

ESSEX REGIONAL RETIREMENT BOARD
REGULAR SESSION
December 19, 2022

At a meeting of the Essex Regional Retirement Board held on Monday, December 19, 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: Katherine E. Carleton, Vincent R. Malgeri, 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
Lori O'Donnell, ERRS Executive Assistant
Michael Sacco, ERRS Counsel
Daniel Cena, Member of West Newbury Police Department
Robert Hardacre, Member of North Andover Fire Department
John Weir, Member of North Andover Fire Department
Robert J Marino, Member of Middleton Police Department
John Becker, Mass Cop Attorney
Matthew Armitage, Member of Middleton Police Department

Ms. Yaskell called the meeting to order at 8:30 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.

Board Reorganization

Upon a Motion by Kevin A Merz, seconded by Andrew J Sheehan, the Board voted 5-0; To elect Susan J. Yaskell as Chair of the Board and Vincent R. Malgeri as Vice Chair of the Board and to authorize both the Chair and Vice Chair as signatories for ERRS checks and disbursements.

Approval of Board Minutes

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 4-0-1, Ms. Carleton abstaining; To approve the minutes of the regular and executive session of the meeting of November 21, 2022, and to approve the amended minutes of the regular session of the meeting of October 24, 2022.

Public Comment Period

There were no public comments

COLA Increase of 5% - PERAC Memo #29/2022

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 4-1, Mr. Merz voting no; To approve a COLA increase of 5% for eligible members of the Essex Regional Retirement System to be effective as of July 1, 2022, subject to approval by no less than thirteen of the municipalities who are member units of the retirement.

New Enrollments

Upon a motion by Vincent R. Malgeri, seconded by, Kevin A. Merz, the Board voted 5-0; That the following named employees be enrolled in the Essex Regional Retirement System, a list of one hundred and three names beginning with Jason Allard and ending with Megan Zinc.

Last Name	First Name	Unit	Title/Position	Enrollment Date	Group
Allard	Jason	Town of West Newbury	Water Licensed Operator	10/3/2022	1
Allen	Audrey	Town of Salisbury	COA Outreach Coordinator	11/9/2022	1
Behnke	Louisa	Manchester-Essex RSD	Swing Teacher Assistant	11/7/2022	1
Benjamin	Jason	Town of Ipswich	Laborer	12/5/2022	1
Bennett	Erin	Town of Middleton	Aide	8/29/2022	1
Boucher	Denzel	Town of Rowley	Firefighter	10/17/2022	4
Boulanova	Irina	Town of Georgetown	Instructional Paraprofessional	9/26/2022	1
Bowes	Caitlyn	Triton RSD	Instructional Assistant	8/24/2022	1
Brown	Robert	Town of Lynnfield	Custodian	10/3/2022	1
Brown	Susan	Town of West Newbury	Planner	10/24/2022	1
Burke	Cliff	Town of Rockport	DPW Specialist	10/3/2022	1
Buswell	Jennifer	Town of Ipswich	Custodian	12/5/2022	1
Cefalo	Allison	Triton RSD	Instructional Assistant	8/24/2022	1
Conwell	Debra	Town of Ipswich	Food Service Worker	11/2/2022	1
Corona	Domingo	Town of West Newbury	DPW - Equipment Operator	11/18/2022	1
Corsaro	Calvin	Town of North Andover	Teaching Assistant	10/11/2022	1
Cotting	Tiffany	Town of Rockport	Recess Monitor	12/5/2022	1
Crane	Stephen	Town of Ipswich	Town Manager	11/1/2022	1
D'Ambrosio	Tyler	Town of Lynnfield	Paraprofessional	11/28/2022	1
D'angelo	Susan	Pentucket RSD	Paraprofessional	10/31/2022	1
Daou	Marita	Town of North Andover	Teaching Assistant	8/29/2022	1
Davis	Amelia	Town of North Andover	Administrative Assistant	8/15/2022	1
DeCourcy	Christina	Hamilton-Wenham RSD	Teaching Assistant	8/29/2022	1

