

ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
August 30, 2021

At the regular meeting of the Essex Regional Retirement Board held on Monday, August 30, 2021, 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, 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
Walter Dick, Ascent Venture Partners (remote)
Renee Davis, Powers & Sullivan (remote)
Laura Stone, Powers & Sullivan (remote)
Michael Sacco, ERRS Counsel
Cheryle Feugill, Survivor of Member Thomas MacIntyre
Michael Rabieh, Attorney for Ms. Feugill

Mr. Maney called the meeting to order at 8:30 a.m. The Board said the Pledge of Allegiance.

Statement

Mr. Maney read the following 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 Cassandra Green 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 Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the minutes of the regular and executive session of the meeting of July 26, 2021.

Public Comment Period

There were no public comments.

Ascent Venture Partners – Annual Meetings

Walter Dick gave a presentation via teleconference, giving an update on staffing and portfolio summaries of AVP IV and AVP V. Mr. Kostro suggested the Board may wish to vote to discontinue regular meetings with Ascent Venture Partners, as there are only two funds remaining and both have limited activity. Mr. Malgeri said he would not mind continuing to meet regularly, but deferred to the Chair. Mr. Maney said he would be fine without the meetings. Mr. Merz said

he would prefer to continue the meetings for the time being, as there is still some activity in Funds IV and V; a consensus was reached that the Board would take no action at present.

Powers & Sullivan – 2020 Draft Financial Audit

Renee Davis reviewed the audit of the retirement system's financial statements for the year ending December 31, 2020 via teleconference, noting that the audit was clean and the contributions to the retirement system exceeded expenditures. Mr. Merz asked if the "capital assets" line in the report represented the condo where the retirement system's offices are housed, and asked why it went down in value; Renee responded that they depreciate that asset so it will go down every year.

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To accept the audit of the financial statements of the Essex Regional Retirement System for the year ended December 31, 2020.

91A Benefit Termination Hearings

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To continue the termination of the retirement benefit of Thomas Hilliard, effective as of September 1, 2021, for their failure to comply with the requirements of MGL Chapter 32, Section 91A.

New Enrollments

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of twenty-four names beginning with Coleen Anderson and ending with Alexander Williams.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Anderson	Coleen	Topsfield	Administrative Assistant	07/06/2021	1
Best	Scott	Ipswich	Custodian	07/15/2021	1
Black	Kenneth	North Andover	Custodian	06/21/2021	1
Bright	David	North Andover	Firefighter	06/14/2021	4
Broch	Roslyn	Topsfield	Library-Assistant Director	07/23/2021	1
Campbell	Kara	Newbury	Conservation Agent	06/14/2021	1
DeJesus	Annabell	North Andover	Assistant Cook	04/14/2021	1
Demmer	Kurt	Merrimac	Manager-Light Department	06/07/2021	4
Dubois	Scott	Ipswich	Custodian	07/12/2021	1
Gallotta	Michael	Rockport	GIS Project Manager	05/14/2018	1
Gill	Joseph	Ipswich	Education Director	06/21/2021	1
Kemmer	Bianca	Boxford	Behavioral Specialist	08/30/2021	1
Kucharski	Ashley	Ipswich	Behavior Analyst	08/30/2021	1
Lancaster	Shawnette	Boxford	Special Ed Aide	08/30/2021	1
Latulippe	Steven	Ipswich	Assistant Building Inspector	07/07/2021	1

Lopez, Jr.	Efrain	Topsfield	IT Specialist	07/01/2021	1
Magee	Alexander	Hamilton	Finance Director	06/07/2021	1
Maloney	Richard	Hamilton	Building Commissioner	07/01/2021	1
Morris	Timothy	Rowley	COA -Outreach Coordinator	07/01/2021	1
Murphy	Cassandra	Lynnfield	Payroll/Benefit Specialist	07/06/2021	1
O'Connell	Mia	Ipswich	Teaching Assistant	08/31/2020	1
Pomaranski	MaryPat	Rowley	Library-Assistant	07/01/2021	1
Smith	Danielle	Triton	Kids Club Director	06/10/2021	1
Williams	Alexander	Georgetown	Treasurer	05/03/2021	1

New Retirements

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; That the following twenty-three members of the Essex Regional Retirement System be awarded superannuation retirement benefits calculated as follows:

