

**ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
November 21, 2022**

At a meeting of the Essex Regional Retirement Board held on Monday, November 21, 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
Lori O'Donnell, ERRS Executive Assistant
Chris Collins , ERRS Counsel
Deann Shaw, Member of Triton Regional School District
Katherine Carleton, Board Member - Elect

Ms. Yaskell called the meeting to order at 8:33 a.m.

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 Lori O'Donnell 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 4-0 (Maney, absent); To approve the minutes of the regular session for October 24, 2022.

Public Comment Period

There were no public comments

Executive Session

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted by roll call as follows: Mr. Malgeri, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; (Maney absent); To move to executive session to act on the disability retirement application of Deann Shaw. Ms. Yaskell stated that the Board will be returning to open session upon the conclusion of the executive session to act on the remaining items on the agenda.

The Board was in executive session 8:46 a.m. – 9:41 a.m.

Policy on Accepting Liability for Call Firefighter and Reserve Police Service

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0 (Maney, absent); That the retirement system will accept liability when requested by another retirement board for those individuals who became members of ERRS and who had call firefighter or reserve police service in accordance with the relevant provisions of Massachusetts General Law, Chapter 32.

New Enrollments

Upon a motion by Kevin A. Merz seconded by Vincent R. Malgeri, the Board voted the Board voted 4-0 (Maney, absent); That the following named employees be enrolled in the Essex Regional Retirement System, a list of forty-three names beginning with Anna Aliberti and ending with Edward Wilson.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Aliberti	Anna	North Andover	Kitchen Manager	9/9/2022	1
Ascencio	Luiny	North Andover	Teaching Assistant	9/26/2022	1
Belisle-Toler	Rachael	Ipswich	Water Resource Manager	10/10/2022	1
Capachietti	Domenica	North Andover	Teaching Assistant	8/29/2022	1
Chheda	Bhavini	North Andover	Teaching Assistant	8/29/2022	1
Cloutier	Joseph	Wenham HA	Maintenance Mechanic	10/3/2022	1
Cronin	Douglas	Nahant	Firefighter	2/2/2022	4
Dick	Jillian	Ipswich	RBT	9/19/2022	1
Flaherty	Elizabeth	Newbury	Information Assistant	9/13/2022	1
Friedman	Merrill	North Andover	Teaching Assistant	8/26/2022	1
George	Madeleine	North Andover	Teaching Assistant	8/29/2022	1
Henderson	Deborah	North Andover	Teaching Assistant	8/29/2022	1
Javier	Gonzalo	North Andover	Café Worker	3/7/2022	1
Jones	Rachel	Pentucket RSD	Paraprofessional	9/19/2022	1
Lentine	Deborah	Triton RSD	Information Assistant	8/24/2022	1
Locke	Edmond	Nahant	Treasurer	9/19/2022	1
Lumb	Jodi	North Andover	Café Helper	8/29/2022	1
Lynch	Sydni	North Andover	Teaching Assistant	8/29/2022	1
Maldonado	Yazlie	North Andover	Café Worker	9/7/2022	1
Martens	Elisabeth	Georgetown	Instructional Para	9/22/2022	1
Meehan	Colin	Pentucket RSD	Paraprofessional	9/26/2022	1
Meehan	Ryan	Pentucket RSD	Paraprofessional	9/26/2022	1
Monahan	Emma	Nahant	Children's Librarian	2/8/2022	1
Moriello	Tanya	Masconomet	Paraprofessional	10/3/2022	1
Moynihan	Dorothy	Newbury	Asst. Library Director	5/5/2022	1