Dube		Town of Manchester	Firefighter	10/16/2022	4
Dubois	Thomas	Ipswich Housing Authority	Maintenance Supervisor	11/4/2022	1
Duzz	Sara	Triton RSD	Instructional Assistant	8/24/2022	1
Edwards Szuter	Darlene	Town of Rockport	Payroll and Benefits Specialist	10/5/2022	1
Elmore	Adam	Town of Rowley	Police Officer	8/24/2022	4
Evitts	Mary	Pentucket RSD	Paraprofessional	10/11/2022	1
Felix	Michael	Triton RSD	Cafeteria Worker	10/31/2022	1
Fiandaca	Deven	Town of Boxford	Police Officer	11/8/2022	4
Flynn	Mary	Hamilton-Wenham RSD	Teaching Assistant	8/29/2022	1
Formosi	Katherine	Pentucket RSD	Paraprofessional	8/30/2022	1
Foss	Jason	Hamilton-Wenham RSD	Teaching Assistant	9/29/2022	1
Freitas	Julie	Pentucket RSD	Paraprofessional	8/30/2022	1
Goucher	Jodie	Triton RSD	Instructional Assistant	8/24/2022	1
Hamel	Richard	Town of Georgetown	Electrical Utility Worker	11/16/2022	1
Hansbury	Wendelyn	Town of Manchester	Health Director	11/14/2022	1
Harding	Kristen	Manchester-Essex RSD	Teaching Assistant	9/8/2022	1
Hartman	Morgan	Pentucket RSD	Paraprofessional	1/28/2022	1
Hatch	Gregory	Town of Merrimac	Laborer	10/10/2022	1
Heffron	Kristina	Hamilton-Wenham RSD	Teaching Assistant	10/31/2022	1
Howland	Coreen	Ipswich Housing Authority	Resident Service Coordinator	09/12/202	1
Hurst	Tracey	Triton RSD	Instructional Assistant	11/2/2022	1
Judson	Jesse	Pentucket RSD	Custodian	11/21/2022	1
Kennedy	Marisa	Pentucket RSD	Kitchen Worker	12/12/2022	1
Klements	Marita	Town of Lynnfield	Assistant Library Director	10/11/2022	1
Knudsen	Janis	Triton RSD	Food Service Worker	11/1/2021	1
Kotsiras	Eleftheria	Town of Ipswich	Paraeducator	10/12/2022	1
Lentine	Mark	Town of Wenham	Heavy Equipment Leader	11/14/2022	1
Lopez	John	Town of Rockport	Conservation Agent	10/20/2022	1
Machado	Guillermo	Hamilton-Wenham RSD	Custodian	8/9/2022	1
Maimaron	Olivia	Town of North Andover	Teaching Assistant	8/29/2022	1
Marcotte	Annabelle	Town of Georgetown	Instructional Paraprofessional	10/11/2022	1
Maroun	Darine	Town of North Andover	Teaching Assistant	11/28/2022	1
McFeeters	Erin	Town of North Andover	Teaching Assistant	10/17/2022	1
Monteith	Niya	Manchester-Essex RSD	Teaching Assistant	10/25/2022	1
Morin	Connor	Town of North Andover	Communications Officer	10/10/2022	1
Morin	Samantha	Town of Lynnfield	Executive Secretary	12/1/2022	1
Morong	Haley	Town of Topsfield	Administrative Assistant	8/15/2022	1
Murray	Jeff	Hamilton-Wenham RSD	Teaching Assistant	8/29/2022	1
Namey	Michael	Town of Ipswich	Custodian	12/19/2022	1
Newman	Erik	Town of Ipswich	Assistant Building Inspector	11/14/2022	1
O'Brien	David	Pentucket RSD	Custodian	10/25/2022	1
O'Donnell	Jessica	Pentucket RSD	Paraprofessional	11/1/2022	1
O'Neill	Emily	Town of Georgetown	Instructional Paraprofessional	11/7/2022	1
Patrickas	Christopher	Town of Boxford	Firefighter	11/21/2022	4

