

**ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
October 18, 2021**

At the regular meeting of the Essex Regional Retirement Board held on Monday, October 18, 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

Ben Sheng, HiQ

Michael Sacco, ERRS Counsel

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 session of the meeting of September 27, 2021.

Public Comment Period

There were no public comments.

New Enrollments

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of thirty-eight names beginning with Phyllis Addario and ending with Kathleen Zaremba.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Addario	Phyllis	Hamilton-Wenham RSD	Administrative Assistant	09/07/2021	1
Balakrishnan	Shanthi	North Andover-School	Teaching Assistant	08/30/2021	1
Berkland	Erik	Georgetown-School	Custodian	08/02/2021	1
Brandon	Joyce	North Andover-School	Occupational Therapist Asst	08/30/2021	1

Burrill	Danielle	Groveland	Police Officer	08/27/2021	1
Campanello	Grace	Ipswich-School	Teaching Assistant	09/17/2021	1
Caplis	Kasey	North Andover-School	Teaching Assistant	09/09/2021	1
Colburn	Joseph	Rowley	DPW-Maintenance Laborer	08/25/2021	1
Doherty	Karen	Lynnfield-School	Administrative Assistant	09/01/2021	1
Dufresne	Jill	North Andover- School	Teaching Assistant	09/02/2021	1
EL Rahi	Joelle	North Andover -School	Teaching Assistant	09/15/2021	1
Glidden	Wendy	Hamilton-Wenham RSD	Teaching Assistant	08/30/2021	1
Hamson	JoAnn	Hamilton-Wenham RSD	Administrative Assistant	09/01/2021	1
Henderson	Christine	Ipswich-School	Computer Science Coach	08/30/2021	1
Hunter	Nathan	Newbury	Police Officer	08/24/2021	4
Iglesias	Beth Anne	North Andover-School	Teaching Assistant	08/30/2021	1
Jamison	Brooke	Topsfield-School	Instructional Assistant	09/15/2021	1
Jones	Gary	Manchester Essex RSD	Network Administrator	08/23/2021	1
Lippi	Christopher	Topsfield	Police Officer	09/14/2021	4
Lojko	Kristen	Hamilton-Wenham RSD	Teaching Assistant	08/30/2021	1
Lynch	Carolyn	Rowley	Police Officer	08/24/2021	4
MacLeod	Jeffrey	Topsfield	Building Inspector	07/01/2021	1
Morgan	Lorna	Merrimac	Dispatcher	08/23/2021	1
Nam	Linda	North Andover-School	Teaching Assistant	08/30/2021	1
O'Shea	Michael	Hamilton-Wenham RSD	Custodian	08/09/2021	1
Parisi	Paul	Ipswich	Fire Chief	09/27/2021	4
Peabody	Janet	Rowley	Town Clerk Assistant	08/23/2021	1
Potts	Laura	Ipswich-School	Behavior Technician	08/30/2021	1
Pryor	Rebecca	North Andover-School	Teaching Assistant	08/30/2021	1
Ryan	Amy	North Andover-School	Teaching Assistant	08/30/2021	1
Seabrook	Abigail	North Andover-School	Teaching Assistant	08/30/2021	1
Schnabel	Deborah	Hamilton-Wenham RSD	Teaching Assistant	09/07/2021	1
Smolag	Jenna	North Andover-School	Teaching Assistant	08/30/2021	1
Stanton	Joy	Rowley	Executive Assistant-Police	08/18/2021	1
Vaillancourt	Katelyn	Hamilton-Wenham RSD	Teaching Assistant	08/30/2021	1
Wilder	Elizabeth	Hamilton-Wenham RSD	Teaching Assistant	09/01/2021	1
Wilson	Laurie	Hamilton	Town Manager Assistant	09/07/2021	1
Zaremba	Kathleen	Newbury	Program Coordinator-COA	08/23/2021	1

New Retirements

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; That the following named members of the Essex Regional Retirement System be awarded superannuation retirement benefits calculated as presented below, a list of thirteen names, beginning with Virginia Antell and ending with Beverly Zagarri:

