

**ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
December 20, 2021**

At the regular meeting of the Essex Regional Retirement Board held on Monday, December 20, 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

Mr. Maney called the meeting to order at 8:32 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 4-1 (Mr. Merz abstained); To approve the minutes of the regular and executive session of the meeting of November 22, 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 twenty names beginning with Madeline Alfonso and ending with Heather Thifault.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Alfonso	Madeline	Middleton-School	Instructional Assistant	10/12/2021	1
Baker	David	Rowley	Firefighter	10/04/2021	4
Bechtel	Barri Ann	Nahant-School	Paraprofessional	08/30/2021	1
Brown	Zachary	Groveland	Highway-Senior Operator	10/25/2021	1

Delaney	Peter	Boxford	Building Inspector	10/19/2021	1
DePaolo	Jessica	Georgetown-School	Cafeteria Worker	09/13/2021	1
Follis	Shannon	Georgetown	Paraprofessional	09/30/2021	1
Genese	Julie	Georgetown-School	Instructional Paraprofessional	09/07/2021	1
Hardenstine	Rochelle	North Andover-School	Occupational Therapist	08/30/2021	1
Hohenstein	Mary	Rowley	Library Assistant	10/18/2021	1
Keeves	Marie	Pentucket	Paraprofessional	08/25/2021	1
Leary	Heather	Nahant	Police	08/04/2021	4
Marsden	Mandi	North Andover-School	Teaching Assistant	10/04/2021	1
Martineau	Jessica	Nahant-School	Paraprofessional	08/30/2021	1
Marulli	Kerry	Georgetown-School	Cafeteria Worker	09/27/2021	1
Morse	Emily	Pentucket	Tech Aide	08/25/2021	1
Nicholson	Sarah	Rowley	Librarian	10/18/2021	1
Salvati	Amy	Triton	Instructional Assistant	09/27/2021	1
Savage	Lilian	Georgetown-School	Paraprofessional	10/04/2021	1
Thifault	Heather	Boxford	Assistant to Assessor	10/18/2021	1

New Retirements

Mr. Kostro explained that the adjustment to Mr. Corliss' retirement was due to retroactive compensation per his collective bargaining agreement. 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 retirement benefits calculated as presented, a list of seven names, beginning with Robert Corliss and ending with David Vance:

1. Robert Corliss, Town of Boxford, Police Sergeant - Group 4
ADJUSTED Accidental Disability Retirement,
Effective Retirement Date: April 21, 2021
Monthly Retirement Allowance: \$ 5,681.79
Annual Retirement Allowance: \$ 68,181.48
2. Patricia MacDonald, Payroll Coordinator, Town of Georgetown, Group 1
Effective Retirement Date: November 30, 2021
Monthly Retirement Allowance: \$ 3,886.65
Annual Retirement Allowance: \$ 46,639.80
3. Michael Mullarkey, Head Custodian, Hamilton-Wenham RSD, Group 1
Effective Retirement Date: October 29, 2021
Monthly Retirement Allowance: \$ 1,602.51
Annual Retirement Allowance: \$ 19,230.12
4. Sandra A. Naugler, Facilities Department, Town of Rowley, Group 1
12(2)(d) benefit for surviving spouse Robert A. Naugler
Effective Retirement Date: August 18, 2021
Monthly Retirement Allowance: \$ 1,031.52
Annual Retirement Allowance: \$ 12,378.24

5. Gregory Roberts, Supervisor of Maintenance, Town of North Andover, Group 1
Effective Retirement Date: October 29, 2021
Monthly Retirement Allowance: \$ 4,246.14
Annual Retirement Allowance: \$ 50,953.68
6. Ben Tropeano, Maintenance Supervisor, Lynnfield Housing Authority, Group 1
Effective Retirement Date: December 1, 2021
Monthly Retirement Allowance: \$ 1,374.05
Annual Retirement Allowance: \$ 16,488.60
7. David Vance, Police Sergeant, Town of Merrimac, Group 4
Effective Retirement Date: November 1, 2021
Monthly Retirement Allowance: \$ 5,486.28
Annual Retirement Allowance: \$ 65,835.36

