

ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
February 24, 2020

At the regular meeting of the Essex Regional Retirement Board held on Monday, February 24, 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

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 that Christina Parr is recording this meeting. 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.

Approval of Board Minutes

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; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the minutes of the regular and executive session of the meeting of January 27, 2020.

Public Comment Period

There were no public comments.

New Enrollments

Mr. Merz asked about a member from Ipswich whose enrollment date was in 2018 and wondered what the problem was, and also noted another member in a similar situation. Mr. Kostro said he could not remember the exact situation with the member from Ipswich, but he noted that as long as the member is contributing, they are receiving their creditable service and the delay in officially voting the member into the retirement system does not negatively affect the member. Mr. Kostro said that he is working on a list involving hundreds of members and that ERRS is catching up on enrolling every member. Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the

Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; That the following named employees be enrolled in the Essex Regional Retirement System, a list of fifty-one names beginning with Bethany Abbott-Bishop and ending with Adriana Wilson.

First Name	Last Name	Unit	Title/Position	Enrollment Date	Group
Bethany	Abbott-Bishop	Triton RSD	Instructional Assistant	1/3/2020	1
Justin	Arseneau	Salisbury	Dispatcher	12/22/2019	1
Cameron	Atherton	Triton RSD	Instructional Assistant	1/3/2020	1
Michael	Bastian	Ipswich	Driver/Laborer	12/2/2019	1
Richard	Campana III	Hamilton	Truck Driver/Laborer	1/20/2020	1
Ethan	Cohen	Newbury	Production Specialist	1/1/2020	1
Jacqueline	Cuomo	Topsfield	Treasurer/Collector	12/2/2019	1
Raymond	Currier	Hamilton	Driver/Laborer	1/23/2020	1
Martha	Dietsch-Holl	Manchester-Essex RSD	Teacher Assistant	1/6/2020	1
Alexandria	Edwards	Georgetown	Paraprofessional	9/3/2019	1
Joshua	Fales	Middleton	Instructional Assistant	1/21/2020	1
Deborah	Fiorillo	North Andover	Department Assistant	1/13/2020	1
Amy	Fowler	North Andover	Teen Librarian	1/6/2020	1
Jane	Fowler	Topsfield	Behavior Specialist	1/2/2020	1
Joseph	Gamache	Salisbury	Dispatcher	1/2/2020	1
Lori	Gardner	Boxford	Instructional Assistant	10/10/2019	1
Michael	Golden	Lynnfield	Assessing Manager	1/13/2020	1
Jennifer	Guarino	Hamilton-Wenham RSD	Administrative Assistant	1/21/2020	1
Kinberly	Guzman	Middleton	Custodian	1/27/2020	1
Kevin	Harutunian	Topsfield	Town Administrator	12/9/2019	1
Aimee	Hosken	North Andover	Teacher Assistant	1/2/2020	1
Alexa	Hughes	Middleton	Instructional Assistant	12/9/2019	1
Mary	Ellenton	Ipswich	Teacher Assistant	8/26/2019	1
Jennifer	Inglis	Lynnfield	Library Director	1/14/2019	1
Paul	Jacques	North Andover	Police Officer	1/6/2020	4
James	Kay	Triton RSD	Teacher Assistant	1/2/2020	1
Anton	Keene	Rowley	Laborer	12/23/2019	1
Doreen	Lalikos	Middleton	Instructional Assistant	1/6/2019	1
Jessica	Lima	Manchester-Essex RSD	Teacher Assistant	1/6/2020	1
Alexa	McCormick	Lynnfield	Paraprofessional	9/1/2019	1
Patrick	McDonald	Lynnfield	Technical Field Inspector	12/11/2019	1
Kelsey	Miller	Middleton	Instructional Assistant	1/21/2020	1