Ndouop	Ruby-Lee	North Andover	Teaching Assistant	8/29/2022	1
Olcott	Julianna	Ipswich	Paraeducator	10/3/2022	1
Palm	Jessica	Hamilton	Regional Social Worker	10/3/2022	1
Potter	Graeme	Rowley	Firefighter	9/12/2022	4
Price	Jessica	Triton RSD	Instructional Assistant	8/24/2022	1
Raffalli	Jordan	North Andover	Teaching Assistant	8/29/2022	1
Rubano	Debra	Pentucket RSD	Administrative Assistant	9/23/2022	1
Samperi	Lisa	Georgetown	Instructional Para	9/12/2022	1
Scaglione	Steven	Nahant	Firefighter	6/14/2021	4
Scarelli	Robert	North Andover	Teaching Assistant	9/6/2022	1
Schoolcraft	David	Pentucket RSD	Paraprofessional	9/19/2022	1
Sesto Ferguson	Ezra	Triton RSD	Instructional Assistant	8/24/2022	1
Sifakis	Robert	North Andover	Custodian	4/18/2022	1
Tucker	Bethany	Ipswich	Paraeducator	10/3/2022	1
Valcarcel	Lindley	Wenham	Librarian	8/22/2022	1
Weaver	Alison	Salisbury	Administrative Assistant	9/26/2022	1
Wiktorowski	Aleksandra	Topsfield	SPED Aide	10/4/2022	1
Wilson	Edward	Manchester	Dispatcher	9/4/2022	1

New Retirements

Upon a motion by Andrew J. Sheehan, seconded by Vincent R. Malgeri, the Board voted 4-0 (Maney, absent); That the following named members of the Essex Regional Retirement System be awarded retirement benefits calculated as presented below, a list of seven names, beginning with Cathleen C. Boyce and ending with John J. Timony:

1. Cathleen C. Boyce, Instructional Assistant, Triton Regional School District, Group 1
Effective Retirement Date: October 29, 2022
Monthly Retirement Allowance: \$769.44
Annual Retirement Allowance: \$9,233.28
2. Amy L. Lemay, Tax Clerk, Town of Middleton, Group 1
Effective Retirement Date: September 30, 2022
Monthly Retirement Allowance: \$1,487.88
Annual Retirement Allowance: \$17,854.56
3. Thomas J. Martinuk, Firefighter, Town of Middleton, Group 4
Effective Retirement Date: October 7, 2022
Monthly Retirement Allowance: \$8,157.54
Annual Retirement Allowance: \$97,890.48
4. David A. Motsis, Custodian, Pentucket Regional School District, Group 1
Effective Retirement Date: September 30, 2022

Monthly Retirement Allowance: \$1,335.93
Annual Retirement Allowance: \$16,031.16

5. Lorraine M. Pollard, School Department, Triton Regional School District, Group 1
Effective Retirement Date: November 1, 2022
Monthly Retirement Allowance: \$1,888.90
Annual Retirement Allowance: \$22,666.80
6. Joan M Santarelli, Teaching Assistant, Hamilton-Wenham Regional School District, Group 1
Effective Retirement Date: October 14, 2022
Monthly Retirement Allowance: \$1,085.15
Annual Retirement Allowance: \$13,021.15
7. John J. Timony, Custodian, Town of North Andover, Group 1
Effective Retirement Date: October 18, 2022
Monthly Retirement Allowance: \$1,890.55
Annual Retirement Allowance: \$22,686.60

Liability Requests

Upon a Motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted the Board voted 4-0 (Maney, absent); to take the following action on a request for the acceptance of liability received by the retirement system:

1. To deny liability as requested by the Reading Retirement Board on behalf of Julie MacDonald for non-membership service rendered with in a unit of ERRS from 2008 to 2011, 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 – November 2022

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted the Board voted 4-0 (Maney, absent); To approve the refund warrant for November 2022, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of eight members beginning with Julie A. Harshorn and ending with Susan H. Thomson, in the total net amount of \$386,891.51.

Name	Type	Board or Institution
Harshorn, Julie A.	Transfer	Amesbury Retirement Board
Hashian, Adam T.	Withdrawal	
Inglis, Jennifer M.	Transfer	State Retirement Board
Katz, Dyan M.	Transfer	Gloucester Retirement Board
Nicolazzo, Michael C.	Transfer	Chelsea Retirement Board
Popp, William R.	Transfer	Reading Retirement Board

Richardson, Joshua U	Transfer	State Retirement Board
Thomson, Susan H.	Transfer	Massachusetts Teachers Retirement System

October Retirees Payroll

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz the Board voted the Board voted 4-0 (Maney, absent); To approve the retirement allowances for the month of October 2022 in the actual amount \$4,829,014.62, which includes an Option B refund of \$110,197.50 to the beneficiary of Dorothy Tobin.

November Retirees Payroll

Upon a motion by Andrew J. Sheehan, seconded by Vincent R. Malgeri, the Board voted the Board voted 4-0 (Maney, absent); To approve the retirement allowances for the month of November 2022 in the estimated amount \$4,850,000.00.