Creditable Service Awards

Mr. Kostro noted that Ms. Camuso was enrolled in error in 2001 and again in 2003 and that deductions were taken although the member did not meet the 20-hour membership requirement. He explained that her prior membership was rescinded, and a buyback was calculated for her prior non-membership service. Similarly, Ms. Rowe was also enrolled in error and contributing to the retirement system while working less than 20 hours per week, but is now re-enrolled in a position that qualifies for membership and is purchasing her prior non-membership service. Mr. Sheehan asked if there is a formal process in place for such situations. Mr. Kostro said the Board approved a regulation in 2017 that states a member may continue to accrue prorated service credit if they drop below 20 hours per week as long as they don't separate from service; once a member separates, they must meet the membership requirements in order to re-enroll. 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 members of the Essex Regional Retirement System be awarded creditable service as presented below:

1. Pamela S. Burke shall be awarded one month of creditable service for the purchase of prior non-membership service rendered from September 4, 2014 to November 26, 2014, with the Town of Middleton.
2. Lee P. Camuso shall have her original membership rescinded and shall be enrolled in the retirement system as of September 3, 2013, when she became eligible for membership and, further, she shall be awarded one year and three months of creditable service for prior non-membership service with the Town of Boxford.
3. Richard C. Chute shall be awarded one year and seven months of creditable service for the purchase of reserve police service rendered from February 4, 2019 to September 12, 2020, and shall be awarded one year and four months of creditable service for the purchase of prior non-

membership service rendered from May 17, 2014 to February 2, 2019, with the Town of Manchester.

4. Ellen G. Petrillo shall be awarded eight months of creditable service for the purchase of prior non-membership service rendered from October 21, 2015 to July 4, 2017, with the Town of Rowley.
5. Constance A. Rowe shall be awarded two years and eleven months of creditable service for the purchase of prior non-membership service rendered from January 3, 2008 to September 17, 2020, with the Town of Topsfield.
6. Scott S. Whittaker shall be awarded one year and ten months of creditable service for the purchase of reserve police service rendered from June 7, 1999 to April 15, 2001, with the Town of North Andover.

Liability Requests

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To take the following actions on requests for the acceptance of liability received by the retirement system:

1. To accept, upon proper payment, six years and ten months of liability as requested by the Barnstable County Retirement Association on behalf of Irja S. Finn, for prior refunded service rendered with the Town of North Andover from January 28, 2008 to December 1, 2014.
2. To deny liability as requested by the Saugus Retirement Board on behalf of Shawn Flynn, for prior non-membership service rendered with the Essex County Sheriff's Department from March 1, 1993 to June 30, 1994, as this individual was not employed in a temporary, provisional or substitute position, was not eligible for membership in the retirement system, did not remit contributions, and was not wrongfully excluded during this period.
3. To deny liability as requested by the Haverhill Retirement System on behalf of William T. O'Connell, for prior reserve police service rendered with the Town of Groveland from 1996 to 1997, as this individual was not employed in a temporary, provisional or substitute position, was not eligible for membership in the retirement system, did not remit contributions, and was not wrongfully excluded during this period.

Installment Plan

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve an installment payment plan for the member listed below subject to the terms and conditions as presented:

1. Philip M. Coleman shall pay \$109.04 per bi-weekly pay period beginning on January 7, 2022, and continuing until December 20, 2024, for the purchase of military service.

Refund Warrant – December 2021

Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the refund warrant for December 2021, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of 18 members beginning with Colleen P. Brockelbank and ending with Nancy E. Gallant, in the total net amount of \$252,003.09.

Name	Type	Board or Institution
Brockelbank, Colleen P.	Transfer	Danvers Retirement Board
Cassidy, Stephanie A.	Withdrawal	
Chase Jr., Leary K.	Transfer	Amesbury Retirement Board
Goolishian, Nicole E.	Transfer	Middlesex County Retirement Board
McCabe, Meghan E.	Transfer	Reading Retirement Board
Mullarkey, Michael S.	Withdrawal	
Murphy, Sara Lynn	Transfer	Beverly Retirement Board
Nowak, Allison M.	Transfer	Beverly Retirement Board
Palladino, Kyle M.	Rollover	Fidelity Management Trust Company
Penta, Alexandra E.	Transfer	Mass Teachers Retirement System
Poirier, Danielle V.	Transfer	Salem Retirement Board
Pridham, Jill A.	Transfer	Peabody Retirement Board
Riedel, Lisa M.	Rollover	Ameriprise Trust Company, IRA
Serino, Laurie A.	Withdrawal	
Shaw, Mark L.	Withdrawal	
Vance, David J.	Withdrawal	
Wigfall, Gregory B.	Withdrawal	
Gallant, Nancy E.	Death Refund	

November 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 November 2021 in the actual amount of \$4,539,383.02.

