

**ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
May 24, 2021**

At the regular meeting of the Essex Regional Retirement Board held on Monday, May 24, 2021, which meeting was held remotely 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, Andrew J. Sheehan, and Susan J. Yaskell.

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

Charles Kostro, ERRS Executive Director
Cassandra Green, ERRS Executive Assistant
Michael Sacco, ERRS Counsel
Kathy Carleton, ERRS Retirement Counselor
Scott Provensal, ERRS Director of Finance
Traci Masterson, ERRS Membership Coordinator
Jan Coen, ERRS Retirement Counselor
Julie Languirand, Newburyport Treasurer
Anne Speicher, Woburn Retirement Board Executive Director

Mr. Maney called the meeting to order at 8:31 a.m.

Statement

Mr. Maney 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 Cassandra Green is recording this meeting. If anyone else is recording the meeting, please identify yourself at this time. Pursuant to the order of the Governor issued on March 10, 2020 suspending certain requirements of the Open Meeting Law, this meeting is being conducted via remote participation in accordance with the provisions of the executive order which states that a quorum of the Board need not be physically present. All members of the Board will be participating in this meeting remotely. In accordance with the provisions of the Open Meeting Law relative to the remote participation of Board members, all votes shall be by roll call.

ERRS Employee Thank You – Kathy Carleton

Mr. Kostro recognized Kathy Carleton for her extraordinary service for the retirement system over the last seven years, and also recalled her previous work in Pentucket and Boxford. He thanked her for being a tremendous colleague and friend, wished her the best in a well-earned retirement, and presented her with a plaque from the Board and staff members. Mr. Malgeri, Mr. Merz, Mr. Maney, Julie Languirand (Treasurer, City of Newburyport), Anne Speicher (Executive Director, Woburn Retirement Board), and Ms. Yaskell all thanked Kathy for her dedication and friendship, and noted that she was an asset to ERRS.

Approval of Board Minutes

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes, and Ms. Yaskell, Yes; To approve the minutes of the regular and executive session of the meeting of April 26, 2021.

Public Comment Period

There were no public comments.

Regular Compensation Issue – ERRS Counsel Follow Up

Mr. Merz recused himself and left the meeting. Mr. Sacco said his recommendation is to disallow the compensation paid during that period as there were no services rendered as Deputy Chief, and to have a hearing in executive session next month. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To schedule a hearing for Jeffrey French at the June 28, 2021 Board Meeting to determine the issue of repayment and his level of regular compensation. Mr. Sacco said he will draft and send a letter to Mr. French.

Mr. Merz returned to the meeting.

New Enrollments

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; That the following named employees be enrolled in the Essex Regional Retirement System, a list of eighteen names beginning with Roger D. Clapp, Jr. and ending with Ann Marie Senese.

Name	Unit	Title/Position	Enrollment Date	Group
Clapp Jr., Roger D	North Andover	DPW	03/29/2021	1
Conte, Marielle	Boxford	Treasurer	05/3/2021	1
Courtemanche, Blayke	Middleton	Fire	03/21/2021	4
DiCenzo, Brad S	North Andover	Police	04/20/2021	4
Giguere, Sarah J	Georgetown	School	01/12/2021	1
Grande, Joseph	North Andover	DPW	03/29/2021	1
Green, Cassandra	Essex Regional	Administrative	04/20/2021	1
Grubbs, Kristen	Ipswich	Assessor	11/4/2019	1
Lambright Alexandra	Lynnfield	Library	04/15/2021	1
Nicastro, Tricia	Ipswich	School	04/12/2021	1
Nicolazzo, Michael	Essex Regional	Director of Member Services	05/17/2021	1

O'Leary, Robert	Rowley	Firefighter	03/15/2021	4
Paulino-Birarelli, Hayley	Triton	School	04/07/2021	1
Pino, Jacqueline	North Andover	School	03/30/2021	1
Pope, Emily	Middleton	Library	03/01/2021	1
Princi, Michelle	Wenham	Police	04/05/2021	4
Reid, Trudy	Wenham	Town Clerk	04/12/2021	1
Senese, Ann Marie	Middleton	DPW	04/26/2021	1