1. Virginia F. Antell, Town Accountant, Town of Essex, Group 1
Effective Retirement Date: September 24, 2021
Monthly Retirement Allowance: \$2,853.57
Annual Retirement Allowance: \$34,242.84

2. David D. Blake, Firefighter, Town of Boxford, Group 4
Effective Retirement Date: September 8, 2021
Monthly Retirement Allowance: \$516.93
Annual Retirement Allowance: \$6,203.16
3. James A. Christofferson, Night Custodian, Tri-Town RSD: Boxford, Group 1
Effective Retirement Date: September 19, 2021
Monthly Retirement Allowance: \$2,350.06
Annual Retirement Allowance: \$28,200.72
4. James F. Finegan, Superintendent/District Engineer, Lynnfield Water District, Group 1
Effective Retirement Date: September 1, 2021
Monthly Retirement Allowance: \$4,302.51
Annual Retirement Allowance: \$51,630.12
5. Debra L. Gaudreau, Library Aide, Pentucket RSD, Group 1
Effective Retirement Date: September 1, 2021
Monthly Retirement Allowance: \$1,346.39
Annual Retirement Allowance: \$16,156.68
6. Dawn M. Lesage, Instructional Assistant, Town of Salisbury, Group 1
Effective Retirement Date: September 3, 2021
Monthly Retirement Allowance: \$1,159.93
Annual Retirement Allowance: \$13,919.16
7. Lynda Mierz, Assistant Treasurer and Collector, Town of Rockport, Group 1
Effective Retirement Date: September 17, 2021
Monthly Retirement Allowance: \$1,729.46
Annual Retirement Allowance: \$20,753.52
8. Daniel J. Morrison, Facilities Tech, Town of Middleton, Group 1
Effective Retirement Date: September 2, 2021
Monthly Retirement Allowance: \$1,267.62
Annual Retirement Allowance: \$15,211.44
9. Jay S. Routhier, Police Sergeant, Town of Newbury, Group 4
Effective Retirement Date: August 22, 2021
Monthly Retirement Allowance: \$5,988.50
Annual Retirement Allowance: \$71,862.00
10. Patrick Shay, Teaching Assistant, Manchester Essex RSD, Group 1
Effective Retirement Date: October 13, 2021
Monthly Retirement Allowance: \$545.67
Annual Retirement Allowance: \$6,548.04

11. Hannah M. Stokes, Administrative Assistant, Triton RSD, Group 1

Effective Retirement Date: September 3, 2021

Monthly Retirement Allowance: \$1,967.79

Annual Retirement Allowance: \$23,613.48

12. Paul A. Wise, ADR, Town of Topsfield, Heavy Equipment and Truck Mechanic, Group 1

Effective Retirement Date: March 19, 2020

Monthly Retirement Allowance: \$3,775.69

Annual Retirement Allowance: \$45,308.28

13. Beverly Zagarri, Assistant to the Superintendent, Town of North Andover, Group 1

Effective Retirement Date: September 7, 2021

Monthly Retirement Allowance: \$4,895.01

Annual Retirement Allowance: \$58,740.12

Creditable Service Awards

Upon a motion by Kevin A. Merz, 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 member of the Essex Regional Retirement System be awarded creditable service as presented below:

1. Michelle D. Todd shall be granted late entry into membership and her enrollment date changed to August 25, 2017, the date on which she was originally eligible for membership in the retirement system.

Refund Warrant – October 2021

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the refund warrant for October 2021, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of members beginning with Sarah A. Balsley and ending with Stephen M. Levesque, in the total net amount of \$68,414.25.

Name	Type	Board or Institution
Balsley, Sarah A.	Transfer	Mass Teachers Retirement System
Blake, David D.	Withdrawal	
Gaudreau, Debra L.	Withdrawal	
Gordon, Justine E.	Transfer	Mass Teachers Retirement System
Hurley, Tracy J.	Transfer	Mass Teachers Retirement System
Jones, Kayla M.	Transfer	Mass Teachers Retirement System
Levine, Jillian E.	Transfer	Mass Teachers Retirement System
Scatterday, Nicholas E.	Transfer	State Retirement Board

Theriault Jr., Mark C.	Transfer	Beverly Retirement Board
Tomasz, Daniel Q.	Transfer	Haverhill Retirement Board
Williamson, Ashley J.	Transfer	Mass Teachers Retirement System
Woods, Adam S.	Transfer	Mass Teachers Retirement System
Levesque, Stephen M.	Death Refund	

September 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 September 2021 in the actual amount of \$4,536,528.61.