ERRS Payroll

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted the Board voted 4-0 (Maney, absent); To approve the payment of the ERRS employee payroll for November 4, 2022, in the amount of \$22,269.55, and for November 18, 2022, in the amount of \$18,224.60.

Cash Disbursement Warrant CD2022.11

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted the Board voted 4-0 (Maney, absent); To approve the Cash Disbursement Warrant CD2022.11 for November 2022 as presented below in the total amount of \$39,625.69.

Vendor	Amount (\$)
Access - Monthly Fee	623.92
Civic Plus - Annual Web Hosting Fee	3,183.47
Comcast - Monthly Fee - Phone	306.03
Comcast - Monthly Fee - Internet	190.37
Town of Danvers, Danvers Electric - #201 - Monthly Fee	93.83
Town of Danvers, Danvers Electric - #202 - Monthly Fee	128.09
Group Insurance Commission - Health - 07/01/2022-09/30/2022	10,732.51

Harper's Payroll Service - 2022.11.04	80.31
Harper's Payroll Service - 2022.11.018	94.06
HCOPT - Monthly Condo Fees - 2022.10	1,554.00
HIQ Computers - #134488 - Remote Assistance - Verifying Email Attachments	660.00
HIQ Computers - Monthly Replication Services	90.00
Kingsbury Press - 1099 Envelopes	761.56
Law Office of Michael Sacco - 2022.10	7,798.00
O'Donnell, Lori - Reimbursement - Doormats	84.98
Red Sun Press - Election	11,865.33
Ricoh USA, Inc. - Ink	39.27
S.J. Services, Inc. - Office Cleaning - 2022.10	283.33
TAB Products Co LLC	140.01
W.B. Mason Company, Inc. - Office Supplies	633.33
Ricoh USA, Inc. - Monthly Fee	283.29
Total	39,625.69

Certification of Third Member and Fourth Board Member Election Results

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted the Board voted 4-0 (Maney, absent); To notify PERAC that the Board does hereby certify the results of the election of the Third Member and Fourth Board Members as follows:

Andrew Gould	176 votes
Jonathan Dennis	404 votes
Susan Yaskell	765 votes
Katherine Carleton	646 votes

And, further, that Susan Yaskell and Katherine Carleton are declared the winners.

PERAC Regulations permitting the Use of Electronic Signatures

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted the Board voted 4-0 (Maney, absent); That the Essex Regional Retirement Board will not permit the use of electronic signatures on any form promulgated by PERAC, or on any form required by ERRS which form is subject to approval by PERAC.

91A Annual Statement of Earned Income and Over-Earnings Update

Mr. Kostro gave a brief update of the members who are not compliant and the steps that will be taken if they do not complete their earnings request packet. Currently there are five members at risk of termination of benefits. Two of them sent in their documentation- but their packets were not complete. We are working with these members to avoid termination.

The Board took a break at 10:10 and returned to open session at 10:16

ERRS Staffing Update

Mr. Kostro reviewed the current staffing situation at ERRS. Presently, ERRS is short two full-time employees. Before proceeding with the next several agenda items, Mr. Kostro wanted to provide the Board an overview of the staffing and hiring situation so that all of the upcoming votes would be understood in context. Discussion ensued regarding whether Chapter 32 experience was essential for a new hire and whether the current policy of permitting two days of remote work for employees was viable. Board members mentioned recent complaints about a lack of responsiveness from staff at ERRS. Mr. Kostro said there is no excuse for these complaints and no excuse for not responding to members, or to anyone at any time. Several Board members expressed their desire to eliminate or strictly limit remote work options going forward. Mr. Kostro suggested that he provide an option to the Board at the December meeting which will recommend limitations on remote working options. Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, a motion was made that the Executive Director provide a recommendation to the Board relative to the options and limitations for employees to work remotely. Further discussion ensued regarding the application of any changes in the remote work option. No vote was taken by the Board.

Part-Time, Temporary, Retirement Associate Appointment

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted the Board voted 4-0 (Maney, absent); To appointment Lauren Durham to the position of Retirement Associate at a rate of \$75.00 per hour for no more than 19 hours per week on a schedule to be determined based on the needs of the retirement system.

