

**AMESBURY RETIREMENT BOARD MEETING**  
**Thursday, April 27, 2023 @ 2:00 PM**  
**City Hall Auditorium, 62 Friend Street**  
**Amesbury, Massachusetts**

**RECEIVED**  
By City Clerk at 1:14 pm, Jun 26, 2023

**The meeting was called to order at 1:30 PM**

**In Attendance – Board Members:** Donna Cornoni; Craig Bailey; Marisa Batista

**Retirement Administrator:** Kevin A. Caira

**Absent – Board Members:** Shaunna Ring; David Van Dam

Motion made by Donna Cornoni and seconded by Craig Bailey to conduct an Open Meeting for the exclusive purpose of discussing a Cost-of-Living Adjustment (COLA) effective July 01, 2023. At the conclusion of the meeting, the Board will enter their regularly scheduled monthly meeting at 2:00 PM. Unanimous vote to begin with an Open Meeting for the exclusive purpose of a Cost-of Living-Adjustment (COLA).

The Board addressed the issue of a Cost-of-Living Adjustment (COLA) increase for retirees and survivors effective July 01, 2023. Historically the increase has been 3% on the first \$12,000.00. The Board is also waiting to hear from Mayor Gove and the Amesbury City Council regarding the potential approval of a one-time additional 2% COLA increase for FY 2023. After further discussion, a motion was made by Donna Cornoni and seconded by Craig Bailey to approve a 3% COLA increase on the first \$12,000.00 pursuant to Chapter 32, Section 103(i). Unanimous vote to approve. The regular monthly meeting began at 2:00 PM.

New Member Enrollments

Motion made by Craig Bailey and seconded by Marisa Batista to accept the New Member Enrollment Forms for:

**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. Motion made by Donna Cornoni and seconded by Marisa Batista to accept/approve buyback payment in full. Unanimous vote to approve.

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. Ms. Hewey was not eligible for membership in the Amesbury Retirement System. Motion made by Donna Cornoni and seconded by Craig Bailey to not accept liability. Unanimous vote to deny request and not accept liability.

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. Motion made by Craig Bailey and seconded by Donna Cornoni to accept the transfer from the MTRS. Unanimous vote to approve.

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. The total amount of creditable service is 4 years and 7 months (4.5833). The total amount in the account transferred is \$26,806.94. Motion made by Craig Bailey and seconded by Marisa Batista to accept the transfer from the MTRS. Unanimous vote to approve.

Refunds

None.

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### Retirements

The Board received an Applications for Voluntary Superannuation Retirement from Michelle Bibeau, Executive Director with the Amesbury Housing Authority. Ms. Bibeau is requesting retirement from Group 1 as of April 28, 2023. Motion made by Donna Cornoni and seconded by Marisa Batista to accept the application subject to calculation approval from the Public Employee Retirement Administration Commission (PERAC). Unanimous vote to approve.

The Board received an Applications for Voluntary Superannuation Retirement from Susan J. Lang, Data Manager with the Amesbury School Department. Ms. Lang is requesting retirement from Group 1 as of June 30, 2023. Motion made by Donna Cornoni and seconded by Marisa Batista to accept the application subject to calculation approval from the Public Employee Retirement Administration Commission (PERAC). Unanimous vote to approve.

The Board received an Applications for Voluntary Superannuation Retirement from 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. Motion made by Donna Cornoni and seconded by Marisa Batista to accept the application subject to calculation approval from the Public Employee Retirement Administration Commission (PERAC). Unanimous vote to approve.

The Board received an Application for Disability Retirement (ADR) from Glenn A. Fournier, former Assistant Fire Chief with the Amesbury Fire Department. Mr. Fournier retired with a Superannuation Retirement on 06/30/2015. Motion made by Craig Bailey and seconded by Marisa Batista to accept the ADR and refer to Board Attorney Michael Sacco. Unanimous vote to accept application and refer to Attorney Sacco.

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. Discussion: the surviving spouse maybe eligible for an accidental death benefit based on investigative information. While that process continues the spouse is eligible for a 12(2)(d) active member death benefit. Motion made by Craig Bailey and seconded by Marisa Batista to begin the process of a 12(2)(d) retirement benefit for the surviving spouse. Unanimous vote to approve.

### The following Items were 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 Memorandums that were reviewed:

- 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.

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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.

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.

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### New Business

Retirement Administrator Kevin Caira presented to the Board the *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* for review and signatures. Motion made by Donna Cornoni and seconded by Marisa Batista to accept report as presented. Unanimous vote to approve.

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. It was determined by Retirement Administrator Kevin Caira that funds were not needed for May. Motion made by Craig Bailey and seconded by Marisa Batista to table request. Unanimous vote to table.

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. Motion made by Marisa Batista and seconded by Donna Cornoni to cover the expenses of any Board Member and Staff wishing to attend the MACRS 2023 Spring Conference. Unanimous vote to approve.

The Board to consider: Statement Access Authorization Form and PRIT Fund Letter of Incumbency. The Pension Reserves Investment Management Board (PRIM) has requested the Amesbury Retirement board to review forms and to complete and update as necessary any forms for access to retrieve monthly statements electronically and the letter of incumbency. Forms were updated, giving authority to the Board Chair, Chief Financial Officer and Retirement Administrator.

### Next Board Meeting

Thursday, May 25, 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 Marisa Batista and voted unanimously to adjourn the meeting at 2:45 PM.

Respectfully Submitted By:  
Kevin A. Caira  
Retirement Administrator