

**ESSEX REGIONAL RETIREMENT BOARD  
REGULAR SESSION  
June 27, 2022**

At the regular meeting of the Essex Regional Retirement Board held on Monday, June 27, 2022, 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, Kevin A. Merz, Andrew J. Sheehan, and Susan J. Yaskell. Absent: H. Joseph Maney.

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

Charles Kostro, ERRS Executive Director  
Cassandra Green, ERRS Membership Coordinator

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

**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 Kevin A. Merz, the Board voted 3-0 (Maney, Sheehan absent); To approve the minutes of the regular and executive sessions of the meeting of May 23, 2022.

**Public Comment Period**

There were no public comments.

**New Enrollments**

Mr. Kostro advised the Board that over two hundred and fifty new enrollments have been processed since March, and extraordinary number in a short period of time. Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0 (Maney, Sheehan absent); That the following named employees be enrolled in the Essex Regional Retirement System, a list of forty-one names beginning with Andrea Bates and ending with Alexander Walsh:

<b>Last Name</b>	<b>First Name</b>	<b>Unit</b>	<b>Title/Position</b>	<b>Enrollment Date</b>	<b>Group</b>
Bates	Andrea	Town of Ipswich	Assistant Planner	6/6/2022	1
Bentley	Sean	Town of Wenham	Library - Adult Services	1/3/2022	1

Bilodeau	Henry	Town of Boxford	Cable/Local Access TV	6/13/2019	1
Bravo	Jessica	Town of Georgetown	Café Worker	06/02/2022	1
Bresnahan	Jacqueline	Town of Middleton	Assistant Town Administrator/HR	10/21/2021	1
Cefalo	Mia	Town of Wenham	Police officer	1/3/2019	4
Coston	Kyle	Town of Georgetown	Library - Teen Librarian	5/16/2022	1
Craig	Justin	Town of Merrimac	Wastewater Assistant Chief Operator	6/10/2022	1
Croft	Susan	Town of Manchester	Library - Grants Coordinator	9/27/2021	1
Curley	Ann	Town of Boxford	School Secretary	9/3/2019	1
Eaton	Kathryn	Pentucket RSD	Paraprofessional	1/26/2022	1
Elder	Monique	Town of Topsfield	Payroll Clerk	1/3/2022	1
Freitas	Meaghan	Pentucket RSD	SLP	8/21/2019	1
Gaddy	Victoria	Town of Rockport	Library - Information Services	4/24/2022	1
Hamel	Colleen	Pentucket RSD	Paraprofessional	4/26/2021	1
Hogan	Maria	Town of Georgetown	Instructional Paraprofessional	8/29/2022	1
Hope	Coral	Town of Lynnfield	Board of Health Director	5/9/2022	1
Horgan	Patricia	Town of Merrimac	Library - Youth Services Assistant	5/9/2022	1
Kelly	Michael	Pentucket RSD	Custodian	2/17/2021	1
Kemp	Jordan	Town of Middleton	Police officer	8/19/2021	4
LaBelle	Catherine	Town of Georgetown	Café Worker	6/7/2022	1
Liani	Meagan	Pentucket RSD	Custodian	5/9/2022	1
Manneta	Thomas	Town of Rowley	Health Agent	4/19/2022	1
Marzinzik	Dustin	Town of Salisbury	Beach Services Supervisor	5/4/2022	1
Melim	Roberto	Town of Middleton	Custodian	5/10/2022	1
Neves	Matheus	Town of Nahant	Firefighter	2/10/2020	4
Pacheco	Orlando	Town of Georgetown	Town Administrator	1/1/2022	1
Pereira	Kim	Town of Rockport	Librarian	1/26/2021	1
Pham	Joanna	Town of North Andover	Administrative Assistant	4/21/2022	1
Pineda	Karla	Town of Lynnfield	Custodian	5/23/2022	1
Powers	Deborah	Town of Manchester	Administrative Assistant	6/1/2022	1
Richardson	Joshua	Town of Ipswich	Custodian	6/24/2019	1
Rowe	Jessica	Town of Middleton	Aide	8/26/2019	1
Sarbieski	Bret	Town of North Andover	Information Services Librarian	5/9/2022	1
Scoglio	Linda	Hamilton-Wenham RSD	Teaching Assistant	10/7/2019	1
Short	Griffin	Town of Merrimac	Wastewater Department Laborer	5/6/2022	1
Snowdon	Dale	Town of Salisbury	DPW - Laborer	6/3/2022	1

