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By City Clerk at 10:47 am, May 31, 2023

AMESBURY RETIREMENT BOARD MEETING

Thursday, January 12, 2023 @ 12:30 PM
Amesbury Police Station – Conference Room
19 School Street, Amesbury Massachusetts

The meeting was called to order at 12:30 PM.

In Attendance – Board Members: Donna Cornoni; Craig Bailey; Marisa Batista; David Van Dam

Retirement Administrator: Kevin A. Caira

Absent – Board Member: Bonnijo Kitchin

New Business

Interviews for the position of Retirement Administrator for the Amesbury Retirement System.

Discussion regarding the position of Retirement Administrator for the Amesbury Retirement System and next steps.

The interviews are to begin at 1:30 PM with Timothy Larkin, Senior Actuarial Analyst with the Public Employee Retirement Administration Commission (PERAC) and conclude at 2:00 PM with Scott Provensal, Deputy Executive Director/Director of Finance with the Essex Regional Retirement System. Prior to the interview meeting the Board Members and Administrator came up with a total of 14 potential questions for the candidates. The Board Members reviewed each question and targeted the top eight (8) questions they felt were most important to ask. Each member would take 2 questions and be cognizant not to overload the applicant with combined questions and many follow-up questions. The questions included but not limited to knowledge on M.G.L. Chapter 32, regulations, challenges in the position (and future), handling conflicts, most important part of the job/skill, counseling and educating the membership on retirement, and the role of an administrator.

The first interview at 1:30 PM was with Timothy Larkin, Senior Actuarial Analyst with the Public Employee Retirement Administration Commission (PERAC). Board Member Craig Bailey highlighted for the candidate how the interview process would work. Each Board Member would have two questions and if time permits follow-up questions. At the end of the interview the candidate is invited to ask questions of the Board. The Retirement Administrator would not ask questions but act as moderator and be available to answer questions as well as taking minutes.

Each Board Member introduced themselves. Mr. Larkin introduced himself and thanked the Board for the opportunity to interview for the Administrator's position. He spoke about his personal background, gave an overview of his work history and his current responsibilities at PERAC. Mr. Larkin expressed his interest in the position and why he applied. Board Members proceeded to ask questions. At the conclusion of the interview Mr. Larkin asked if the Board had a work remote policy. Chair Cornoni explained this position is not structured to be remote. Board Member Craig Bailey provided the salary being offered. Board Member Marisa Batista explained the health, vacation, and sick policy and benefits for the position. The Board Members thanked Mr. Larkin and informed him that a decision would be made at the next regularly scheduled monthly retirement meeting.

The second interview at 2:00 PM was with Scott Provensal, Deputy Executive Director/Director of Finance with the Essex Regional Retirement System. Board Member Craig Bailey highlighted for the candidate how the interview process would work. Each Board Member would have two questions and if time permits follow-up questions. At the end of the interview the candidate is invited to ask questions of the Board. The Retirement Administrator would not ask questions but act as moderator and be available to answer questions as well as taking minutes.

Each Board Member introduced themselves. Mr. Provensal introduced himself and thanked the Board for the opportunity to interview for the Administrator's position. He spoke about his personal background, gave an overview of his work history and his current responsibilities at the Essex Regional Retirement System. Mr. Provensal expressed his interest in the position and why he applied. Board Members proceeded to ask questions. Board Member Craig Bailey provided the salary being offered. Board Member Marisa Batista explained the health, vacation, and sick policy and benefits for the position. The Board Members thanked Mr. Provensal and informed him that a decision would be made at the next regularly scheduled monthly retirement meeting.

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After the interviews the members discussed each individuals' pluses and minuses. Both presented well and had knowledge of the law and regulations. Board members discussed the salary range required to hire a new administrator. If a new administrator is to be hired, then there would need to be a transition period. The option of retaining current administrator Kevin Caira with a salary increase was also considered. Board members felt that another meeting before the regularly scheduled monthly meeting would be necessary to resolve issues and discuss further on hiring a new administrator or offering the current administrator an increase in salary to retain his services.

Motion was made by Craig Bailey and seconded by Marisa Batista for a Board Meeting on Wednesday, January 25, 2023 at 10:00 AM at the Amesbury City Hall Auditorium. Unanimous vote to approve.

Next Board Meeting

Thursday, January 26, 2023.

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

Having completed all business, Motion made by Craig Bailey and seconded by David Van Dam and voted unanimously to adjourn the meeting at 2:45 PM.