1. Sophia I. Argeros, Paraprofessional, Town of Lynnfield, Group 1
Effective Retirement Date: June 21, 2021
Monthly Retirement Allowance: \$ 314.75
Annual Retirement Allowance: \$ 3,777.00
2. Eileen R. Buckley, Accounts Payable Administrator, Manchester-Essex RSD, Group 1
Effective Retirement Date: July 9, 2021
Monthly Retirement Allowance: \$ 3,039.24
Annual Retirement Allowance: \$ 36,470.88
3. Richard P. Campana, Jr., DPW Mechanic, Town of Hamilton, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 4,211.13
Annual Retirement Allowance: \$ 50,533.56
4. Dianne E. Cote, Math Teaching Assistant, Town of Ipswich, Group 1
Effective Retirement Date: June 22, 2021
Monthly Retirement Allowance: \$ 484.71
Annual Retirement Allowance: \$ 5,816.52
5. Theresa A. Cox, Cafeteria Worker, Triton Regional School District, Group 1
Effective Retirement Date: July 6, 2021
Monthly Retirement Allowance: \$ 657.71
Annual Retirement Allowance: \$ 7,892.52
6. Stacey Cupka, Administrative Assistant, Town of North Andover, Group 1
Effective Retirement Date: July 15, 2021
Monthly Retirement Allowance: \$ 736.65
Annual Retirement Allowance: \$ 8,839.80

7. Andrea D'Aloisio, Clerk, Triton Regional School District, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 1,407.87
Annual Retirement Allowance: \$ 16,894.44
8. Catherine Donovan, Director of Nutrition, Hamilton-Wenham RSD, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 2,565.99
Annual Retirement Allowance: \$ 30,791.88
9. Donna E. Fleming, Secretary, Town of North Andover, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 3,101.69
Annual Retirement Allowance: \$ 37,220.28
10. Susan E. Fuller, Teaching Assistant, Town of North Andover, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 840.57
Annual Retirement Allowance: \$ 10,086.84
11. Patricia M. Greeley, Paraprofessional, Pentucket RSD, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 1,173.48
Annual Retirement Allowance: \$ 14,081.76
12. Diane M. Hammerbeck, Assistant Town Clerk, Town of Lynnfield, Group 1
Effective Retirement Date: July 30, 2021
Monthly Retirement Allowance: \$ 3,587.02
Annual Retirement Allowance: \$ 43,044.24
13. Gary F. Hayward, Police Captain, Town of Topsfield, Group 4
Effective Retirement Date: July 14, 2021
Monthly Retirement Allowance: \$ 6,700.92
Annual Retirement Allowance: \$ 80,411.04
14. Marcia J. Karas, Teaching Assistant, Town of Ipswich, Group 1
Effective Retirement Date: June 21, 2021
Monthly Retirement Allowance: \$ 853.59
Annual Retirement Allowance: \$ 10,243.08
15. Herbert A. Kent, Maintenance, Pentucket RSD, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 1,881.73
Annual Retirement Allowance: \$ 22,580.76

16. Mary Beth Lawton, Director: Council on Aging, Hamilton, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 1,934.41
Annual Retirement Allowance: \$ 23,212.92
17. Jacqueline Leavitt, Certified Occupational Therapy Assistant, Town of Ipswich, Group 1
Effective Retirement Date: June 22, 2021
Monthly Retirement Allowance: \$ 1,275.01
Annual Retirement Allowance: \$ 15,300.12
18. Jean M. McAloon, Administrative Assistant, Town of North Andover, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 3,008.96
Annual Retirement Allowance: \$ 36,107.52
19. Ann Marie Murphy, Administrative Assistant, Town of Merrimac, Group 1
Effective Retirement Date: July 9, 2021
Monthly Retirement Allowance: \$ 756.99
Annual Retirement Allowance: \$ 9,083.88
20. Janice A. Peetz, Technology Specialist, Town of Topsfield, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 2,462.66
Annual Retirement Allowance: \$ 29,551.92
21. Lynne Stanton, Director, Council on Aging, Town of Groveland, Group 1
Effective Retirement Date: June 3, 2021
Monthly Retirement Allowance: \$ 2,776.09
Annual Retirement Allowance: \$ 33,313.08
22. Timothy R. Tannian, Custodian, Pentucket RSD, Group 1
Effective Retirement Date: June 30, 2021
Monthly Retirement Allowance: \$ 1,446.68
Annual Retirement Allowance: \$ 17,360.16
23. Elizabeth Thomas, Tutor, Masconomet RSD, Group 1
Effective Retirement Date: June 21, 2021
Monthly Retirement Allowance: \$ 452.96
Annual Retirement Allowance: \$ 5,435.52