Timpe	Derek	Town of North Andover	DPW - HMEO	5/2/2022	1
Triano	Miranda	Pentucket RSD	Administrative Assistant	11/2/2020	1
Trochez	Secia	Town of Lynnfield	Custodian	5/23/2022	1
Walsh	Alexander	Town of Middleton	Firefighter	4/21/2022	4

### **New Retirements**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0 (Maney, Sheehan absent); That the following named members of the Essex Regional Retirement System be awarded retirement benefits calculated as presented, a list of four names, beginning with Jean Ackerly and ending with Ann White:

1. Ackerly, Jean, Library Director, Town of Newbury, Group 1  
Effective Retirement Date: April 30, 2022  
Monthly Retirement Allowance: \$ 2,447.16  
Annual Retirement Allowance: \$ 29,365.92
2. Brown, Patricia, Town Clerk, Town of Rockport, Group 1  
Effective Retirement Date: May 17, 2022  
Monthly Retirement Allowance: \$ 3,560.75  
Annual Retirement Allowance: \$ 42,729.00
3. Durand, Jeffrey, Chief of Police, Town of West Newbury, Group 4  
Effective Retirement Date: May 6, 2022  
Monthly Retirement Allowance: \$ 6,122.91  
Annual Retirement Allowance: \$ 73,474.92
4. White, Ann, Clerk-Board of Health, Town of Essex, Group 1  
Effective Retirement Date: May 13, 2022  
Monthly Retirement Allowance: \$ 1,567.78  
Annual Retirement Allowance: \$ 18,813.36

### **Survivor Benefit**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0 (Maney, Sheehan absent); That the retirement system staff has verified that the necessary documentation has been received and that the following survivor be awarded a Section 12(2)(d) benefit calculated as follows:

1. June Bjornholm, surviving parent of Andy P. Woodbury, Equipment Operator, Town of Topsfield, Group 1  
Effective Date of Allowance: April 26, 2022  
Monthly Retirement Allowance: \$ 2,585.64

Annual Retirement Allowance: \$ 31,027.68

### **Creditable Service Awards**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0 (Maney, Sheehan absent); That the retirement system staff has verified that the required payment having been received, that the following four members of the Essex Regional Retirement System be awarded creditable service as presented below:

1. Joseph W. Leblanc shall be awarded four years and seven months of creditable service for the purchase of prior refunded service rendered from May 20, 2001 to August 10, 2002, and from January 20, 2009 to July 18, 2012 with the State Retirement Board.
2. Attilio J. Paglia shall be awarded two years and four months of creditable service for the purchase of reserve police service rendered from November 1, 2008 to March 27, 2011, with the Town of Boxford.

### **Liability Requests**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 3-0 (Maney, Sheehan absent); To take the following actions on a request for the acceptance of liability received by the retirement system:

1. To accept, upon receipt of proper payment, eleven months of liability as requested by the Massachusetts Teachers' Retirement System on behalf of Pamela M. Lane for prior refunded service rendered with the Masconomet Regional School District from August 24, 1987 to July 21, 1988.
2. To deny liability as requested by the Reading Contributory Retirement Board on behalf of Karl Granoth for the period of June 1, 2017 to November 10, 2021, as this individual was not eligible for membership in the retirement system, did not remit contributions, was not wrongfully excluded from membership, and was not employed in a temporary, provisional or substitute position.