Perez	Robert	Triton RSD	Technician	10/4/2022	1
Perez Crispin	Raybel Andres	Pentucket RSD	Custodian	11/9/2022	1
Pessimato	Joseph	Town of Wenham	Assistant Town Administrator	10/11/2022	1
Pessolano	Stefanie	Town of Georgetown	Instructional Paraprofessional	11/7/2022	1
Peters	Josiah	Town of Manchester	Firefighter	10/16/2022	4
Pfeil	Lisa	Town of North Andover	Café Worker	10/19/2022	1
Poulopoulos	Christos	Town of Boxford	DPW Laborer	11/21/2022	1
Premo	Alyssa	Town of North Andover	Assistant Treasurer-Collector	11/15/2022	1
Preston	Robert	Town of Hamilton	DPW Truck Driver/Laborer	11/8/2022	1
Qaouli	Yassine	Pentucket RSD	IT Technology Specialist	10/24/2022	1
Razzaboni	Dean	Town of Georgetown	Police Dispatcher	10/22/2022	1
Rex	Georgia	Town of North Andover	Teaching Assistant	8/29/2022	1
Riddell	Peyton	Town of Georgetown	Circulation Librarian	11/28/2022	1
Ritchie	Donna	Town of Boxford	Aide	10/13/2022	1
Rogers	Erika	Triton RSD	Instructional Assistant	9/12/2022	1
Rolli	Elena	Town of Lynnfield	Paraprofessional	12/1/2022	1
Rosa	Michael	Town of Topsfield	Payroll and Benefits Administrator	10/19/2022	1
Russell	Gifford	Town of Ipswich	Driver/Laborer	10/24/2022	1
Ryan	Ashley	Town of North Andover	Teaching Assistant	8/30/2022	1
Schiano	Brigid	Hamilton-Wenham RSD	Teaching Assistant	8/29/2022	1
Severino	Karissa	Town of North Andover	Café Worker	10/3/2022	1
Sheehan	Lisa	Town of Georgetown	Café Worker	10/7/2022	1
Souza	John	Town of Essex	DPW Driver/Operator	10/31/2022	1
Stamoulis	Artemisia	Pentucket RSD	Paraprofessional	8/30/2022	1
Sullivan	Katelin	Pentucket RSD	Paraprofessional	11/7/2022	1
Sweetser	Lydia	Town of Lynnfield	Counselor	10/11/2022	1
Tavares	Angela	Pentucket RSD	CAN	10/19/2022	1
Thistlewood	Paul	Triton RSD	Head Custodian	9/26/2022	1
Torres	Alexander	Groveland Housing Authority	Maintenance Department	10/3/2022	1
Tranghese	Amanda	Pentucket RSD	Instructional Assistant	9/26/2022	1
Vanasse	Jamie	Town of North Andover	Teaching Assistant	10/24/2022	1
Vavruska	Matthew	Town of Rockport	Tech Support	10/3/2022	1
White	Laurence	Town of Ipswich	Laborer	10/24/2022	1
Wright	Patricia	Town of Essex	Assessor's Clerk	11/14/2022	1
Zinc	Megan	Triton RSD	ESP-1A	11/28/2022	1

New Retirements

Upon a motion by Kevin A. Merz, 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 below, a list of ten names, beginning with John R. Black and ending with Sheila A Wallace:

1. John R. Black, Equipment Operator, Town of Middleton, Group 1

Effective Retirement Date: October 31, 2022
Monthly Retirement Allowance: \$2,146.77
Annual Retirement Allowance: \$25,761.24

