



AMESBURY RETIREMENT BOARD MEETING
Thursday, May 26, 2022 @ 1:30 PM
City Hall Auditorium, 62 Friend Street
Amesbury Massachusetts

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

In Attendance – Board Members: Donna Cornoni; Bonnijo Kitchin; Marisa Batista: David Van Dam

Retirement Administrator: Kevin A. Caira

Absent – Board Member: Craig Bailey

Also in attendance: Heather L. Ryan, Christopher A. Ryan, and Attorney Jaqueline A. Hartley representing Ms. Ryan.

Chairman Cornoni requested a motion to go into executive session pursuant to M.G.L. c. 30A, section 21 (a)(1) to discuss the physical and/or mental health of Heather L. Ryan, who is seeking an Accidental Disability Retirement. At the conclusion of the executive session the Board will reconvene in open session. Motion made by Bonnijo Kitchin and seconded by David Van Dam to go into executive session. A roll call vote was taken of each Board Member to confirm: 4 yes – 1 absent – vote to approve.

Executive Session began at 1:35 PM – for the purpose of discussing medical clarification regarding the Disability Application of Heather L. Ryan, Paraprofessional with the Amesbury Public School Department. Motion made by Bonnijo Kitchin and seconded by David Van Dam reconvene to Open Session at 1:45 PM. A roll call vote was taken of each Board Member to confirm: 4 yes – 1 absent – vote to approve.

New Member Enrollments

Motion made by Bonnijo Kitchin and seconded by Donna Cornoni to accept the new Member Enrollment Form for: **City of Amesbury/City Clerk’s Office:** Jennifer E. Smith, Assistant City Clerk (Service with Lawrence/Salisbury). Unanimous vote to approve.

Buybacks/Redeposits

None.

Transfers

The Board received a request from the Massachusetts Teachers’ Retirement System to transfer the account of Samantha M. Standing, former SPED Paraprofessional with the Amesbury School Department. The total amount of creditable service to be transferred is 2 years and 8 months (2.6667). The total amount in account to be transferred is \$6,811.60. Motion made by Bonnijo Kitchin and seconded by Marisa Batista to accept transfer request. Unanimous vote to approve.

The Board received a transfer in from the Haverhill Retirement System for Aubrie T. Campbell. The total amount of creditable service is 1 year and 4 months (1.3333). The total amount of the transfer is \$5,218.00. Motion made by David Van Dam and seconded by Donna Cornoni to accept transfer. Unanimous vote to approve.

The Board received a letter from the Worcester Retirement System in response to the Transfer/Buyback Breakdown request for Jessica M. Fountain. The Worcester Retirement System does not have a record of retirement contributions.

Refunds

The Board received an Application for Withdrawal of Accumulated Total Deductions from Taylor P. Spinney, former Paraprofessional with the Amesbury Public School Department. She has 3 months of creditable service (.2500). The amount of the refund would be \$1,435.68 less Federal Withholdings Tax of \$287.14. Total refund \$1,148.54. Motion made by Bonnijo Kitchin and seconded by Marisa Batista to approve the refund request. Unanimous vote to approve.

Retirements

The Board received an Application for Voluntary Superannuation Retirement from Priscilla A. Terry, Paraprofessional with the Amesbury School Department. Priscilla is requesting retirement from Group 1 as of September 11, 2022. Motion made by David Van Dam and seconded by Donna Cornoni to accept the application subject to calculation approval from the Public Employee Retirement Administration Commission (PERAC). Unanimous vote to approve.

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The Board received Approval letters from PERAC through PROSPER for Sharon Ann Dunning (DOR 03/01/2022) and Karen M. Cooke (DOR 03/15/2022).

Retirement benefits have been calculated for first payment in May to William A. Scholtz (DOR 04/01/2022).

The Board received notification on the death of Retiree Lucille R. Lariviere. Date of death was April 21, 2022. The Board was informed by Bonnijo Kitchin on the death of Retiree Starr Hume. Date of death was May 19, 2022.

The following Items were reviewed and approved

- May 2022 Payroll Warrant.
- May 2022 Cash Disbursements Warrant.
- May 2022 Vendor Payment Warrant.
- April 2022 PRIT Report.
- April 2022 MM Bank Reconciliation.
- April 2022 Checking Account Reconciliation.
- April 28, 2022 Minutes.

PERAC Memorandum that was reviewed:

- PERAC #12.....May 18, 2022.....Forfeiture of Retirement Allowance for Dereliction of Duty by Members.

Correspondence

Letter received from TD Bank as notification of an Incoming Wire Transfer to the Amesbury Municipal Contributory Fund on 05/02/2022 in the amount of \$500,000.00.