### **Refund Warrant – June 2022**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 3-0 (Maney, Sheehan absent); To approve the refund warrant for June 2022, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of thirteen members beginning with Andrew S. Bridges and ending with Susan J. McBride, in the total net amount of \$213,556.11.

<b>Name</b>	<b>Type</b>	<b>Board or Institution</b>
Bridges, Andrew S.	Transfer	State Retirement Board

Brown, Meaghan S.	Transfer	Andover Retirement Board
Carr, Shawna A.	Transfer	Massachusetts Teachers' Retirement System
Cecchini, Amanda Lynne	Transfer	Beverly Retirement Board
Cefalo, Mia N.	Transfer	State Retirement Board
Ciruolo, Maghan	Transfer	Massachusetts Teachers' Retirement System
Colby, Rebecca E.	Withdrawal	
DeVoe, Ali L.	Transfer	Massachusetts Teachers' Retirement System
Deems, Maura M.	Transfer	Andover Retirement Board
Dulong, Lynne A.	Transfer	Danvers Retirement Board
Durand, Jeffrey P.	Withdrawal	
Feener, John M.	Withdrawal	
McBride, Susan J.	Withdrawal	

*Mr. Sheehan entered the meeting. 8:40am.*

### **May Retirees Payroll**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0 (Maney absent); To approve the retirement allowances for the month of May 2022 in the actual amount of \$4,544,276.18.

### **June Retirees Payroll**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0 (Maney absent); To approve the retirement allowances for the month of June 2022, in the estimated amount of \$4,600,000.00.

### **ERRS Payroll**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0 (Maney absent); To approve the payment of the ERRS employee payroll for June 3, 2022, in the amount of \$16,642.29, and for June 17, 2022, in the amount of \$18,517.31.

### **Cash Disbursement Warrant CD2022.06**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0 (Maney absent); To approve the Cash Disbursement Warrant CD2022.06 for June 2022 as presented below in the total amount of \$194,068.47.

<b>Vendor</b>	<b>Amount (\$)</b>
Bristol County Retirement - 2021 - 3(8)(c)	2,339.98
Gloucester Retirement System - 2021 - 3(8)(c)	736.76
Newburyport Retirement System - 3(8)(c)	37,337.43

Salem Retirement System - 2021 3(8)(c)	82,446.78
Access - Records Storage - Monthly Fee	623.92
Benefit Strategies - Monthly Admin Fees	1.00
Comcast - Monthly Fee - Internet	189.80
Comcast - Monthly Fee - Phone	303.78
Town of Danvers, Danvers Electric - #201 - Monthly Fee	90.45
Town of Danvers, Danvers Electric - #202 - Monthly Fee	120.88
Dinis Electric - GFI Outlet Installation	159.00
Harper's Payroll Service - 2022.06.03	76.31
Harper's Payroll Service - 2022.06.17	89.86
HCOPT - Monthly Condo Fees - 2022.07	1,554.00
HIQ Computers - #132681 - Microsoft 365 Migration	4,800.00
HIQ Computers - Monthly Replication Services	90.00
Law Offices of Michael Sacco - 2022.05	11,586.50
Malgeri, Vincent - Spring MACRS & Mileage	755.31
Massachusetts Municipal Association - Position Posting	275.00
North of Boston Media Group - Procurement Advertising	372.75
PTG - Support and Hosting Fee - 7/1/2022-6/30/2023	47,275.00
Quadient, Inc. - 7/1/2022-9/30/2022 Fees	862.10
Ricoh USA, Inc. - 2022.06	244.57
S.J. Services, Inc. - Office Cleaning - May	283.33
Ricoh USA, Inc. - Ink	285.86
TAB Products Co., LLC - Supplies	1,168.10
Total	194,068.47

#### **Cash Disbursement Warrant CD2022.06a – PRIT Fund Transfer**

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted 4-0 (Maney absent); To approve the Cash Disbursement Warrant CD2022.06a for a transfer from the PRIT Fund as presented below in the total amount of \$3,000,000.00.

