance: \$1,547.75
Annual Retirement Allowance: \$18,573.00
5. Barbara B. Michalowski, Treasurer/Collector, Town of Topsfield - Group 1
Effective Retirement Date: November 30, 2019
Monthly Retirement Allowance: \$6,522.33
Annual Retirement Allowance: \$78,267.96
6. Patricia A. Morelli, Executive Assistant, Triton Regional School District - Group 1
Effective Retirement Date: November 29, 2019
Monthly Retirement Allowance: \$4,492.99
Annual Retirement Allowance: \$53,915.88
7. Collen E. Soares, Town of Rockport, Police Officer- Group 4 (ORD)
ADJUSTED
Effective Retirement Date: June 29, 2019
Monthly Retirement Allowance: \$2,206.74
Annual Retirement Allowance: \$26,480.88

Creditable Service Awards

Mr. Kostro advised the Board that there were no creditable service awards to act on this month.

Liability Requests

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0; 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 Barry A. White for eight months of service for prior refunded service rendered from October 24, 2017 to July 2, 2018

Refund Warrant – January 2020

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To approve the refund warrant for January 2020, to refund, rollover, or transfer the accounts of the individuals listed below, a list of four members beginning with Colleen A. Dolan and ending with Judith Lee Murray, in the total net amount of \$10,396.69.

Name	Type	Board or Institution
Dolan, Colleen A.	Withdrawal	
McKenzie, Jarrod	Withdrawal	
Michalowski, Barbara B.	Withdrawal	
Murray, Judith Lee	Withdrawal	

January Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0; To approve the retirement allowances for the month of January in the estimated amount of \$4,200,000.00.

ERRS Payroll

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To approve the payment of the ERRS employee payrolls for January 3, 2020, in the amount of \$18,220.41, and for January 17, 2020, in that amount of \$19,598.98.

Cash Disbursement Warrant CD2020.01

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0; To approve the Cash Disbursement Warrant CD2020.01 for January 2020 as presented in the total amount of \$18,716.72.

Vendor	Amount
Access - Monthly Fee	395.30

Benefit Strategies - Monthly Administrative Fees	4.00
Comcast - Monthly Fee	404.19
Town of Danvers, Danvers Electric - #201 - Monthly Fee	111.17
Town of Danvers, Danvers Electric - #202 - Monthly Fee	146.20
Group Insurance Commission - Health - 10/01/2019-12/31/2019	10,235.28
Harpers Payroll Services - 2020.01.03	70.30
Harpers Payroll Services - 2020.01.17	45.30
HCOPT - Condo Fees - 2020.02	1,511.00
HIQ Computers - Monthly Replication Services	90.00
HIQ Computers - #123781 - Verifying Potential Phishing Email	137.50
Law Office of Michael Sacco - 2019.12	2,388.00
MACRS - 2020 Dues	600.00
NeoFunds by NeoPost - Postage	2,000.00
S.J. Services, Inc., - Office Cleaning - Monthly Bill	283.33
Vasiles Plumbing & Heating LLC	218.53
W.B. Mason - Office Supplies - 2019.12	76.62
Total	18,716.72

Cash Disbursement Warrant CD2020.01a

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To approve the Cash Disbursement Warrant CD202.01a for the PRIT Fund transfer for January 2020 as presented in the total amount of \$2,500,000.00.

Vendor	Amount
PRIT Fund Transfer to Eastern Bank	2,500,000.00
Total	2,500,000.00

CME Non-Compliance Termination Hearing

Mr. Kostro advised the Board that there is no action to take relative to the CME non-compliance issue as PERAC has informed ERRS that the member has delivered the required medical records and is now in compliance.

Revised Employee Salary Recommendations

Mr. Kostro said that these recommendations are a follow up to the discussion at the December meeting about paying our employees' wages that are competitive with what is being offered by other retirement systems. Mr. Kostro noted that as if to prove the point, he had to change the recommendation presently before the Board from three employees to two, since ERRS has lost another employee to another retirement system, with Michael Nicolazzo leaving at the end of this week. Mr. Kostro noted that ERRS has been short-handed for eighteen of the past twenty-four months and will now be short-handed for some further undetermined period. Mr. Kostro said that his proposal is to try and do something positive for people he believes are key to the operations