2. Christopher P. Cerino, Maintenance, Wenham Housing Authority, Group 1
Effective Retirement Date: November 11, 2022
Monthly Retirement Allowance: \$1,832.94
Annual Retirement Allowance: \$21,995.28
3. Michael E. Gootee, Water Manager/Superintendent, Town of West Newbury, Group 1
Effective Retirement Date: October 14, 2022
Monthly Retirement Allowance: \$4,711.42
Annual Retirement Allowance: \$56,537.04
4. Brenda J. Harrell, Administrative Clerk, Assessors Office, Town of Essex, Group 1
Effective Retirement Date: November 11, 2022
Monthly Retirement Allowance: \$1,189.97
Annual Retirement Allowance: \$14,279.64
5. Constance E. Hashem, School Department, Town of Ipswich, Group 1
Effective Retirement Date: October 31, 2022
Monthly Retirement Allowance: \$448.12
Annual Retirement Allowance: \$5,377.44
6. James M. McGovern, School Department, Town of Rockport, Group 1
Effective Retirement Date: November 12, 2022
Monthly Retirement Allowance: \$2,606.52
Annual Retirement Allowance: \$31,278.24
7. Bruce E. Norbaka, School Department, Hamilton-Wenham RSD, Group 1
Effective Retirement Date: December 9, 2022
Monthly Retirement Allowance: \$1,101.09
Annual Retirement Allowance: \$13,213.08
8. Ellen M. Pellerin, School Department, Town of North Andover, Group 1
Effective Retirement Date: October 31, 2022
Monthly Retirement Allowance: \$1,012.96
Annual Retirement Allowance: \$12,155.52
9. Ann M. Sterling, Administrative Assistant, Town of West Newbury, Group 1
Effective Retirement Date: October 20, 2022
Monthly Retirement Allowance: \$710.93
Annual Retirement Allowance: \$8,531.16
10. Sheila A. Wallace, School Department, Pentucket Regional School District, Group 1
Effective Retirement Date: November 3, 2022

Monthly Retirement Allowance: \$605.16
Annual Retirement Allowance: \$7,261.92

Liability Requests

Upon a Motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted the Board voted 5-0; To take the following action on a request for the acceptance of liability received by the retirement system:

1. To accept, upon receipt of proper payment, eight years and eight months of liability as requested by the Newburyport Retirement Board on behalf of Kevin Kiley for prior refunded service rendered with the Masconomet Regional School District from August 20, 2001 to August 31, 2007 and with the Town of North Andover from October 1, 2007 to June 30, 2010.

Refund Warrant – December 2022

Upon a motion by Andrew J. Sheehan, seconded by Vincent R. Malgeri, the Board voted the Board voted 5-0; To approve the refund warrant for December 2022, to refund, rollover, or transfer the accounts of the individuals as presented below, a list of ten members beginning with John P. Clifford and ending with Iwona M. Wilt, in the total net amount of \$125,152.47.

Name	Type	Board or Institution
Clifford, John P.	Transfer	Quincy Retirement Board
Estrada, Jennifer	Withdrawal	
Gadoury, Brittany J.	Transfer	Gloucester Retirement Board
Gandt, Arthur R.	Rollover	USAA Mutual Funds
Gendron, Neil R.	Transfer	State Retirement Board
Lord, Lorraine	Rollover	TD Ameritrade
Palmisano, Christa M.	Rollover	Vanguard
Sarro, Linda S.	Rollover	Hanscom Federal Credit Union
Soltys, Michael J.	Transfer	Peabody Retirement Board
Wilt, Iwona M.	Transfer	Saugus Retirement Board

November Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Andrew J. Sheehan, the Board voted 5-0; To approve the retirement allowances for the month of November 2022 in the actual amount of \$4,762,936.91.

December Retirees Payroll

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the retirement allowances for the month of December 2022 in the estimated amount of \$4,850,000.00.

ERRS Payroll

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the payment of the ERRS employee payroll for December 2, 2022, in the amount of \$16,259.61, and for December 16, 2022, in the amount of \$17,459.61.

Cash Disbursement Warrant CD2022.12

Upon a motion by Andrew J. Sheehan, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2022.12 for December 2022 as presented below in the total amount of \$47,628.28.