December 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 December 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 December 3, 2021, in the amount of \$20,153.07, and for December 17, 2021, in the amount of \$20,153.06.

Cash Disbursement Warrant CD2021.12

Mr. Malgeri asked about the 3(8)(c) payment to Danvers Retirement System; Mr. Kostro explained that ERRS did not receive the initial bill from Danvers, likely due to a mailing issue, and so it was paid upon receipt after Danvers recently re-sent the invoice. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2021.12 for December 2021 as presented below in the total amount of \$112,270.66.

Vendor	Amount (\$)
Danvers Retirement System - 2020 3(8)(c)	92239.41
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	106.10
Town of Danvers, Danvers Electric - #202 - Monthly Fee	125.59
Harper's Payroll Service - 2021.12.03	80.31
Harper's Payroll Service - 2021.12.17	55.31
HCOPT - Monthly Condo Fees	1,554.00
HIQ Computers - Monthly Replication Services	90.00
HIQ Computers - #130483	4,000.00
HIQ Computers - #130657	137.50
Law Offices of Michael Sacco - 2021.11	2,763.00
Quadient, Inc. - 1/1/2022-3/31/2022	862.10
Ricoh USA, Inc. - Ink	171.26

Ricoh USA, Inc. - 2021.12	244.57
The Segal Company - '20 GASB 67 & 68 and Valuation	5,500.00
S.J. Services - Office Cleaning - 2021.11	283.33
Vasiles Plumbing & Heating, LLC - Condo Repairs	193.50
Civic Plus - Annual Web Hosting Fee	3,031.88
Total	112,270.66

Cash Disbursement Warrant CD2021.12a – PRIT Fund Transfer

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2021.12a for a transfer from the PRIT Fund as presented below in the total amount of \$3,000,000.00.

Vendor	Amount
Transfer from PRIT Cash to Eastern Bank	3,000,000.00
Total	3,000,000.00

Ascent Venture Partners Fund V – Agreement Extension

Ms. Yaskell asked the approximate amount of the most recent distribution; Mr. Kostro responded \$610,000. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the extension of the agreement between the Essex Regional Retirement Board and Ascent Venture Partners for Fund V to December 31, 2022, and to authorize the Chair to sign the Consent to Term Extension as presented.

Updated Position Descriptions

Mr. Kostro reviewed the changes being made to the job descriptions. The Retirement Counselor position description had originally included processing the refund warrant, which will now be in the Director of Member Services position description. The Executive Assistant position description is being updated to include drafting meeting minutes. Mr. Malgeri asked who is performing the cash reconciliations; Mr. Kostro said that is handled by the Executive Assistant. Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 5-0; To approve the updated job descriptions for the positions listed below, effective as of January 1, 2022:

Executive Assistant
Retirement Counselor

Employee Salaries

Mr. Kostro stated the recommendations outlined below are based on employee performance, and also take into consideration whether additional work was taken on over the course of the year. He noted the average increase for the four employees he is recommending increases for is 3%, and the increase for all employees receiving increases, including the Executive Director, is 2.6%. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; To approve the following salaries for the employees listed below, to be effective as of January 1, 2022:

Charles E. Kostro, Executive Director:
Salary: \$154,750.00

Cassandra Green, Executive Assistant
Salary: \$58,750.00
Vacation Accrual: Three weeks per annum

Scott L. Provensal, Director of Finance:
Salary: \$95,700.00

Michael Nicolazzo, Director of Member Services
Salary: \$87,500.00

Jan Coen, Retirement Counselor
Salary: \$76,250.00

Paid Time Off Carryover

Mr. Kostro explained that some employees are at risk of losing unused vacation time, in some cases for reasons beyond their control. He is recommending this measure to allow those who would lose vacation time an additional month to use it, noting that he does not think it would be more than a few days for a couple of employees. Upon a motion by Vincent R. Malgeri, seconded by Susan J. Yaskell, the Board voted 5-0; That notwithstanding the limitation on vacation accrual carryover of no more than ten days, the Executive Director, upon the written request of an employee, is hereby authorized to permit the carryover of up to 37.5 hours of vacation time into calendar year 2022, provided, however, that any such additional accrual shall be used on or before January 31, 2022, and that any written request for such carryover exemption shall state the specific number of hours requested. The Executive Director shall be excluded from any such exemption.