here in order to create some stability in the workforce at ERRS. He noted that the maximum increase for the two individuals is 5% and, with ERRS now going to be short-handed for another extended period of time, these increases will be within the current budgeted amount for employee salaries. Mr. Malgeri noted that the type of expertise provided by retirement employees is very specific and he made reference to other positions in other retirement system's that are paying more. He said that ERRS needs to look at its salary structure and he reviewed the number of employees who have left in recent years. Mr. Malgeri said that we need to do something with pay and benefits to keep people from leaving recognizing that we need to be reasonable and work within our budget limitations. Ms. Yaskell said that she agrees with Mr. Malgeri and that we need to do things to keep our good people here and that we need be competitive with other retirement systems. Mr. Merz noted that he agreed and that he doesn't just want to be competitive, but that we should be looking to get our good employees at least into the 75% range of the highest salaries offered by other retirement systems. Mr. Merz asked Mr. Kostro if performance evaluations are done annually. Mr. Kostro responded that provides performance standards and goals at the beginning of year and then conducts mid-year and year-end performance reviews. Mr. Merz said that he thought that was great and was likely more than is done in other places. Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To approve employee salaries for the following individuals retroactive to January 1, 2020 as follows:

Scott L. Provensal, Director of Finance: \$90,000.00

Katherine E. Carleton, Retirement Counselor: \$76,750.00

Personnel Subcommittee

Mr. Kostro said that this is also a follow up from the December meeting and he would like to ask a couple of Board members to work on a personnel subcommittee to review the pay and benefits structure at ERRS. He also said that he believes it is long overdue that ERRS add a full-time staff person and he hoped this subcommittee will assist working on this reorganization. Mr. Malgeri said he wished that Joe and Alan were still here to get their input, but that he was happy to serve on this committee. Mr. Merz said that he thinks that Mr. Benson will be a good person with his experience to serve on this subcommittee, but if Alan does not want to do it, he will be happy to do so. Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0; To appoint Board members, Vincent R. Malgeri and Alan J. Benson, to a Personnel Subcommittee for the purpose of assisting the Executive Director in reviewing the ERRS salary structure and staffing levels and to make such recommendations as shall be deemed necessary to the full Board for consideration in the 2021 administrative budget and if Mr. Benson does not wish to serve his replacement will be Kevin Merz.

Temporary Authorization – Retirement Counselor

Mr. Kostro said that Michael Nicolazzo has offered to work nights and weekends to wrap up pending retirements and to process the refund warrants. Ms. Yaskell asked how long this work will take him to perform. Mr. Kostro detailed the work that Mr. Nicolazzo will perform. Mr. Merz asked if Mr. Kostro was comfortable that Mr. Nicolazzo could work in the office without supervision on weekends. Mr. Kostro noted that several ERRS staff are regularly working

weekends already and that he believes Mr. Nicolazzo is trustworthy and his hours will be tracked and monitored. Mr. Malgeri noted that he drives by the office on weekends and sees the cars of ERRS staff here. Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To authorize the Executive Director to employ Michael Nicolazzo on an interim basis to perform retirement counselor duties as necessary and, further, to pay him at an hourly rate equivalent to his current salary, which rate shall be \$36.59 per hour, effective as of February 1, 2020, and continuing until such time as the Executive Director shall determine.

Reschedule December 2020 Board Meeting

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0; To reschedule the regular monthly meeting of the Board for December 2020 to Monday, December 21, 2020.

Schedule FY2020 COLA Hearing

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To schedule as part of the regular monthly meeting, a hearing to consider a Cost-of-Living Adjustment of up to 3% for eligible members of the retirement system for Monday, April 27, 2020, at 8:30 a.m., and that the Advisory Council be provided at least thirty days' notice of such hearing pursuant to Massachusetts General Law Chapter 32, Section 103(i).

Approval of Revised Cash Disbursement Voucher

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0; To approve the revised cash disbursements voucher as presented.

Motion to Adjourn

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0; To adjourn the meeting at 11:40 a.m.



Alan J. Benson



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 the meeting of December 30, 2019
- New Enrollments
- Retirement Calculations
- Liability Request Response Letters
- Past Valuation Study and GASB Report
- CME Compliance Documents
- Warrants
- Salary Information
- PERAC Memo on COLA Increase
- 2019 Enrollment Memo
- Legal Agreements

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
- ERRS Ethics Tracking Report
- Executive Director's Schedule
- Fernandes, James - Pre-Hearing Memorandum
- Financial Reports - January 2020 Cash Flow
- Financial Reports - November Bank Reconciliation Report
- FY2021 Appropriation Question - Eastern Essex Veteran's District
- Harpers Tax and Payroll Authorization Forms
- PERAC Investment Fee - Comparative Analysis 2018
- PERAC Memo # 3-2020 - First Quarter 2020 Training
- PERAC Opinion - Georgetown Municipal Light Department
- PRIT Monthly Performance Report - December 2019
- PRIT - Performance Update.12.19
- Public Records Tracking and Recent Request
- Unit Comments - 2020 Administrative Budget
- Vernava - Motion to Continue Reschedule Event Allowed
- Vernava - Notice of Substitution of Counsel