Vendor	Amount (\$)
Comcast - Monthly Fee - Internet	207.96
Comcast - Monthly Fee - Phone	306.03
Town of Danvers, Danvers Electric - #201 - Monthly Fee	87.07
Town of Danvers, Danvers Electric - #202 - Monthly Fee	119.27
Harper's Payroll Service - 2022.12.02	76.31
Harper's Payroll Service - 2022.12.16	53.21
HCOPT - Monthly Condo Fees	1,554.00
HIQ Computers - #134897 - iPad Power Cord	40.00
HIQ Computers - #134827 - Remote Access/Email Forward/Server Down	770.00
HIQ Computers - Monthly Replication Services	90.00
Law Office of Michael Sacco - 2022.10	7,774.00
Quadient, Inc. - Q1 2023 Fee	1,059.39
S.J. Services, Inc. - Office Cleaning - 2022.09	283.33
S.J. Services, Inc. - Office Cleaning - 2022.11	283.33
W.B. Mason Company, Inc. - Office Supplies	37.79
The Segal Company - 2022 Valuation Study and Extra Service	34,250.00
Access - Monthly Fee - 2022.12	636.59
Total	47,628.28

Cash Disbursement Warrant CD2022.12a – PRIT Fund Transfer

Upon a motion by Andrew J. Sheehan, seconded by Vincent R. Malgeri, the Board voted 5-0; To approve the Cash Disbursement Warrant CD2022.12a 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

Salary Adjustment for 2023

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 5-0; In accordance with the employment agreement as approved by the Board and PERAC, the salary of Charles E. Kostro, the Executive Director, shall be \$158,619, effective as of January 1, 2023.

Recommendation on Remote Work

Upon a motion by Andrew J. Sheehan, seconded by Kevin A. Merz, the Board voted 4-1; Mr. Malgeri voting no; To submit for review by ERRS Counsel, the draft policy on remote work for retirement system employees as presented below with an amendment which grandfathers employees working a currently approved schedule, and by removing the Board Chair approval requirement:

Proposed Remote Work Policy

Employees of the Essex Regional Retirement System (ERRS) may be permitted to work remotely on occasion or on a regular schedule, subject to approval as described herein.

Employees may work remotely up to no more than two (2) days per week on a regular schedule. Any request for a regular remote work schedule shall be in writing and shall be submitted to the Executive Director no less than thirty (30) days prior to the effective date of such schedule. Any regular remote work schedule will not become effective unless approved in writing by both the Executive Director and the Chair of the Essex Regional Retirement Board ("Board"). Any request for a regular remote work schedule may modified, denied, or revoked at any time and for any reason.

Employees may submit a written request for occasional remote working, which request shall be submitted no less than one (1) business day prior to the date on which the remote work will occur. Any request for occasional remote work must be submitted in writing by the employee making the request and shall be approved in writing by the Executive Director.

New employees or current employees who are promoted to a new position, will be eligible to request remote work on either a regular or occasional basis only after successful completion of their six-month introductory period.

Equipment

ERRS will supply employees who may work remotely with a laptop and other necessary supplies. Any equipment supplied by the retirement system is to be used solely for retirement system business. Employees must take appropriate action to protect these items from damage or theft. ERRS is not

responsible for costs associated with initial setup of the employee's home office such as remodeling, furniture, or lighting, or for repairs or modifications to the home office space.

Security

When working remotely, employees are expected to ensure the security of protected, private, or personal information of retirement system employees and members. Under no circumstances will any ERRS employee who is working remotely remove from the retirement system office any member folder or any other documentation which contains protected, private, or personal information. Any violation of any ERRS policy relating to the security of protected, private, or personal information of employees or members of the retirement system will result in the immediate revocation of remote work privileges and may result in further, additional disciplinary action.