October 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 October 2021 in the estimated amount of \$4,600,000.00.

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 payroll for October 8, 2021, in the amount of \$20,153.06.

Cash Disbursement Warrant CD2021.10

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2021.10 for October 2021 as presented in the total amount of \$20,205.68.

Vendor	Amount (\$)
Access - Records Storage - Monthly Fee	524.68
Benefit Strategies - Monthly Administrative Fee	1.00
Comcast - Monthly Fee - Phone	307.12
Town of Danvers, Danvers Electric - #201 - Monthly Fee	135.89
Town of Danvers, Danvers Electric - #202 - Monthly Fee	175.71
Group Insurance Commission - 7/1/2021-9/30/2021	14,111.46
Harper's Payroll Service - 2021.10.08	55.11

HCOPT - Monthly Condo Fees	1,511.00
HIQ Computers - #129984	165.00
HIQ Computers - Monthly Replication Services	90.00
Law Offices of Michael Sacco - 2021.09	2,690.00
S.J. Services - Office Cleaning - 2021.09	283.33
W.B. Mason Company, Inc. - Office Supplies - 2021.09	155.38
Total	20,205.68

Cybersecurity Presentation – HiQ

Ben Sheng from HiQ gave a presentation. He discussed three prongs of cybersecurity: protection, recovery, and user training, including what is presently being done in each area and ways the retirement system can do more. The possibility of adding additional services to better protect data was considered.

Executive Session

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 move to executive session to act on the disability applications of Deborah Rogers and David Vigneaux, and to remain in executive session to discuss litigation strategy in the matters of Daniel Soffron v. ERRB and James Fernandes v. ERRB, as an open meeting may have a detrimental effect on the litigating position of the retirement system, and to further remain in executive session to discuss the retirement calculation for Jeffrey French under item 1 of the purposes for an executive session. 9:07 a.m.

Statement of the Chair

The Board will be returning to open session upon the conclusion of the executive session only for the purpose of adjourning the meeting.

Disability Application – David Vigneaux

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 deny the accidental disability application of David Vigneaux, and that this vote be recorded in the public session minutes of this meeting.

Mr. Merz recused himself and left the meeting. 9:30 a.m.

Jeffrey French

Upon a motion by Susan J. Yaskell, seconded by Andrew J. Sheehan, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Maney, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; The Board finds that certain payments as identified by ERRS Counsel paid to Jeffrey French between the dates of May 19, 2020 and November 13, 2020 do not qualify as regular compensation, and, therefore, Mr. French's retirement benefit must be recalculated and any overpayments recouped by the retirement system, and that this vote be recorded in the public session minutes of this meeting.

Motion to Adjourn

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 4-0 (Merz recused); To adjourn the meeting.

The meeting adjourned at 9:57 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
New Enrollments
Retirement and Benefit Calculation Supporting Documents
Creditable Service Award Letters
Warrants
HIQ Presentation on Cybersecurity

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

Advisory Council - 2022 Budget Presentation
Agenda Posting Checklist
Deduction Posting Log – January through September
Executive Director's Schedule
Fiduciary Insurance Policy Renewal Form and Supporting Documents
Financial Reports - August Bank Reconciliation
Financial Reports - August Disbursements
Financial Reports - August General Ledger
Financial Reports - August Receipts
Financial Reports - August Trial Balance
Financial Reports - September Monthly Expenditure Report
Levine Leichtman Capital Partners 2021 Update Presentation
MACRS Presentation - Actuarial Valuation Basics
MACRS Presentation - COVID-19 Workplace Guidance
MACRS Presentation - Legal Panel
MACRS Presentation - Mass PRIM
MACRS Presentation - Section 100 & 101 Benefits
PERAC Superannuation Waiver Letter.09242021
Public Records Request - Fund Map - Denial for Commercial Purposes
Public Records Tracking 2021 - Update