New Retirements

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

1. Michael Beirne, Firefighter, Town of North Andover, Group 4
Effective Retirement Date: April 22, 2021
Monthly Retirement Allowance: \$5,127.54
Annual Retirement Allowance: \$61,530.48
2. Jeanette Bybee, Secretary of Food Services, Hamilton Wenham RSD, Group 1
Effective Retirement Date: April 23, 2021
Monthly Retirement Allowance: \$1,243.21
Annual Retirement Allowance: \$14,919.72
3. Gary F. Ford, Involuntary Disability Retirement, Town of North Andover, Firefighter, Group 4
Effective Retirement Date: April 2, 2021
Monthly Retirement Allowance: \$4,628.79
Annual Retirement Allowance: \$55,545.48
4. Irene O'Brien, Director Elder Services, Town of North Andover, Group 1
Effective Retirement Date: April 2, 2021
Monthly Retirement Allowance: \$3,424.72
Annual Retirement Allowance: \$41,096.64
5. Thomas C. Perkins, Police Chief, Town of Wenham, Group 4
Effective Retirement Date: May 1, 2021
Monthly Retirement Allowance: \$9,514.02
Annual Retirement Allowance: \$114,168.24

Option D Survivor Benefit

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; The retirement system staff having verified that the necessary documentation has been received, that the following survivor be awarded a Section 12(2)(d) benefit calculated as follows:

1. Carol A. LeBlanc, surviving spouse of David A. LeBlanc, Custodian, Town of Lynnfield, Group 1
Effective Date of Allowance: February 28, 2021
Monthly Retirement Allowance: \$1,695.84
Annual Retirement Allowance: \$20,350.08

Creditable Service Awards

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

1. Julia Dillard shall be awarded three years and one month of creditable service for the purchase of prior refunded service rendered from May 29, 1990 to July 17, 1993 with the State Retirement Board.
2. Paul Francis shall be awarded two years and three months of creditable service for the purchase of prior reserve police service rendered from September 5, 1995 to December 14, 1997, with the Town of Essex.
3. Martha Legrow shall be awarded eight months of creditable service for the purchase of prior non-membership service rendered from January 1, 2001 to September 30, 2002, with the Town of North Andover.
4. Christopher Locke shall be awarded one year and ten months of creditable service for the purchase of prior non-membership service rendered from May 5, 2007 to March 6, 2009, with the Town of Manchester.
5. James Rodden shall be awarded eight months of creditable service for the purchase of auxiliary and reserve police service rendered between January 1, 1995 and December 21, 1997, with the Town of Wenham.
6. Jay Routhier shall be awarded ten months of creditable service for the purchase of reserve police service rendered from November 22, 1989 to September 30, 1990, with the Town of Newbury.

7. Patrick F. Beirne shall pay in installments under the terms and conditions as presented herein, beginning on June 3, 2021 and continuing until May 31, 2023, for two years and four months of creditable service for the purchase of reserve police service rendered from March 26, 1994 to August 11, 1996, with the Town of North Andover.

Refund Warrant – May 2021

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To approve the refund warrant for May 2021, to refund, rollover, or transfer the accounts of the individuals listed below, a list of 19 members beginning with Michael J. Beirne and ending with Diane M. Wojcik, in the total net amount of \$245,157.17.

Name	Type	Board or Institution
Beirne, Michael J.	Withdrawal	
Boisvert, Jeffrey Donald	Withdrawal	
Boly, Raymond E.	Transfer	Boston Retirement Board
Carlson, Edward C.	Withdrawal	
Coults, Lisa D.	Transfer	Salem Retirement Board
DeShaw, Morgan W.	Transfer	Danvers Retirement Board
Kneeland, Adele Marie	Transfer	Amesbury Retirement Board
Lopes, Benjamin A.	Withdrawal	
Lopes, Benjamin A.	Rollover	Institution for Savings
Maramaldi, Elizabeth M.	Transfer	Mass Teachers Retirement System
Napoli, Dominic P.	Withdrawal	
Oswald, Kimberly M.	Transfer	Salem Retirement Board
Perkins, Thomas C.	Withdrawal	
Reynoso, Yeimi	Withdrawal	
Rizza, Diane M.	Transfer	Newburyport Retirement Board
Rybicki, Kristen N.	Withdrawal	
Theberge, Lindsey B.	Transfer	Mass Teachers Retirement System
Wall, Andrew F.	Transfer	Middlesex County Retirement Board
Wojcik, Diane M.	Withdrawal	

