

## AMESBURY RETIREMENT BOARD MEETING

Thursday, January 26, 2023 @ 1:30 PM

Amesbury City Hall Auditorium

62 Friend Street, Amesbury Massachusetts

**RECEIVED**

By City Clerk at 10:14 am, Mar 13, 2023

**The meeting was called to order at 1:40 PM.**

**In Attendance – Board Members:** Donna Cornoni; Craig Bailey (arrived to meeting at 2:10 PM); Bonnijo Kitchin; Marisa Batista; David Van Dam; **Retirement Administrator:** Kevin A. Caira

### New Member Enrollments

Motion made by Bonnijo Kitchin and seconded by Marisa Batista to accept the New Member Enrollment Forms for:  
**City of Amesbury/Recreation Department:** Kelly C. McKora, PACT Coordinator, Drug Free Communities Grant.

**City of Amesbury/Assessor's Office:** Bruce G. Collins, Assistant Assessor.

**City of Amesbury/Department of Public Works:** Raymond A. Dostie, Laborer.

**City of Amesbury/School Department:** Jonathan A. Blinderman, Paraprofessional (Service with ERRS).

**City of Amesbury/Amesbury Housing Authority:** Adam J. Garvey, Executive Director Amesbury Housing Authority.

Unanimous vote to approve.

### Buybacks/Redeposits

None.

### Transfers

The Board received a request from the Massachusetts Teachers' Retirement System to transfer the account of Kristen L. Lynch (Weddle), School Nurse with the Amesbury School Department from 08/26/2010 to 08/20/2012. Ms. Lynch was not a member of the Amesbury Retirement System. Contributions were to OBRA. Motion made by Bonnijo Kitchin and seconded by Donna Cornoni to deny request for service liability. Unanimous vote to deny service liability.

The Board received a request from the Essex Regional Retirement System to transfer the account of John J. Lopez, former Conservation Agent with the Department of Community and Economic Development. The total amount of creditable service to be transferred is 14 years and 1 month (14.0833). The total amount in the account to be transferred is \$49,592.11. Motion made by Marisa Batista and seconded by Bonnijo Kitchin to accept transfer request. Unanimous vote to approve.

The Board received a request from the Essex Regional Retirement System to transfer the account of Alyssa S. Premo, former Executive Secretary for the Mayor's office. The total amount of creditable service to be transferred is 5 years (5.0000). The total amount in the account to be transferred is \$24,827.46. Motion made by Marisa Batista and seconded by Bonnijo Kitchin to accept transfer request. Unanimous vote to approve.

The Board received a transfer in from the Essex Regional Retirement System for Julie A. Hartshorn. The total amount of creditable service is 4 years and 7 months (4.5833). The total amount of the transfer is \$11,933.91. Motion made by Marisa Batista and seconded by David Van Dam to accept the transfer. Unanimous vote to approve.

### Refunds

The Board received an Application for Withdrawal of Accumulated Total Deductions from Zachary T. Daniels, former Paraprofessional with the Amesbury Public School Department. He has 4 months (0.3333) of creditable service and is requesting a refund of his funds. Amount of refund \$758.34, Federal tax withheld \$151.67, Total amount of refund to member \$606.67. Member did not want a rollover. Motion made by David Van Dam and seconded by Donna Cornoni to approve the refund request. Unanimous vote to approve.

### Retirements

Retirement benefits have been calculated for first pension allowance payment to Michael C. Fetters (DOR 11/29/2022).

The Board received notification on the deaths of Retiree Doris M. Menzigian, date of death was December 14, 2022; Marguerite J. Rogers, date of death was December 22, 2022 and Lillian L. McKinney, date of death December 27, 2022.

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The following Items were reviewed and approved:

- January 2023 Payroll Warrant.
- January 2023 Cash Disbursements Warrant.
- January 2023 Vendor Payment Warrant.
- November 2022 PRIT Report.
- December 2022 PRIT Report.
- December 2022 MM Bank Reconciliation.
- December 2022 Checking Account Reconciliation.
- December 22, 2022 Minutes.

PERAC Memorandums that were reviewed:

- PERAC #33.....December 19, 2022..... Mandatory Retirement Board Member Training-1<sup>st</sup> Quarter 2023.
- PERAC #34.....December 22, 2022.....2022 Disability Data.
- PERAC #1.....January 03, 2023.....Reintroduction of Earning and Hour Limitations for All Retirees.
- PERAC #2.....January 10, 2023.....2023 Limits under Chapter 46 of the Acts of 2002.
- PERAC #3.....January 10, 2023.....2023 Limits under Section 23 Chapter 131 of the Acts of 2010.
- PERAC #4.....January 10, 2023.....COLA Notice.
- PERAC #5.....January 19, 2023.....PROSPER Cash Books and Annual Statement Submission.
- PERAC #6.....January 23, 2023.....Buyback and Make-up Repayment Worksheets.

Correspondence

The Board received a copy of the Annual Comprehensive Financial Report (ACFR), Fiscal Years Ended June 30, 2022 and 2021. This is an Annual Report of the Pension Reserves Investment Trust Fund (PRIT).

