

CHELSEA RETIREMENT BOARD

001033

Minutes from the Meeting held on Thursday, May 21, 2020 at 9:00 AM

In accordance with Governor Baker's order, signed on March 12, 2020, suspending certain provisions of the Open Meeting Law G.L. c. 30A, §20, this meeting was held via conference call using Webex. As indicated on the agenda, instructions on how to join the meeting were available by emailing the Executive Director @ bobrien@chelseama.gov before or during the meeting.

Participating Remotely Were: Board Chairman, Mr. Joseph M. Siewko, Mr. Edward Dunn, Ms. Carolyn Russo, and Mr. Richard Carroccino

Also Participating Remotely: Mrs. Barbara A. O'Brien, Executive Director, Mrs. Cindy Donarumo, Assistant Director, Mr. Brian P. Monahan, Esq., Board Counsel

Not Participating: Ms. Cheryl Watson Fisher due to medical appointment

Chairman Siewko called the meeting to order at 9:13 AM and all present stated their name and title including Shamus Murphy and his counsel, Attorney Grace Napolitano who were present for the matter relating to Mr. Murphy's request for an Accidental Disability Retirement.

At 9:14 AM Ms. Russo made a motion seconded by Mr. Dunn to take the agenda items out of order and take the matter relating to Mr. Murphy first. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

Shamus Murphy's request for Accidental Disability Retirement – Update

Board Counsel stated that although the forum has been changed from Zoom to Webex this month due to the Board's concerns surrounding the security of Zoom there still is no guarantee of the security and advised all in attendance to keep that in mind. With that being said, Board Counsel asked Mr. Murphy and his counsel if they wanted to continue with the matter today with this forum or table until such time that the Board can meet in person. Mr. Murphy's counsel, Attorney Napolitano stated that both she and Mr. Murphy understand the security risk and stated that if the conversation starts to turn to the point where she and her client believe Mr. Murphy's confidentiality is at risk, they will ask to table the matter.

The Executive Director stated that on May 13, 2020 Mr. Murphy's employer responded that despite their efforts, the school has not yet been able to secure the additional information that the Board requested relating to Mr. Murphy's October 8, 2013 injury. The Executive Director stated that the member, through his counsel, has provided a copy of the October 8, 2013 Incident Report

At 9:20 AM Mr. Dunn made a motion seconded by Ms. Russo to send the October 8, 2013 Incident Report that was provided to the Board by the member Shamus Murphy, through his counsel Attorney Napolitano, to the School and ask if they could authenticate the document. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

At 9:23 AM both Shamus Murphy and Attorney Napolitano left the meeting.

At 9:25 AM Mr. Dunn made a motion seconded by Mr. Carroccino to approve the Regular Session minutes from the April 23, 2020 Retirement Board meeting with the minor change. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

At 9:32 AM Mr. Dunn made a motion seconded by Mr. Carroccino to approve the Board Responses to the PERAC Audit for the period January 1, 2013-December 31, 2016 as drafted. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

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Next on the agenda was to review the draft of the Supplementary Regulation relating to Pro-rating creditable service.

The Board took a recess from 9:37 AM to 9:42 AM to provide the opportunity for a board member to read the draft Supplementary Regulation. Upon their return from recess the Board reviewed and discussed the draft.

At 9:52 AM Mr. Dunn made a motion seconded by Mr. Carroccino to approve the draft of the Supplementary Regulation relating to Membership-Part Time Proration-Creditable Service and to submit it to PERAC for promulgation. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

The Executive Director provided an update relating to William Krasco Jr.'s request for an Ordinary and Accidental Disability Retirement.

The following beneficiary of a Superannuation Option B retiree requested a refund of the annuity balance in accordance with Ch. 32, §11(2)(b):

Retiree/ Date of Death	Accumulated Deductions	Beneficiary	Proportion to be paid to beneficiary	Taxes Withheld
Susan Sullivan/ April 9,2020	\$51,958.72	Katelyn Sullivan	100%	Yes

At 9:56 AM Mr. Dunn made a motion seconded by Mr. Carroccino to enter Executive Session to discuss Attorney Client Privileged Information relating to Katelyn Sullivan's request for the balance of Susan Sullivan's annuity. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

At 10:22 AM the Board returned to Regular Session.