Davis	Mordarelli	Hamilton-Wenham RSD	Teacher Assistant	1/21/2020	1
Julia	O'Brien	Newbury	DPW Administrative Assistant	1/6/2020	1
Eileen	Page	Ipswich	Payroll & Benefits	11/6/2018	1
John	Pearson	Ipswich	DPW Laborer/Driver	12/11/2019	1
Kelly	Potter	Middleton	Librarian	2/3/2020	1
Trudy	Reid	North Andover	Town Clerk	12/30/2019	1
Martha	Robertson	Georgetown Housing Authority	Tenant Selector	9/14/2018	1
Emily	Sadoway	Ipswich	Wastewater Engineer	1/13/2020	1
Angelo	Salamone	Wenham	Building Inspector	10/4/2019	1
Cameron	Short	Merrimac	Water Treatment Operator	1/31/2020	1
Nicholas	Smith	Masconomet	IT Technician	12/9/2019	1
Constance	Speridakos	Nahant	Administrative Assistant	8/26/2019	1
Christine	Turlis	Ipswich	Payroll & Benefits	12/30/2019	1
Robert	Valentine	Groveland	Fire Chief	12/1/2019	4
Danielle	Warhall	North Andover	Teacher Assistant	1/21/2020	1
Jalal	Wassouf	Ipswich	IT Director	1/6/2020	1
Terri	White	Ipswich	Town Accountant	12/30/2019	1
Douglas	Wilcox	Georgetown	Paraprofessional	1/2/2020	1
Adriana	Wilson	Lynnfield	Paraprofessional	12/1/2019	1

Mr. Benson joined the meeting at 8:35 a.m.

New Enrollment – Special

Mr. Kostro explained that Ms. Kelley was erroneously enrolled in the Massachusetts Teachers Retirement System in 2006. This error was recently discovered by MTRS and ERRS is enrolling her now to correct this error. Mr. Kostro noted that MTRS is accepting liability for all of Ms. Kelley's service since her enrollment date. Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; That Lori Kelley be enrolled in the Essex Regional Retirement System with a start date of October 4, 2006, as she was erroneously enrolled in the Massachusetts Teachers Retirement System, and her contributions from that date have been transferred to ERRS.

First Name	Last Name	Unit	Title/Position	Enrollment Date	Group
Lori	Kelley	Triton	Physical Therapist Assistant	10/4/2006	1

New Retirements

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; That the following eight members of the Essex Regional Retirement System be awarded superannuation retirement benefits calculated as follows:

1. Rosemary F. Bigelow, Library Assistant, Town of Rockport - Group 1
Effective Retirement Date: December 31, 2019
Monthly Retirement Allowance: \$983.29
Annual Retirement Allowance: \$11,799.48
2. David M. Bond, Highway Superintendent, Town of Topsfield – Group 1
Effective Retirement Date: December 31, 2019
Monthly Retirement Allowance: \$5,655.24
Annual Retirement Allowance: \$67,862.88
3. Glenn A. Clohecy, Building/Plumbing Inspector, Topsfield & West Newbury – Group 1
Effective Retirement Date: December 31, 2019
Monthly Retirement Allowance: \$4,946.76
Annual Retirement Allowance: \$59,361.12
4. Keith A. Hammerbeck, Working Foreman, Town of Lynnfield– Group 1
Effective Retirement Date: December 31, 2019
Monthly Retirement Allowance: \$4,106.16
Annual Retirement Allowance: \$49,273.92
5. J. Paul Manley, Police Lieutenant, Town of Nahant – Group 4
Effective Retirement Date: January 16, 2020
Monthly Retirement Allowance: \$5,458.17
Annual Retirement Allowance: \$65,498.04
6. Cynthia A. Manos, Assistant Treasurer/Collector, Town of Manchester – Group 1
Effective Retirement Date: January 9, 2020
Monthly Retirement Allowance: \$3,403.87
Annual Retirement Allowance: \$40,846.44
7. Judith Murray, School Bus Driver, Town of Rockport – Group 1
Effective Retirement Date: December 6, 2019
Monthly Retirement Allowance: \$784.91
Annual Retirement Allowance: \$9,418.92
8. Genevieve Picard, Assistant Library Director, Town of Ipswich – Group 1 Effective Retirement Date: January 14, 2020
Monthly Retirement Allowance: \$2,334.78
Annual Retirement Allowance: \$28,017.36

Creditable Service Awards

Upon a motion by Alan J. Benson, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; That the retirement system staff has verified that the required payments having been received, that the following members of the Essex Regional Retirement System be awarded creditable service as follows:

1. Harry V. Ellis shall be awarded four years and five months of creditable service for the purchase of prior call firefighter service rendered from January 1, 1998 to June 5, 2002 with the Town of Merrimac.
2. Lori J. Kelley shall be award five years and seven months of creditable service for the purchase of her refunded service rendered with the State Retirement Board from December 13, 1983 to July 31, 1989.
3. Richard E. Ripley shall be awarded three years and eleven months of creditable service for the purchase of prior call firefighter service rendered from January 26, 2010 to December 31, 2013 with the Town of Lynnfield.