Creditable Service Awards

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; That the retirement system staff has verified that the required payment having been received, that the

following six members of the Essex Regional Retirement System be awarded creditable service as follows:

1. Austin J. Antrim shall be awarded four years and ten months of creditable service for the purchase of call firefighter service rendered from August 26, 2004, to June 30, 2009, with the Town of Nahant.
2. Jonathan W. Blair shall be awarded four years of creditable service for the purchase of military service rendered from May 15, 2009, to January 31, 2016, with the United States Navy.
3. Lori F. Dumont shall be awarded two years and two months of creditable service for the purchase of prior non-membership service rendered from January 1, 2001, to August 21, 2005, with the Town of Manchester.
4. Paul G. Hutchins shall be awarded seven months of creditable serviced pursuant to MGL Chapter 32, Section 3(5) for the purchase of prior non-membership service rendered in a temporary, provisional or substitute position from November 14, 2012, to June 20, 2013, with the Andover Retirement System.
5. Adam M. Lischinsky shall be awarded two years and one month of creditable service for the purchase of reserve police service rendered from January 1, 2019, to February 18, 2021, with the Town of Salisbury.
6. Eugene H. Salois shall be awarded 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.

Installment Plans

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the following two installment plans for the purchase of creditable service as presented:

1. Leigh T. Farmer shall pay in bi-weekly installments the sum of \$125.42 beginning on September 15, 2021, and continuing for a period of one year, in accordance with the terms and conditions as presented, for the purchase of eight months of prior non-membership service.
2. Timothy S. Houston shall pay in bi-weekly installments the sum of \$271.89 beginning on September 9, 2021, and continuing for a period of three years, in accordance with the terms and conditions as presented, for the purchase of four years of military service.

Liability Requests

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0; To take the following action on requests for the acceptance of liability received by the retirement system:

1. To accept, upon proper payment, one year and five months of liability as requested by the Gloucester Retirement System on behalf of Amy Beaton-Ruiter, for prior refunded service rendered with the Town of Rockport from November 21, 2011, to May 17, 2013.
2. To accept, upon proper payment, two years and nine months of liability as requested by the Concord Retirement Board on behalf of Roberta M. Dwyer, for prior refunded service rendered with the Town of Manchester from September 9, 1981, to June 30, 1984.
3. To deny liability as requested by the Amesbury Retirement Board on behalf of Matthew Lavallee as this individual was not eligible for membership in the retirement system, did not remit contributions, and was not wrongfully excluded during the period for which the acceptance of liability is requested.

Refund Warrant – August 2021

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the refund warrant for August 2021, to refund, rollover, or transfer the accounts of the individuals listed below, a list of 19 members beginning with Sophia Argeros and ending with Chelsea Zadrowski, in the total net amount of \$391,840.12.

Name	Type	Board or Institution
Argeros, Sophia I.	Withdrawal	
Cox, Theresa A.	Withdrawal	
D'Aloisio, Andrea	Withdrawal	
Fleming, Donna E.	Withdrawal	
Gallotta, Michael A.	Rollover	Fidelity Investments
Hayward, Gary F.	Withdrawal	
Hogan, John F.	Transfer	Swampscott Retirement Board
Howell, Kimberley K.	Transfer	Mass Teachers Retirement System
Noviello Sullivan, Christine	Transfer	Mass Teachers Retirement System
Parisi Jr., Joseph P.	Transfer	Middlesex County Retirement Board
Pedone, Jr., Kenneth F.	Transfer	Lynn Retirement Board
Rizza, Diane M.	Transfer	Newburyport Retirement Board
Roesch, Corinne E.	Rollover	FBTC
Stornaiuolo, Joanne K.	Withdrawal	
Tannian, Timothy R.	Withdrawal	
Theriault Jr., Mark C.	Transfer	Beverly Retirement Board
Wardwell, Alison E.	Transfer	Mass Teachers Retirement System

Young, Jeffrey R.	Withdrawal	
Zadrowski, Chelsea A.	Withdrawal	

July Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the retirement allowances for the month of July 2021 in the actual amount of \$4,405,254.42.

August Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the retirement allowances for the month of August 2021 in the actual amount of \$4,463,589.07.

ERRS Payroll

Upon a motion by Kevin A. Merz, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the payment of the ERRS employee payrolls for July 30, 2021, in the amount of \$22,028.06, for August 13, 2021, in the amount of \$20,153.07, and for August 27, 2021, in the amount of \$22,028.06.

Cash Disbursement Warrant CD2021.08

Mr. Malgeri asked Mr. Kostro about the disbursements to the Massachusetts State Retirement Board; Mr. Kostro explained the bills were delayed. Mr. Malgeri also asked for further information on the payment to the Department of Unemployment Assistance. Mr. Kostro explained that the retirement system was obligated to make the payment because ERRS is not a contributory employer to the unemployment fund. Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2021.08 for August 2021 as presented in the total amount of \$1,553,280.35.

Vendor	Amount (\$)
MA Turnpike Authority - 2019 3(8)(c) MA Turnpike Retirement	2,268.86
Massachusetts State Retirement Board - 2019 3(8)(c) State Retirement Board	765,972.38
MA Turnpike Authority - 2020 3(8)(c) MA Turnpike Retirement	2,268.86
Massachusetts State Retirement Board - 2020 3(8)(c) State Retirement Board	771,366.67
Access - Records Storage - Monthly Fee	524.68

Arbella Insurance Group - Workers Comp - 8/1/21-7/31/22	2.00
Benefit Strategies - Monthly Administrative Fee	1.00
Comcast - Monthly Fee - Phone	308.87
Town of Danvers, Danvers Electric - #201 - Monthly Fee	116.54
Town of Danvers, Danvers Electric - #202 - Monthly Fee	154.24
Department of Unemployment Assistance - Parr Unemployment Benefits	1,103.23
Harper's Payroll Service - 2021.07.30	93.46
Harper's Payroll Service - 2021.08.13	54.91
Harper's Payroll Service - 2021.08.27	93.46
HCOPT - Monthly Condo Fees	1,511.00
HIQ Computers - #129448	632.50
HIQ Computers - #129507	372.00
HIQ Computers - Monthly Replication Services	90.00
Law Offices of Michael Sacco - 2021.07	3,579.70
Quadient Finance, USA, Inc. - Postage	2,000.00
Ricoh USA, Inc. - 2021.08	244.57

Wayne Alarm Systems, Inc. - 9/1/21 - 2/28/22	257.70
W.B. Mason Company, Inc. - Office Supplies - 2021.07	263.72
Total	1,553,280.35

Line-Item Transfers – 2021 Administrative Budget

Ms. Yaskell asked about the transfer to Maintenance & Repair Expense line item; Mr. Kostro said it is due to the emergency HVAC repair done in the retirement offices in January of this year. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To transfer from the Reserve Fund in the 2021 administrative budget the sum of \$10,229 to the following line-items in the amounts listed below:

To Medical Records Expense the sum of \$275;
 To Fiduciary Insurance the sum of \$1,046;
 To Building Insurance the sum of \$89;
 To Maintenance & Repair Expense the sum of \$8,795;
 To Workers Compensation Insurance the sum of \$24.

Preliminary 2022 Administrative Budget

Mr. Kostro presented the preliminary budget, noting that the increase reflects the stabilization of personnel and the escalation of costs for basic operational resources after nearly a decade of level funding, but is still below the 2009 administrative budget under the previous retirement board. Mr. Malgeri asked if we were committed to the proposed addition of a database insurance portal; Mr. Kostro said we are not. Mr. Malgeri asked about the decrease in legal expenses due to fewer disability cases, and wondered if Mr. Sacco has seen a similar decrease in other retirement systems. Mr. Sacco said he has not. Mr. Merz suggested that only a 10-year budget history is used for comparison going forward, rather than including budgets by the previous retirement board. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the preliminary 2022 administrative budget as proposed in the amount of \$1,163,857.

Mass Retirees Records Request

Mr. Kostro explained the request, which Mass Retirees makes biennially, is for the names and contact information of retirees. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To provide the information as requested by Mass Retirees.