At 10:23 AM Ms. Russo made a motion seconded by Mr. Dunn to send a letter to Katelyn Sullivan and a letter to Kerry Sullivan, as suggested by Attorney Monahan and discussed with the Board in Executive Session. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

The following member has submitted an application for voluntary superannuation retirement benefits pursuant to M.G.L. c. 32 §5:

Name/Title	DOR	Age	Years of Service	Estimated 3 Yr. Average
Isabel Pariante/Paraprofessional	06/30/2020	61	13.6667	\$27,280.90

At 10:24 AM Mr. Carroccino made a motion seconded by Mr. Dunn to approve the above request. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

Attorney's Report:

Board Counsel stated he has no updates and that he is awaiting response from both PERAC and DALA relating to the Michael McLaughlin matter.

Executive Director's Report:

- Accounting Reports will be provided to the Board members
- Active and Inactive Member Annual Statements mailed on April 28, 2020
- 2019 Annual Statement of the Chelsea Retirement System provided to PERAC on April 29, 2020
- COVID-19 Related Updates for Retirement Systems- PERAC Webinar held on May 5, 2020 – link was emailed to the Board members by the Executive Director and is also on the PERAC website; the Executive Director, Assistant Director, Mr. Dunn and Board Counsel listened to the Webinar on May 5, 2020.

- Roselli, Clark & Associates – Remote Audit; there was discussion relating to the manner in which the requested information should be distributed by the Board to Roselli, Clark & Associates. Mr. Dunn offered to email the City’s IT Director and address any know concerns relating to the use of a drop box.

The following Retiree Payroll warrant was emailed to the Board members on May 19, 2020 for their review:

Date	Retiree Payroll Warrant
April 30, 2020	\$1,022,932.81

The following Staff Payroll and Vendor warrants were emailed to the Board members on May 19, 2020 for their review:

Date	Staff Payroll Warrant	Vendor Warrant
April 29, 2020	\$3,098.03	\$ 958.81
May 6, 2020	\$3,098.03	\$ 958.81
May 13, 2020	\$4,473.03	\$1,180.21
May 20, 2020	\$3,098.03	\$ 958.81

The following Accounts Payable warrant, totaling \$90,456.21 was emailed to the Board members on May 20, 2020 for their review:

Brian P. Monahan, Esq.	\$ 4,500.00
Ricoh USA, Inc.	\$ 135.25
W.B. Mason	\$ 142.14
Wakefield Retirement Board	\$ 2,533.74
Mass. Teachers’ Retirement System	\$ 83,145.08

At 10:43 AM Mr. Dunn made a motion seconded by Ms. Russo to approve the above Retiree Payroll, Staff Payrolls, Vendor and Accounts Payable warrants for which signatures will be provided at a later date. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

There was discussion relating to the Retirement Office staff continuing to work remotely for the foreseeable future with the exception of periodic visits to the office to accomplish certain tasks. Due to the insufficiency of space to provide proper distancing, it was stated that Retirement Staff will stagger their visits to the office, that visitors at this point should not be allowed into the Retirement Office until such time that it is safe to do so and that a sign will be posted on the door and Retirement Website stating this. There was discussion relating to the importance of staying within the CDC guidelines and that the Retirement Board would bear the cost for any renovations to the Retirement Office needed to comply.

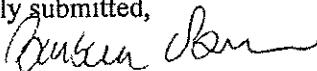
At 11:08 AM Mr. Carroccino made a motion seconded by Ms. Russo to explore options, whether through the City or outside vendors, for necessary renovations to the Retirement Office to keep staff safe. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

Distribution of:

- PRIT Balance Sheet
- This Month in the Division of Open Government – April 2020
- PERAC Memo #22, 2020 Delayed FY21 Appropriations

At 11:10 AM Mr. Carroccino made a motion seconded by Mr. Dunn to adjourn. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Mr. Carroccino: Yea

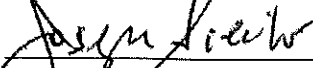
Respectfully submitted,



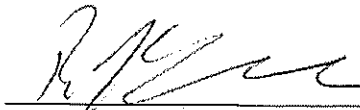
Barbara O'Brien
Executive Director

Members' Approval:

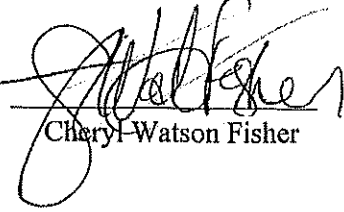
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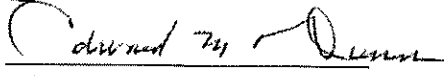
Joseph M. Siewko, Chairman



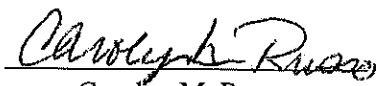
Richard Carroccino



Cheryl-Watson Fisher



Edward M. Dunn, Ex Officio



Carolyn M. Russo

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