April Retirees Payroll

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To approve the retirement allowances for the month of April 2021 in the actual amount of \$4,289,161.64.

May Retirees Payroll

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To approve the retirement allowances for the month of May 2021 in the estimated amount of \$4,400,000.00.

ERRS Payroll

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To approve the payment of the ERRS employee payrolls for May 7, 2021, in the amount of \$19,704.99, and for May 21, 2021, in the amount of \$21,799.21.

Cash Disbursement Warrant CD2021.05

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To approve the Cash Disbursement Warrant CD2021.05 for May 2021 as presented in the total amount of \$79,295.73.

Vendor	Amount (\$)
Bristol County Retirement	2,164.60
MWRA Employees' Retirement System	2,531.39
Springfield Retirement System	123.74
Waltham Retirement System	4,932.40
Access - Records Storage - Monthly Fee	524.68
Benefit Strategies - Monthly Administrative Fee	1.00
Comcast - Monthly Fee - Phone	313.86

Comcast - Monthly Fee	305.18
Town of Danvers, Danvers Electric - #201 - Monthly Fee	102.00
Town of Danvers, Danvers Electric - #202 - Monthly Fee	145.49
Green, Cassandra - US Postage Reimbursement	44.45
Group Insurance Commission - Health - 04/01/2021-06/30/2021	12,388.80
Harper's Payroll Service - 2021.05.07	70.30
Harper's Payroll Service - 2021.05.21	83.85
HCOPT - Monthly Condo Fees	1,511.00
HIQ Computers - #128287 - #128459 – New Security Software – Remote Service – New Employee Set-Ups	2,175.00
HIQ Computers - Monthly Replication Services	90.00
Law Offices of Michael Sacco - 2021.04	2,857.00
Mass Municipal Association - Position Posting	250.00
PTG - Support and Hosting & Employer Reporting	45,600.00
PTG - New Employee Training	600.00
Quadient Finance, USA, Inc. - Postage	1,000.00
Quadrant Health Strategies - Pre-Employment Physical	175.00
Ricoh USA, Inc. - 2021.05	244.57
S.J. Services, Inc. - Office Cleaning - Monthly Fee	283.33
W.B. Mason Company, Inc. - Office Supplies - 2021.04	778.09
Total	79,295.73

Cash Disbursement Warrant CD2021.05a

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; To approve the Cash Disbursement Warrant CD2021.05a for the wire transfer from the PRIT Cash Fund to Eastern Bank as presented in the total amount of \$3,000,000.00.

Vendor	Amount
PRIM Fund Transfer to Eastern Bank – May 2021	\$3,000,000.00
Total	\$3,000,000.00

Office Operations and Staff Changes Update

Mr. Kostro presented his plan for re-opening the office, noting that the office has been open to the public without limitation since the beginning of May. He stated the plan is to have all staff working in the office full-time beginning on Monday, June 28, 2021, which takes into account the date the vaccine became available to the general public in Massachusetts and should allow enough time for everyone to become fully vaccinated before returning to the office full-time. He explained that the staff would operate with about 80% of the staff in the office in the weeks leading up to this date. Finally, he said it was his intention to keep an option available for staff to work remotely on a limited basis under special circumstances, but generally staff would work in the office after June 28th.