The Board received an email dated April 28, 2022 from Emily Green, Client Services Analyst with the Pension Reserve Investment Management (PRIM) Board, regarding Amesbury GASB 67 and 68 Information.

Email and attachment of agenda received April 29, 2022 from Francesco Daniele, Director of Client Services with Pension Reserve Investment Management Board (PRIM) announcing Investment Committee meeting (remote) on Tuesday, May 3, 2022 at 9:30 AM.

Email and attachment of agenda received May 02, 2022 from Francesco Daniele, Director of Client Services with Pension Reserve Investment Management Board (PRIM) announcing PRIM Real Estate and Timberland Committee meeting (remote) on Wednesday, May 4, 2022 at 9:30 AM.

Email and attachment of agenda received May 03, 2022 from Francesco Daniele, Director of Client Services with Pension Reserve Investment Management Board (PRIM) announcing PRIM Administration and Audit Committee meeting (remote) on Thursday, May 5, 2022 at 10:00 AM.

Email and attachment received May 03, 09, 17 2022 from Heather Worrall, Human Resource Coordinator for the City of Amesbury informing members/employees that the enrollment period is now open for health, dental, and vision insurances, as well as flex spending/dependent care.

Email and attachment received May 04, 2022 from Christopher LaFlamme, Assistant Director with the Plymouth County Retirement System providing their Spring/Summer 2022 newsletter.

Email and attachment received May 04, 2022 from the Pension Reserves Investment Management (PRIM) Board regarding confirmation of account activity: redemption from the General Allocation, completing a wire transfer on 05/02/2022 of \$500,000.00 to the Amesbury Municipal Contributory Fund.

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Email received May 05, 10, 2022 from the Public Employees Retirement Administration Commission (PERAC) notifying Board Members of a webinar, Public Sector Ethics, on Thursday, May 12 at 10:00 AM. Board members who attend will receive three (3) educational credits.

Email received May 5, 2022 from Jaqueline A. Hartley, Attorney for Heather L. Ryan, requesting copies of the Regional Medical Panel exams conducted through PERAC.

The Board received an email dated May 12, 2022 from Jean Simone, Employer & Board Reporting Unit with the State Board of Retirement, regarding COLA updates.

Email and attachment received May 12, 2022 from the Public Employees Retirement Administration Commission (PERAC) requesting input regarding Proposed Regulations related to Electronic Signatures. Remote hearings are scheduled for Monday, May 16, 2022 at 10:00 AM and Wednesday, May 25, 2022 at 2:00 PM.

Email received May 16, 2022 from Kathryn Kougias, Finance Director with the State Retirement Board (SRB) informing the Amesbury Retirement Board that the 3(8)(c) payment from the SRB is being issued electronically.

Email and attachment of agenda received May 17, 2022 from Francesco Daniele, Director of Client Services with Pension Reserve Investment Management Board (PRIM) announcing PRIM Board meeting (remote) on Thursday, May 19, 2022 at 9:30 AM.

Email and attachment received May 19, 2022 from the Pension Reserve Investment Management Board (PRIM) providing a newsletter regarding PRIM Board Quarterly Update for the First Quarter 2022.

Email received May 19, 2022 from the Public Employees Retirement Administration Commission (PERAC) notifying Board Administrators that PROSPER now offers a new functionality allowing Administrators the ability to update contact information directly through PROSPER.

Copy of Email exchange dated May 18 & 20, 2022 between Michael Sacco, Amesbury Retirement Board Attorney and Jacqueline A. Hartley, Attorney for Heather L. Ryan regarding worker's compensation settlement and ADR.

Email and attachment received May 20, 2022 from Daniel Sherman, Actuary for the Amesbury Retirement System, forwarding the preliminary results of the 2022 valuation for Board review.

The Board received seven emails dated April 28 & 29, May 06, 13, 17 & 20, 2022 from the Mass Retirees Association regarding a variety of topics including Local COLA Base, Legislative News, Tele-Town Hall Meeting, FY23 Budget.

Old Business

None.

New Business

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 June 2022. Motion made by Bonniyo Kitchin and seconded by Donna Cornoni to approve the transfer. Unanimous vote to approve. Board Administrator and Board Chairman will sign the PRIT Fund Redemption Form.

Update regarding Retiree/Survivor Affidavits for 2022. Affidavits were mailed on Monday, May 2, 2022 with a return date of Thursday, June 30, 2022. To date 116 affidavits have been received out of 264 Retirees/Survivors – 4 DRO's.

Discussion: Retirement of Administrator. Board had a brief discussion on the anticipated retirement of Kevin Caira and next steps including but not limited to forming a hiring subcommittee, a job description and posting locations.

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Next Board Meeting

Thursday, June 30, 2022.

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 Bonnijo Kitchin and voted unanimously to adjourn meeting at 2:40 PM.