Requirements

ERRS employees approved for either regular or occasional remote work, shall be subject to the following requirements:

- The employee must work the same full, regular work schedule just as if they were in the office and must be available at all times during regular work hours.
- Attend all internal ERRS meetings in a virtual capacity if such virtual attendance is approved in advance by the Executive Director.
- Achieve the same level of production and responsiveness as is expected of ERRS employees when they are working on site in the retirement system office.
- The employee who is working remotely will be expected to respond to communications from the Executive Director or their co-workers promptly and without delay.
- The employee who is working remotely must be available online and by phone during regularly scheduled work hours, minus breaks, or other approved time off.
- Any employee who is approved for remote work shall be expected to respond to any member of the retirement system promptly. Promptly is herein defined as a return of any inquiry from a member within twenty-four (24) business hours of receipt. Any complaint from any member that they did not receive a prompt response as herein defined, may result in the immediate revocation of all remote working privileges.
- While working remotely, employees are expected to communicate to the Executive Director or his designee regarding the status of their work assignments and whether they are taking a break or will be unavailable for any period of time. Any such notice shall state the reason the remote working employee is unavailable.
- When working remotely, employees are subject to all of the policies and procedures of the retirement system.

Staffing the Retirement Office

- All employees are required to regularly check the office calendar to ensure that any request for remote work or for paid time off does not leave an insufficient number of employees on-site in the retirement system office.
- Employees who are approved to work remotely should be aware that their presence may be required on-site if it is necessary to ensure that an adequate number of employees are in the office during regular work hours.

Longevity Payments

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted 5-0; To approve the following longevity payments, to be paid in the first payroll of 2023:

To Charles E. Kostro, whose employment start date with ERRS is March 7, 2011, the sum of \$1,000.00, for 11.7500 years of service as of January 1, 2023, per the employment agreement.

Scott L. Provensal, whose employment start date with ERRS is November 4, 2013, the sum of \$1,000.00, for 9.0833 years of service as of January 1, 2023, per the Employee Handbook policy.

2022 Administrative Budget Transfers

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0: To transfer in the 2022 administrative budget the sum of \$32,566 as described below:

To Other Legal Expense from Fiduciary Insurance the sum of \$171;
To Medical Records Expense from Fiduciary Insurance the sum of \$175;
To Web Hosting Services from Fiduciary Insurance the sum of \$183;
To Building Insurance from Fiduciary Insurance the sum of \$31;
To Actuarial Consulting Fees from Fiduciary Insurance the sum of \$2,250;
To Public Pension Alliance from Employee Salaries the sum of \$23,775;
To Workers Compensation from Fiduciary Insurance the sum of \$61;
To Election Expense from the Reserve Fund the sum of \$5,920.

Final 2023 Administrative Budget

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 5-0; To approve the 2023 administrative budget as presented in the amount of 1,094,859.

2023 Cash Flow Plan

Upon a motion by Vincent R. Malgeri, seconded by Kevin A Merz, the Board voted 5-0; To Approve the 2023 cash flow plan as presented.

Thomas Colpitts – 91A Over-Earnings

Upon a motion by Vincent R. Malgeri, seconded by Kathrine E Carleton, the Board voted 5-0; To adjust the 2021 earnings for Thomas Colpitts from the originally reported amount of \$92,297.59 to \$94,608.70, and to notify PERAC of this change and that ERRS is unable to verify this amount beyond the information provided by the member.

91A Non-Filers

Upon a motion by Vincent R. Malgeri, seconded by Kevin A Merz, the Board voted 5-0; To extend until January 1, 2023, the deadline for terminating the retirement benefit for those retirees previously identified as having failed to file their Statement of Annual Earned Income and whose retirement benefit the Board had previously voted to terminate on November 1, 2022.

State Street Securities

Upon a motion by Kevin A. Merz, seconded by Vincent R. Malgeri, the Board voted 5-0: To authorize the “write-off” of the securities still in the possession of State Street Bank, whose market value as of December 31, 2021 was \$1,188.89, per the recommendation of Powers & Sullivan.

Biennial Census

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted 5-0; To set February 1, 2023, as the deadline for terminating the retirement benefit for those retirees identified as having failed to file their affidavit as part of the 2022 census, pending a final vote to terminate said benefit at the January 2023 regular meeting.