<b>Vendor</b>	<b>Amount</b>
Transfer from PRIT Cash to Eastern Bank	\$3,000,000.00
Total	\$3,000,000.00

#### **Agreement for Legal Services**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0 (Maney absent); To approve the agreement for legal services as presented.

## **Database Services RFP Award**

The Board reviewed and evaluated the proposal from Pension Technology Group. Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 4-0; (Maney absent); To designate Pension Technology Group as the winning bidder in response to the Request for Proposals for Database Services and to authorize the Executive Director to negotiate an agreement for said services for submission to the Board, including a counteroffer for the insurance portal.

## **Revised Board Member Election Schedule**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; (Maney absent); To approve the as presented the revised schedule for the election of the Third and Fourth Members of the Board for presentation to the Advisory Council.

**June 29, 2022** Advisory Council Meeting. Advisory Council approves election schedule and procedures.

**July 1, 2022** Initial election materials, specifications, and deadlines to printers.

**August 8, 2022** Notice of election mailed to all members and retirees, with description of nomination process and deadline. Nomination papers become available.

**September 14, 2022** Deadline for Filing Nomination Papers (5 Signatures Required). Nomination paper receipt letter sent to candidates. Deadline for submission of candidate statements.

**September 28, 2022** Fall Advisory Council meeting. Nomination papers and candidate statements certified by Advisory Council. Ballot order determined.

**September 30, 2022** Ballots and other election materials and specifications to printers.

**October 13, 2022** Deadline for mailing the ballots.

**November 1, 2022** Postmark deadline for return of ballots. *(Must be within 40 days from date of Advisory Council meeting and within 20 days of the mailing of the ballots.)*

**November 17, 2022** Counting of the ballots by Board staff per delegation of this responsibility by the Advisory Council.

**November 21, 2022** Board certifies election results per delegation of this responsibility by the Advisory Council. Notification of election results to PERAC.

**December 2, 2022** New three (3) year terms for Third and Fourth Members begin.

### **Election Materials Printing Quote**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; (Maney absent); To approve the proposal for the printing and mailing of election materials by Red Sun Press in the estimated total cost of \$11,200.

### **NEW BUSINESS – Officer in Charge Pay – Regular Compensation**

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 4-0; (Maney absent); Pursuant to the guidance provided by ERRS Counsel and consistent with the decision of the Division of Administrative Law Appeals, the Board does not consider “Officer-in-Charge” pay to qualify as regular compensation.

### **Executive Director’s Report**

Mr. Kostro noted that Ms. Coen’s last day will be July 12<sup>th</sup>, bringing the retirement system down to three full-time staff members. He added that, while he extended an offer for the Executive Assistant position, the candidate received a more generous counteroffer from their current employer and there are no other candidates at this time. Mr. Kostro said that he had three interviews on Friday and a fourth scheduled for tomorrow for the Senior Retirement Counselor position. He reviewed his staffing and personnel recommendations, including the promotion of Scott Provensal to Deputy Executive Director, an increase of Cassandra Green’s vacation accrual to four weeks per year, an increase to the pay range of the Senior Retirement Counselor position, as well as authorization of remote work on a regular basis, an increase to longevity payments, and changes to retirement calculations and payroll.

### **Deputy Executive Director**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; (Maney absent); To approve the position description as presented for a Deputy Executive Director and to appoint Scott Provensal to this position at a salary of \$110,000 per annum effective as of July 1, 2022.

### **Vacation Accrual**

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0; (Maney absent); Effective as of July 1, 2022, Cassandra Green shall accrue vacation time at a rate of 12.50 hours per month, or four weeks per year.