The Board received from the Massachusetts Pension Reserve Investment Management (PRIM) their Board Quarterly Update for the Third Quarter of 2022.

The Board received an email on December 23, 2022 from the Law Offices of Michael Sacco providing a copy of the Notice of Appearance as counsel for the Amesbury Retirement Board sent to Chief Magistrate Edward B. McGrath of the Division of Administrative Law Appeals (DALA) as it relates to *Heather Ryan v. Amesbury Retirement Board*.

The Board received an email on December 27, 2022 from Tara Hagggett withdrawing her application for the position of Retirement Administrator for the Amesbury Retirement System. Email was acknowledged on behalf of Board members.

The Board received an email on December 29, 2022 from Amesbury Mayor Cassandra Gove thanking Robert Desmarais, Director of the Public Work Department for his 24 years of service to the Amesbury community.

Letter and invoice received dated December 31, 2022 from the Massachusetts Association of Contributory Retirement Systems (MACRS) regarding the renewal of the Annual Board Members and Staff dues for 2023.

January 03, 2023, received a Freedom of Information Act Request (FOIA) from Joseph Monahan, Market Researcher with Local 103 IBEW seeking information on Electrical Permits. This request was forwarded to the City of Amesbury Records Access Officer and a notification was sent to Mr. Monahan. January 05, 2023 received acknowledgement from Joseph Monahan, Market Researcher with Local 103 IBEW.

The Board received an email on January 03, 2023 from Board Actuary Daniel Sherman addressing questions regarding the one-time COLA Increase to 5%.

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The Board received an email on January 04, 2023 from Amesbury Mayor Cassandra Gove inviting all to a Community Inclusion Presentation on Thursday, January 12, 2023 from 6 PM to 8 PM at the Costello Transportation Center.

January 09, 2023 received an email from the Public Employee Retirement Administration Commission (PERAC) regarding a recent *Check Scam* perpetrated against one of the local retirement systems.

The Board received an email on January 10, 2023 from Daniel Fothergill withdrawing his application for the position of Retirement Administrator for the Amesbury Retirement System. Email was acknowledged on behalf of Board members.

January 11, 2023 received an email from Patricia Igo, Operations Manager with the Retired State, County and Municipal Employees Association of Massachusetts requesting a list of retirees and surviving spouses, retired since 12/31/2016.

The Board received three emails dated January 12, 17, and 18, 2023 from the Public Employee Retirement Administration Commission (PERAC) regarding a webinar on Thursday, January 19, 2023 at 10:00 AM. The presenter will be Neil Cohen, Director of the Regulatory and Compliance Division at the Office of the Inspector General. He will be discussing Contract Administration. Board members attending the webinar will receive three (3) educational credits.

January 13, 2023 Board received an email introducing Adam Garvey, as the new Executive Director of the Amesbury Housing Authority. Retirement Administrator Kevin Cairra will plan to meet with Mr. Garvey in the near future.

The Board received emails on January 13, 2023 from both Timothy Larkin and Scott Provensal thanking the members for taking the time to meet and interview them for the position of Retirement Administrator. Acknowledgements were sent to each applicant on behalf of the Board members.

January 18, 2018 email and attachments received from Brian Bowler, Vice President with Pension Technology Group regarding updated certifications and functionality improvements.

January 20, 2023 Board received an email from Amanda Haggstrom, Amesbury City Clerk regarding a new portal for Conflict of Interest Training & Ethics Acknowledgement. Board members must complete this training every two years.

The Board received seven emails dated December 20, 23, 26, 2022 and January 05, 06, 13, 20, 2023 from the Mass Retirees regarding a variety of topics including *No deal on WEP, Final Update, Elections & Appointments, COLA Bases, Improvements, Group Insurance Commission*.

Received January 2023 Newsletter from Retired State, County and Municipal Employees Association of Massachusetts.

#### Old Business

Discussion regarding Retirement Administrator's position: No further discussion was necessary as the current Administrator accepted a longevity and salary adjustment on January 25, 2023.

Discussion regarding PERAC Memo #29 pertaining to a 5% Local COLA option. Board members reviewed the actuarial study provided by Board Actuary, Daniel Sherman. If accepted by both the Amesbury Retirement Board and City Council this would be a one time increase from 3% to 5% beginning July 1, 2022. The law stipulates that the mayor must present the increase to the City Council. CFO, Marisa Batista will forward the study to the mayor. Motion made by David Van Dam and seconded by Craig Bailey to support the one-time 2% COLA increase (3% to 5%) and send a letter to the mayor requesting her consideration and a favorable recommendation to the City Council to adopt a COLA increase pursuant to Chapter 269 of the Acts of 2022.

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New Business

Update on 1099-R mailings: All 1099-R's have been mailed to those that Refunded, Retirees and Survivors.

Update 3(8)(c) Billings: All bills have been mailed to the applicable Retirement Boards.

Update on 2022 Disability Data to PERAC. Information was completed and sent to PERAC on 01/23/2023.

Next Board Meeting

Thursday, February 23, 2023.

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

Having completed all business, Motion made by David Van Dam and seconded by Donna Cornoni and voted unanimously to adjourn the meeting at 2:40 PM.