Executive Session

Upon a motion by Vincent R. Malgeri, seconded by Kevin A Merz, the Board voted 5-0; To move to executive session to act on the disability retirement applications of Daniel Cena, Robert Hardacre, and Robert Marino, and to remain in executive session to discuss strategy with respect to litigation on in the matter of Richard Shailor v. the Bristol County Retirement Board and the Essex Regional Retirement Board, as an open meeting may have a detrimental effect on the litigating position of the retirement board.

The Board entered executive session at 9:26 a.m.

While in Executive Session, the Board took the following votes:

Daniel A. Cena – Disability Application

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted by roll call as follows; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms. Yaskell, Yes; That upon confirmation that all relevant medical records have been received, to request PERAC to appoint an in-person regional medical panel for the purpose of examining the accidental disability retirement application of Daniel Cena, that ERRS Counsel be authorized to submit to the medical panel any questions that he may deem necessary and relevant, and that this vote be recorded in the open session minutes of the meeting.

Robert Hardacre – Disability Application

Upon a motion by Vincent R. Malgeri, seconded by Andrew J. Sheehan, the Board voted by roll call as follows; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; Mr. Sheehan, Yes; and Ms.

Yaskell, Yes; That upon confirmation that all relevant medical records have been received, to request PERAC to appoint an in-person regional medical panel for the purpose of examining the accidental disability retirement application of Robert Hardacre, that ERRS Counsel be authorized to submit to the medical panel any questions that he may deem necessary and relevant, and that this vote be recorded in the open session minutes of the meeting.

Andrew J. Sheehan left the meeting at approximately 10:33 a.m.

The Board took a recess from 10:33 a.m.- 10:38 a.m.

Robert Marino – Disability Application

Upon a motion by Vincent R. Malgeri, seconded by Kevin A. Merz, the Board voted by roll call as follows; Ms. Carleton, Yes; Mr. Malgeri, Yes; Mr. Merz, Yes; and Ms. Yaskell, Yes; That upon confirmation that all relevant medical records have been received, to request PERAC to appoint an in-person regional medical panel for the purpose of examining the accidental disability retirement application of Robert Marino, that ERRS Counsel be authorized to submit to the medical panel any questions that he may deem necessary and relevant, and that this vote be recorded in the open session minutes of the meeting.

The Board exited executive session at 11:11 a.m.

Motion to Adjourn

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

The meeting adjourned at 11:11 a.m.

Katherine E. Carleton

Vincent R. Malgeri

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
PERAC Memo #29/2022 and Cost Calculation Documents
New Enrollments
Retirement Benefit Calculations
Denial of Liability Documents
Refund, Retiree Payroll, Employee Payroll and Cash Disbursement Warrants
Employment Agreement and Employee Handbook Documents
2022 Administrative Budget Transfer Documents
November 2022 – Monthly Expenditure Report
Final 2023 Budget Narrative and Spreadsheet
2023 Cash Flow Plan
91A Over-Earning and CBA Documents
91A Non-Filer Tracking Report
Census Tracking Report
State Street Securities Correspondence

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
Disability Application Status Spreadsheet
ERRS Staff - Cross Training Spreadsheet
ERRS Vendor Contract List
Executive Director's Schedule
Financial Reports – Monthly Bank Reconciliation - October 2022
Financial Reports – Monthly Cash Flow - December 2022
Financial Reports – October 2022 – Adjustments
Financial Reports – October 2022 – Disbursements
Financial Reports – October 2022 – General Ledger
Financial Reports – October 2022 – Receipts
Financial Reports – October 2022 – Trial Balance
Financial Reports - PRIT Performance ERRS Update - October 2022
Financial Reports - PRIT Performance Update - October 2022
FY2024 Appropriation Letter
Malloy, Jane - \$5,000 Death Benefit Letters
PERAC Election Notice Results Letter
PERAC Final ADR Approval - Stephen Lee
PERAC Pension News
PRIM Board Meeting Packet