

# AMESBURY RETIREMENT BOARD MEETING

Thursday, April 27, 2023 @ 2:00 PM  
City Hall Auditorium, 62 Friend Street  
Amesbury, Massachusetts

**RECEIVED**

By City Clerk at 12:54 pm, Apr 24, 2023

**Board Members:** Donna Cornoni; Craig Bailey; Shaunna Ring; Marisa Batista; David Van Dam  
**Retirement Administrator:** Kevin A. Caira

## Meeting Agenda:

At 1:30 PM on April 27, 2023 at the Amesbury City Hall Auditorium 62 Friend Street, Amesbury, MA the Amesbury Retirement Board will conduct an Open Meeting for the exclusive purpose of a Cost-of-Living Adjustment effective July 01, 2023. At the conclusion the Board will begin their regular scheduled monthly meeting at 2:00 PM.

### New Member Enrollments

**City of Amesbury/Assessor's Office:** Laurie A. Poshpeck, Data Collector.

**City of Amesbury/Fire Department:** Bryan P. Kane, Firefighter.

**City of Amesbury/Fire Department:** Tyler J. Rogers, Firefighter.

**City of Amesbury/Library:** Elizabeth C. Cormier, Youth Services Assistant (Town of Dracut).

**City of Amesbury/Library:** Susan E. Peerson, Circulation Library Assistant.

### Buybacks/Redeposits

Buyback payment was received in full, from Sean M. Leary, Police Officer with the Amesbury Police Department for prior City of Amesbury non-benefitted service from 06/25/1984 to 09/11/1994. The total amount of rollover \$5,843.67. Total amount of creditable service 1 year and 6 months.

The Board received a request from the Massachusetts Teachers' Retirement System (MTRS) to accept service liability for Deborah S. Hewey, a former non-benefitted Tutor with the Amesbury School Department.

### Transfer

The Board received a Transfer In from the Massachusetts Teachers' Retirement System (MTRS) for Nancy L. Marrs. Ms. Marrs was the former Outreach Coordinator with the Amesbury Council on Aging. The total amount of creditable service is 23 years and 6 months (23.5000). The total amount in the account transferred is \$100,997.62.

The Board received a Transfer In from the Essex Regional Retirement System for Cassandra L. Johnson. Ms. Johnson is a Firefighter with the Amesbury Fire Department. Total amount of creditable service is 4 years and 7 months (4.5833). The total amount in the account transferred is \$26,806.94.

### Refunds

None.

### Retirements

The Board received Applications for Voluntary Superannuation Retirement from the following:

Michelle Bibeau, Executive Director with the Amesbury Housing Authority. Ms. Bibeau is requesting Retirement from Group 1 as of April 28, 2023.

Susan J. Lang, Data Manager with the Amesbury School Department. Ms. Lang is requesting Retirement from Group 1 as of June 30, 2023.

Lisa M. Rochon, Secretary at the Middle School with the Amesbury School Department. Ms. Rochon is requesting Retirement from Group 1 as of July 18, 2023.

The Board received Applications for Disability Retirement from Glenn A. Fournier, former Assistant Fire Chief with the Amesbury Fire Department. Mr. Fournier retired with a Superannuation Retirement on 06/30/2015.

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The Board received Approval letters from PERAC through PROSPER for Ann A. Spaulding (DOR 01/28/2023), and David P. Noyes (DOR 12/23/2022).

The Board received notification on the active member death of Geoffrey R. Cyr, Facilities Superintendent. Geoffrey passed on April 11, 2023.

Items to be reviewed and approved:

- April 2023 Payroll Warrant.
- April 2023 Cash Disbursements Warrant.
- April 2023 Vendor Payment Warrant.
- March 2023 PRIT Report.
- March 2023 MM Bank Reconciliation.
- March 2023 Checking Account Reconciliation.
- March 30, 2023 Minutes.