Longevity Payments

Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the following longevity payments, to be paid in the first payroll of 2022:

Charles E. Kostro, \$500.00, for 10.7500 years of service with the Essex Regional Retirement System as of January 1, 2022.

Scott L. Provensal, \$250.00, for 8.0000 years of service with the Essex Regional Retirement System as of January 1, 2022.

Traci L. Masterson, \$250.00, for 8.1667 years of service with the Essex Regional Retirement System as of January 1, 2022.

Final 2022 Administrative Budget

Mr. Kostro noted that this final budget differs from the version presented to the Advisory Council at their October meeting only in that the annual appropriation amount is \$3,000 less than the \$158,000 that had been estimated. He stated that the funds will be allocated to the reserve fund, bringing that line-item to \$43,000 instead of the original \$40,000. He noted that the Employee Salaries line-item is the same as that presented to the Advisory Council, and the bottom-line is \$1 less than what was approved by the Advisory Council. Upon a motion by Susan J. Yaskell, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the Final 2022 administrative budget in an amount not to exceed \$1,162,732, subject to receipt of the annual appropriation letter from PERAC. Upon receipt of the annual appropriation letter, the Executive Director shall adjust individual line-items as necessary, and then shall distribute the budget narrative to the retirement system's member units.

Cybersecurity

Mr. Kostro provided an update on the plan to upgrade to Microsoft 365, noting that the process should be fairly seamless, although the Board members will be given new email addresses. He also reiterated that if Board members receive any suspicious emails, they should forward it to HiQ and copy him so that he can determine if a report needs to be made to PERAC. Mr. Sheehan asked if the Board members would still have use of their iPads; Mr. Kostro replied in the affirmative.

Benefit Payment Date

Mr. Kostro stated that, due to the scheduled closure of the retirement system office on December 31, 2021 for the New Year's holiday, and in anticipation of many other offices also being closed, the December benefit payments will go out on Thursday, December 30, 2021. This will also ensure that staff are available to assist retirees on the date of payment.

Electronic Communications

Mr. Kostro advised the Board that the staff will be making a conscious effort to shift to electronic communications where possible in the new year. This will provide a dual advantage of controlling costs, as well as streamlining office operations. Specifically, he said that welcome letters and materials will be sent electronically, as opposed to mailing paper copies as has been done in the past. Mr. Malgeri asked if Mr. Kostro would send the Board an example of the new format; Mr. Kostro responded that he would.

Executive Session

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 move to executive session to act on the matter involving the disability retirement of James Young. 9:09 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.

Motion to Adjourn

Upon a motion by Kevin A. Merz, seconded by Susan J. Yaskell, the Board voted 5-0; To adjourn the meeting.

The meeting adjourned at 9:17 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
Liability Letters
Installment Plan Documents
Warrants
Ascent Venture Partners, Fund V Consent to Term Extension
ERRS Employee Position Descriptions
Final 2022 Administrative Budget

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

Ascent Venture Partners V - Distribution Notice
Agenda Posting Checklist
BlackRock Distribution Notice
Draft 2022 Board Meeting Agendas
Executive Director's Schedule
Financial Reports - Adjustments - October 2021
Financial Reports - Bank Reconciliation - October 2021
Financial Reports - Cash Flow - October 2021
Financial Reports - Disbursements - October 2021
Financial Reports - Expenditure Report - November 2021
Financial Reports - General Ledger - October 2021
Financial Reports - PRIT Fund ERRS Report - October 2021
Financial Reports - PRIT Fund Performance Update - October 2021
Financial Reports - Receipts - October 2021
Financial Reports - Trial Balance - October 2021
French, Jeffrey - Retirement Benefit Recalculation Letter
Harpers Payroll Vulnerability Notice
Public Records Response - Fund Map.12162021