Refund Warrant – February 2020

Upon a motion by Alan J. Benson, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the refund warrant for February 2020, to refund, rollover, or transfer the accounts of the individuals listed below, a list of eighteen members beginning with Angelina J. Bizari and ending with Peggy Wiselogle, in the total net amount of \$425,924.61.

Name	Type	Board or Institution
Bizari, Angelina J.	Transfer	Danvers Retirement Board
Bond, David W.	Withdrawal	
Diffin, Cathy A.	Rollover	LPL Financial
Evans, Shelley R.	Transfer	Norfolk County Retirement Board
Hammerbeck, Keith A.	Withdrawal	
Hoare, Tristan R.	Transfer	Middlesex County Retirement System
MacGregor, Elizabeth A.	Transfer	Middlesex County Retirement System
McShffrey, David B.	Withdrawal	
Page, Ellen	Transfer	Danvers Retirement Board
Prentiss, Dee-Ann	Transfer	Salem Retirement Board
Queenan, Shawn M.	Withdrawal	

Sclafani, William L.	Transfer	Massachusetts Teachers Retirement System
Terry, Dylan W.	Transfer	Beverly Retirement Board
Torelli, Justin L.	Transfer	Methuen Retirement Board
Tuck, Jr., Gary D.	Transfer	Middlesex County Retirement System
Wallace, Jacob R.	Withdrawal	
Wentworth, Erica J.	Transfer	Massachusetts Teachers Retirement System
Wiselogle, Peggy	Withdrawal	

January Retirees Payroll

Upon a motion by Alan J. Benson, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the retirement allowances for the month of January in the actual amount of \$4,074,805.43.

February Retirees Payroll

Upon a motion by Alan J. Benson, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the retirement allowances for the month of February 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 by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the payment of the ERRS employee payrolls for January 31, 2020, in the amount of \$20,763.45, and for February 14, 2020, in that amount of \$20,525.33.

Cash Disbursement Warrant CD2020.02

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the Cash Disbursement Warrant CD2020.02 for February 2020 as presented in the total amount of \$52,097.41.

Vendor	Amount (\$)
Amity Insurance Agency, Inc. - Fiduciary Insurance 3/20 - 3/21	30,901.00
Access - Monthly Fee	437.48
Benefit Strategies - Monthly Administrative Fees	4.00
Comcast - Monthly Fee	402.92
Town of Danvers, Danvers Electric - #201 - Monthly Fee	117.67
Town of Danvers, Danvers Electric - #202 - Monthly Fee	153.51
Georgetown Housing Authority - Deduction Overpayment	3,257.60

Harpers Payroll Services - 2020.01.31	127.85
Harpers Payroll Services - 2020.02.14	49.10
HCOPT - Condo Fees - 2020.03	1,511.00
HIQ Computers - Monthly Replication Services	90.00
Kingsbury Press - 1099 Forms	46.00
Law Office of Michael Sacco - 2020.01	11,712.90
NeoFunds by NeoPost - Postage	2,000.00
Red Sun Press – Envelopes	425.00
Ricoh USA, Inc. - Monthly Bill - 2020.01	244.57
Ricoh USA, Inc. - Monthly Bill - 2020.02	244.57
S.J. Services, Inc., - Office Cleaning - Monthly Bill	283.33

Cash Disbursement Warrant CD2020.02a

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the Cash Disbursement Warrant CD202.02a for the PRIT Fund transfer for February 2020 as presented in the total amount of \$4,000,000.00.