Mr. Kostro asked the Board if they would like to discuss the possibility of resuming in-person Board meetings. Mr. Malgeri stated he is in favor of meeting in person as early as the next regular board meeting on June 28, 2021. Mr. Maney, Ms. Yaskell, Mr. Sheehan, and Mr. Merz all voiced their agreement. Mr. Kostro asked the Board if they would like to explore the possibility of holding the meetings in a bigger space for the next few months, or if they would like to meet in Suite 201 as they did prior to the pandemic. All Board members agreed they would like to resume meeting in the ERRS boardroom in Suite 201.

Juneteenth Independence Day

Mr. Kostro said it has been brought to his attention that Juneteenth Independence Day (June 19th) is now a state holiday and asked the Board to approve Friday, June 18, 2021 as a holiday in 2021, in addition to the list of 12 previously approved holidays for the 2021 calendar year. He suggested that the day after Thanksgiving be removed as a holiday, in order to maintain a total number of 12 paid holidays. Ms. Yaskell made a motion to approve the addition of Juneteenth Independence Day as a day on which the retirement system office will be closed, which day shall be observed on Friday, June 18, 2021, and, further, to amend the previously approved list of 2021 holidays by removing the day after Thanksgiving, Friday, November 26, 2021. Mr. Malgeri seconded. Mr. Merz said that he would like to see how the member units are handling the addition of the new paid holiday. He stated that Ipswich has added Juneteenth Independence Day as a paid holiday and

kept the day after Thanksgiving as a paid holiday, and he would like to see the retirement office maintain a schedule that is consistent with the member units. He suggested that perhaps the Board approve the current motion for the time being, and Mr. Kostro can research how the member units are proceeding. Mr. Sheehan agreed with Mr. Merz, stating that Middleton has added the Juneteenth holiday and, while they don't recognize the day after Thanksgiving as a holiday for most employee groups, they often allow staff to take paid time off. He said he would also like Mr. Kostro to check what the other communities are doing. Following this discussion, Ms. Yaskell amended her motion as follows: To approve the addition of Juneteenth Independence Day as a day on which the retirement system office would be closed, which day shall be observed on Friday, June 18, 2021. Mr. Malgeri seconded the motion. The Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes.

Motion to Adjourn

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

The meeting adjourned at 9:15 a.m.

Vincent R. Malgeri

H. Joseph Maney

Kevin A. Merz

Andrew J. Sheehan

Susan J. Yaskell

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

Meeting Minutes
Regular Compensation Issue Document
New Enrollments
Retirement and Benefit Calculation Supporting Documents
Option D Benefit Award Supporting Documents
Creditable Service Award Letters
Warrants
List of ERRS and Official Massachusetts Holidays and Office Staffing Documents

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

Advisory Council Meeting - Draft Minutes.04282021
Agenda Posting Checklist
Ethics Compliance Tracking Report
Executive Director's Schedule
Financial Reports - 2021.01 - January Adjustments
Financial Reports - 2021.01 - January Disbursements
Financial Reports - 2021.01 - January General Ledger
Financial Reports - 2021.01 - January Receipts
Financial Reports - 2021.01 - January Trial Balance
Financial Reports - 2021.02 - February Adjustments
Financial Reports - 2021.02 - February Disbursements
Financial Reports - 2021.02 - February General Ledger
Financial Reports - 2021.02 - February Receipts
Financial Reports - 2021.02 - February Trial Balance
Financial Reports - 2021.03 - March Adjustments
Financial Reports - 2021.03 - March Disbursements
Financial Reports - 2021.03 - March General Ledger
Financial Reports - 2021.03 - March Receipts
Financial Reports - 2021.03 - March Trial Balance
Financial Reports - Cash Flow - April 2020
Financial Reports - Expenditure Report 2020.Final
Financial Reports - Expenditure Report 2021.02
Financial Reports - Expenditure Report 2021.03
Financial Reports - Expenditure Report 2021.04
Financial Reports - PRIT Fund ERRS Performance Report - April 2021
Financial Reports - PRIT Fund Performance Update - April 2021
Lynnfield Bond Rating Questions and Response
PERAC Letter - 2021 COLA Certification
PERAC Letter - Second Member Election Procedures
PERAC Pension News - April 2021