PERAC Memorandum to review:

- PERAC #10.....March 28, 2023...Mandatory Retirement Board Member Training – 2<sup>nd</sup> Quarter 2023.
- PERAC #11.....March 31, 2023...Extension of Open Meeting Law Waivers.
- PERAC #12.....April 07, 2023.....Forfeiture of Retirement Allowance for Dereliction of Duty by Members.

Correspondence:

Email received March 28, 2023 from Betsy Doucette, Assistant City Accountant regarding the IRS mileage reimbursement rate in 2023. It is now \$0.655 per mile.

Email received March 29, 2023 from Francesco Daniele, Director of Client Services for the Pension Reserves Investment Management Board (PRIM) regarding a new secure Client Portal to deliver monthly statements.

Email received March 30, 2023 from IRS.GOV that the electronic file(s) were received and the results of the 1099 transmission(s)/file status as Good.

Email received March 30, 2023 from Board Attorney Michael Sacco regarding Open Meeting Law – Remote Meeting Extension through March 31, 2025.

Letter received from TD Bank regarding: Notification of the following Incoming Wire Transfer credited to Amesbury Municipal Contributory Fund in the amount of \$500,000.00 on 04/03/2023.

Email received April 04, 2023 from the Pension Reserves Investment Management Board (PRIM) regarding: Confirmation of Account Activity, Transaction Date 04/03/2023, Redemption Amount \$500,000.00.

Email received April 5, 2023 and April 10, 2023 from the Massachusetts Association of Contributory Retirement Systems (MACRS) announcing the Kevin J. Regan 2023 Annual MACRS Conference at the Resort & Conference Center in Hyannis from June 4-7, 2023.

Email received April 10, 2023 from the Public Employee Retirement Administration Commission (PERAC) regarding deadline of May 1, 2023 for Board members submission of their Statement of Financial Interest.

Email received April 10, 2023 from Amesbury Mayor Cassandra Gove thanking Angela Cleveland, Director of the Community and Economic Development Department for her service to the Amesbury community. Angela is relocating to the White Mountains of New Hampshire.

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Email received April 12, 2023 from Chris Wallace of Bay State Pension Solutions regarding pension administration and security service to retirement systems in Massachusetts.

Email received April 12, 2023 from Amesbury Mayor Cassandra Gove thanking Peter Manor, Interim Director of the Department of Public Works for his 15 years of service to the Amesbury community. Peter was also the city engineer and watershed manager.

Email received April 18, 2023 from Amesbury Mayor Cassandra Gove regarding the services and gathering for Geoffrey R. Cyr, co-worker and friend. A funeral mass will be celebrated on Thursday, April 20, 2023 at 10:30 AM at the Holy Family Church. All City staff are welcome to attend.

Email received April 18, 2023 from Steve Hare, Director of IT informing City staff of the departure of Paul Cloutier, IT Support Specialist. We wish Paul well as he accepted a new position with a company in Boston.

The Board received an email dated April 18, 2023 from the Communications Director with the City of Amesbury announcing Facebook Live with Mayor Cassandra Gove on Thursday, April 27, 2023 at 4:00 PM.

The Board received six (6) emails dated March 31, 2023, April 05, 07, 12, 14, 21 from the Mass Retirees regarding a variety of topics including *Group Insurance Commission (GIC), COLA Updates, Elections and Appointments*.

Old Business

None.

New Business

Review of Annual Statement of the financial condition of the Amesbury Retirement Board to the Public Employee Retirement Administration Commission for the year ended December 31, 2022.

Request for transfer of funds in the amount of \$500,000 from the Pension Reserve Investment Trust Fund (PRIT) to cover payroll and vendor payments for May 2023.

The board received information regarding the Massachusetts Association of Contributory Retirement Systems (MACRS) Annual Spring Conference beginning Sunday, June 04, 2023 – Wednesday, June 07, 2023 at the Resort & Conference Center in Hyannis, MA.

The board to consider: Statement Access Authorization Form and PRIT Fund Letter of Incumbency.

Next Board Meeting

Thursday, May 25, 2023.

Discussion of topics not reasonably anticipated by the chair 48 hours before the meeting.