Vendor	Amount
PRIT Fund Transfer to Eastern Bank	4,000,000.00
Total	4,000,000.00

Approval of New Position – Retirement Analyst

Mr. Kostro reviewed for the Board the discussion at the Personnel Subcommittee meeting and said that the Retirement Analyst position is a new one, but it is intended to replace the second Retirement Counselor position recently vacated when Mike Nicolazzo left to join the Middlesex Retirement System. He described how the reorganization of the retirement system staff has to be based on operational need and not based on trying to fit responsibilities to whoever happens to be willing to perform tasks in an effort to stay under an arbitrary budget cap. Mr. Kostro also reviewed that the purpose of the reorganization was to create support for providing retirement services on one side of the organization while also providing adequate support for the backroom operations on the finance side as well. He said the Retirement Analyst position is a first step in bringing the retirement system up to the staffing levels needed to properly and efficiently manage the system. Mr. Benson noted that the other aspect of this proposal is to let the Executive Director conduct the hiring process and remove the Board from micromanaging the day-to-day operations of the retirement system. Upon a motion by Vincent R. Malgeri, seconded by Alan J. Benson, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To approve the position of Retirement Analyst as presented, and to authorize the Executive Director to interview and hire a qualified candidate for this position at a salary up to \$65,000 and at a vacation accrual rate which does not exceed four weeks per year.

2019 Administrative Budget – Final Transfers

Upon a motion by Alan J. Benson, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To transfer in the 2019 administrative budget the sum of \$1,271 from the line-item entitled Employee Salaries to the following line-items in the following amounts:

To the line-item entitled Storage Facility the sum of \$139 and to the line-item entitled Office Supplies the sum of \$1,132.

Reports & Correspondence

Mr. Kostro advised the Board that there is information in their packet regarding reserve police and call firefighter service. He said that even after the decision of the Supreme Judicial Court, awarding this service is becoming more and more confused and, frankly, at this time, he does not know how to properly award this service. The staff intends to hold all of these service purchases until there is further clarification, unless, as happened today, it is necessary for a member to purchase the service. Mr. Malgeri asked for a report on the flooding issues. Mr. Kostro reviewed the problems with the lack of heat and the repairs to the heating system for the condo complex. He noted that after this work, there was more flooding in Suite 202, where flooding occurred two years ago. Mr. Kostro then reviewed the flooding in Suite 201, where a pipe burst on the second floor, flooding the kitchen, the Board room, part of the one office on this side, and the reception area. He noted that the insurance company has been notified and ServPro has been engaged, and they have recommended replacing the carpet. Mr. Kostro advised that there was no flooding in the file room. Mr. Kostro also reviewed the recent trustees meeting. He said that everyone was without heat for long stretches this past winter, but ERRS had both no heat and flooding. Based on the description of the issues provided by the property management firm, this appears to be a very poorly constructed condominium complex. Mr. Merz questioned what maintenance could be done to protect the file room. Mr. Kostro did not know what maintenance could be done about replacing or protecting pipes throughout the complex, but ERRS staff does try to scan documents to the shared drive, which is backed up off-site at HIQ as part of the disaster recovery plan.

Motion to Adjourn

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted by roll call as follows: Mr. Benson, Yes; Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; To adjourn the meeting.

The meeting adjourned at 9:05 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 January 27, 2020
New Enrollments
Retirement Calculations
Service Purchases
Liability Request Response Letters
Warrants
Position Description
2019 Budget Transfers

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
Brookline Retirement Board - Job Posting
Deduction Report Posting Log - January.02202020
Dole, Robert - Lump Sum Settlement Approval
Executive Director's Schedule
Fiduciary Insurance Policy Renewal
Financial Reports - 2020 Cash Flow
Financial Reports - December Bank Reconciliations
Financial Reports - November Adjustments
Financial Reports - November Disbursements
Financial Reports - November General Ledger
Financial Reports - November Receipts
Financial Reports - November Trial Balance
Financial Reports 01-2020 - January Expenditure Report
Financial Reports 12-2019 December Expenditure Report
Lesiczka, Walter - Post-Hearing Memorandum
MACRS Fidelity Policy – 2020-2021
MACRS Fiduciary Policy – 2020-2021
Martin, Cheryl - PERAC Calculation Approval Letter
Office Heating & Flooding Correspondence
PERAC Audit Inquiry & Response
PERAC Memo #11-2020 - Michael Sacco All Client Email
PERAC MEMO #11-2020 - Payment for Reserve Police & Call Firefighter Service
PERAC Pension News
Reed, Arthur - DALA Notice of Appeal
State Retirement Board 3(8)(c) Discrepancies 2018
Suite 202 Water Damage Photos Provided to Insurance Adjuster