Retirement Counselor

Upon a motion by Kevin A Merz, seconded by Vincent R. Malgeri, the Board voted 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 three

weeks per year. The Executive Director may appoint a qualified applicant to this position without posting the description if such an applicant has submitted a resume to ERRS within the prior six months, that a complete check of references is conducted and the required CORI background check is completed.

Administrative Budget Updates – 2022 and 2023

Mr. Kostro provided an update on the 2022 and 2023 administrative budgets. In terms of unexpected items that have come up since the October meeting, he discussed that the server was down for approximately seven hours on November 16th. Mr. Kostro said he was informed by HIQ that the server is outdated and needs to be replaced. A day or two later he was further informed by HIQ the Microsoft software being used by the retirement needs to be upgraded. Both of these unexpected items will add approximately \$10,000 to the budget. The question will be if the server replacement can be done in 2022, which depends on the timing of delivery and invoicing, but the Microsoft upgrade will most definitely need to be added to the 2023 budget. Mr. Kostro believes, however, that he can craft a 2023 budget which will be the same or less than the total amount presented to the Advisory Council in September, although some line-items will be adjusted.

2023 Holiday and Office Closing Schedule

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted the Board voted 4-0 (Maney, absent); That the retirement office will be closed in recognition of the following holidays in 2023:

1. Monday, January 2, 2023 – In recognition of New Year's Day
2. Monday, January 16, 2023 – Martin Luther King Day
3. Monday, February 20, 2023 – President's Day
4. Monday, April 17, 2023 – Patriots' Day
5. Monday, May 29, 2023 – Memorial Day
6. Monday, June 19, 2023 – In recognition of Juneteenth
7. Tuesday, July 4, 2023 – July 4th, Independence Day
8. Monday, September 4, 2023 – Labor Day
9. Monday, October 9, 2023 – Columbus Day
10. Friday, November 10, 2023 – Veteran's Day
11. Thursday, November 23, 2023 – Thanksgiving Day
12. Friday, November 24, 2023 – Day after Thanksgiving
13. Monday, December 25, 2023 – Christmas Day

2023 Board Meeting Schedule

Upon a motion by Kevin A Merz, seconded by Vincent R. Malgeri, the Board voted the Board voted 4-0 (Maney, absent); To approve the tentative meeting schedule for the Board for 2023 as presented below:

Monday, January 30, 2023 @ 8:30 a.m.

Monday, February 27, 2023 @ 8:30 a.m.

Monday, March 27, 2023 @ 8:30 a.m.
Monday, April 24, 2023 @ 8:30 a.m.
Monday, May 22, 2023 @ 8:30 a.m.
Monday, June 26, 2023 @ 8:30 a.m.
Monday, July 24, 2023 @ 8:30 a.m.
Monday, August 28, 2023 @ 8:30 a.m.
Monday, September 25, 2023 @ 8:30 a.m.
Monday, October 30, 2023 @ 8:30 a.m.
Monday, November 20, 2023 @ 8:30 a.m.
Monday, December 18, 2023 @ 8:30 a.m.

Motion to Adjourn

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

The meeting adjourned at 11:30 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 Benefit Calculations
Denial of Liability Documents
Refund, Retiree Payroll, Employee Payroll and Cash Disbursement Warrants
Election Results Documentation
PERAC Memo #28/2022
Position Description and Resume
Retirement Counselor Position Description
Administrative Budget Documents for 2022 and 2023
2023 Holiday and Office Closing Schedule
2023 Board Meeting Dates and Times

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
Colpitts, Thomas - Notice of Over-Earnings and Response
Executive Director's Schedule
Financial Reports – October 2022 – Monthly Expenditure Report
Financial Reports – September 2022 – Adjustments
Financial Reports – September 2022 – Disbursements
Financial Reports – September 2022 – General Ledger
Financial Reports – September 2022 – Monthly Bank Reconciliation
Financial Reports – September 2022 – Receipts
Financial Reports – September 2022 – Trial Balance
Financial Reports – November 2022 – Monthly Cash Flow
ISS Public Records Response
PERAC Response on Excluding ERRS from Annual Appropriation
Sherwood, Margot - Email on WEP_GPO Call to Action
Town of Danvers - Abutters Notice - Wetlands Protection Act