### **Temporary Retirement Counselor Position**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; (Maney absent); To authorize the Executive Director to hire a qualified candidate to process retirement applications until such time as the retirement system is fully staffed, at a rate of \$50.00 per hour



for not more than nineteen hours per week, which position shall work remotely to the extent practical.

### **Senior Retirement Counselor Position Description – Revised**

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted 4-0; (Maney absent); To approve the revised job description for the position of Senior Retirement Counselor as presented, and to authorize the Executive Director to interview and hire a qualified candidate for this position with a starting salary range of \$85,000 to \$95,000, and at a vacation accrual rate consistent with the selected candidate's years of experience, but which does not exceed four weeks per year.

### **Retirement Counselor Position Description**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; (Maney absent); To approve the job description for the position of Retirement Counselor as presented, and to authorize the Executive Director to interview and hire a qualified candidate for this position with a starting salary of \$70,000 to \$80,000, and at a vacation accrual rate consistent with the selected candidate's years of experience, but which does not exceed four weeks per year.

### **Vice Chair Authorization**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0; (Maney absent); To authorize the Vice Chair of the Board, upon request of the Executive Director, to approve new position descriptions or changes to existing position descriptions, including the salary to be paid, in instances when time does not permit a vote of the full Board at a regularly scheduled meeting. This authorization shall remain effective until September 30, 2022.

### **Remote Work Authorization**

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted 4-0; (Maney absent); The Executive Director is hereby authorized to permit employees to work remotely up to two days per week on a regular, weekly schedule, effective as of July 1, 2022.

### **Amendment to Longevity Pay**

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted 4-0; (Maney absent); The retirement system's policy on longevity pay is hereby amended by increasing the amounts paid as follows:

Employees who have completed five years of service but less than ten with the retirement system shall receive \$1,000;

Employees who have completed ten but fewer than fifteen years with the retirement system shall receive \$2,000;

Employees who have completed fifteen years or more with the retirement system shall receive \$3,000.

### **Retirement Calculations and Payroll**

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted 4-0; (Maney absent) The Essex Regional Retirement System will no longer mandate that units furnish employee payrolls for the purposes of verifying the salaries of members applying for superannuation retirements, when the estimated retirement benefit is less than \$75,000 per annum, unless the retirement counselor, or Executive Director, deems such a request necessary to ensure the accuracy of the calculation.

### **Motion to Adjourn**

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 4-0 (Maney absent); To adjourn the meeting.

The meeting adjourned at 10:21 a.m.

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**Vincent R. Malgeri**

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**H. Joseph Maney**

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**Kevin A. Merz**

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**Andrew J. Sheehan**

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**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  
Documents and Letters Supporting Liability Acceptance or Denial  
Refund, Retiree Payroll, Employee Payroll and Cash Disbursement Warrants  
Legal Services Agreement

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  
Executive Director's Schedule  
Financial Reports - April 2022 – Adjustments  
Financial Reports - April 2022 – Disbursements  
Financial Reports - April 2022 - General Ledger  
Financial Reports - April 2022 – Receipts  
Financial Reports - April 2022 - Trial Balance  
Financial Reports - Monthly Bank Reconciliation - 02.2022  
Financial Reports - Monthly Bank Reconciliation - 03.2022  
Financial Reports - Monthly Bank Reconciliation - 04.2022  
Financial Reports – Monthly Cash Flow – May 2022  
Financial Reports – Monthly Expenditure Report – May 2022  
Financial Reports - PRIT Fund Essex Performance - May 2022  
Financial Reports - PRIT Performance Update - May 2022  
Franklin County Analysis of PERAC Investment Return Report  
PERAC Investment Report 2021  
PERAC MEMO #16 2022 - Waiver of Post-Retirement Earnings Limitations  
PERAC News Flash – Commissioner Guido  
PRIT Fund FY2023 Monthly Maintenance Balance  
Sacco, Michael - All Client Memo - PERAC Memo #142022 - Vernava II