Cheryle Feugill – Benefit Overpayment

Ms. Feugill and her attorney, Mr. Rabieh, entered the room at 9:39 a.m. Mr. Rabieh gave a brief overview of the situation from his client's perspective. He stated they are asking the debt to be waived based on the fact that Ms. Feugill does not have the ability to repay, referencing her financial statement. Mr. Sacco noted that, while there was notice that the benefit was for a defined period of time, the retirement system was also in error in failing to stop payment. Mr. Malgeri asked Ms. Feugill if she had received the letters from the board, particularly the letter sent in 1997; Ms. Feugill stated that she had seen it, back in 1997. Mr. Malgeri asked Ms. Feugill if she understood that the benefit was scheduled to terminate; Ms. Feugill said she did, but she had also thought she was the member's beneficiary. Mr. Malgeri asked if Ms. Feugill wrote the note to "remove child" on the census returned in 2011. Ms. Feugill reviewed the document and said that, while she wrote that her child was no longer a full-time student, she did not write the note about terminating the benefit. Mr. Rabieh pointed out that the form in question asked for documentation of full-time student status and Ms. Feugill's notation was meant as an explanation of why she was not attaching that documentation, and was not indicative of knowledge that the benefit was to be terminated. Mr. Merz asked Ms. Feugill for confirmation that the benefit was deposited into a joint account held by Ms. Feugill and her child and the funds were used by the child, or for the benefit of the child in the years before attaining the age of 18. Ms. Feugill answered in the affirmative. Ms. Yaskell asked if the child resides with Ms. Feugill now. Ms. Feugill said she does not; she is moving to Danvers presently.

Mr. Maney said he is in favor of forgiving the debt. The other members agreed, acknowledging the error on the part of the retirement system and the hardship that repayment would cause for Ms. Feugill. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; That the Board has found the requirements of a waiver under MGL Chapter 32, Section 20(5)(c)(3) to be satisfied and that the debt of Cheryle Feugill be waived with no further consequence.

Motion to Adjourn

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To adjourn the meeting.

The meeting adjourned at 10:03 a.m.

Vincent R Malgeri

Vincent R. Malgeri

H. Joseph Maney

H. Joseph Maney

Kevin A. Merz

Kevin A. Merz

Andrew J. Sheehan

Andrew J. Sheehan

Susan J. Yaskell

Susan J. Yaskell

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

Meeting Minutes
Draft Audit of Financial Statements as of December 31, 2020
Draft GASB 67 & 68 Report as of December 31, 2020
MGL Chapter 32, Section 91A Compliance Documentation and Correspondence
New Enrollments
Retirement and Benefit Calculation Supporting Documents
Creditable Service Award Letters
Installment Plan Agreements
Acceptance or Denial of Liability Documentation and Correspondence
Warrants
2021 Administrative Budget Reserve Fund Transfer Request
2022 Preliminary Draft Budget and Documentation
Mass Retirees Records Request Correspondence and Response
Correspondence Relating to the Over-Payment of a Survivor Benefit

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
BlackRock Q1 2021 Statement
Deduction Posting Log – 2021
Executive Director's Schedule
Financial Reports – August 2021 – Cash Flow
Financial Reports - July 2021 - Cash Flow
Financial Reports - July 2021 - Monthly Bank Reconciliation
Financial Reports - July 2021 - Monthly Expenditure Report
Financial Reports - June 2021 – Adjustments
Financial Reports - June 2021 – Disbursements
Financial Reports - June 2021 - General Ledger
Financial Reports - June 2021 - Monthly Bank Reconciliation
Financial Reports - June 2021 – Receipts
Financial Reports - June 2021 - Trial Balance
Financial Reports - PRIT Fund Monthly Performance Report - ERRS - July 2021
Financial Reports - PRIT Fund Monthly Performance Report - ERRS - June 2021
Financial Reports - PRIT Fund Monthly Performance Update - July 2021
Financial Reports - PRIT Fund Monthly Performance Update - June 2021
Financial Reports - PRIT Fund Q2 2021 Update
HIQ Supplemental Agreement - Signed.2021-2028
PERAC 2020 Annual Report
PRIT Deposit - Annual Appropriation Transfer Confirmation
Sponsorship Request - Jeff Tobey Memorial Golf Tournament