

**CHELSEA RETIREMENT BOARD MEETING**  
**90 Everett Ave, Suite 5, Chelsea, MA**  
**Minutes from the Meeting held on Thursday, April 20, 2023 at 9:00 AM**

**Present Were: Board Chairman, Mr. Joseph M. Siewko, Mr. Edward Dunn, Ms. Carolyn Russo, Ms. Cheryl Watson Fisher, and Mr. Richard Carroccino.**

**Also Present: Mr. Michael Nicolazzo, Executive Director, Ms. Cindy Donarumo, Assistant Executive Director, Mr. Brian P. Monahan, Esq., Board Counsel.**

At 9:06 AM Chairman Siewko called the meeting to order and all present stated their name and title.

**Proposed COLA Base Increase**

Chairman Siewko noted that he has been in communication with the City Council President, Mr. Leo Robinson, regarding the Retirement Board's recent determination to request that the City Council consider increasing the approved COLA base from \$12,000 to \$15,000. Chairman Siewko noted that he and Mr. Nicolazzo have been invited to attend a City Council Sub-Committee meeting on Tuesday, April 25, 2023 to present to the City Council regarding the proposed COLA base increase. Chairman Siewko noted that Ms. Russo and Atty. Monahan have also offered to attend the meeting and that their attendance would be greatly appreciated.

**Retirement System Relocation: IT Services Interviews**

Chairman Siewko requested that Mr. Nicolazzo provide the Board with an update on the IT services procurement process. Mr. Nicolazzo noted that he had procured sample contracts from the two remaining IT service providers and informed the Board that he had contacted each of the provider's listed references. Mr. Nicolazzo noted that the feedback provided by the references for both companies were very positive. Mr. Dunn inquired as to which company had more experience serving other retirement systems and if the retirement systems were a comparable size to Chelsea Retirement System. Mr. Nicolazzo noted that NCG serves multiple retirement systems and that the retirement systems are comparable to Chelsea. Mr. Nicolazzo noted that Advizex has worked with Massachusetts Teachers' Retirement System in the past, as well. Mr. Nicolazzo noted that both companies seem highly competent and that he believes that either option would be sufficient for our needs.

9:16 AM: Ms. Fisher made a motion, seconded by Ms. Russo, that the Chelsea Retirement System offer a three-year contract to NCG Office Systems, Inc. for CRS's IT Services. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

Discussion ensued regarding a recent service interruption that occurred with Pension Technologies Group's (PTG) cloud-based enterprise software services. Ms. Russo informed those present that PTG recently experienced issues with their security certificates and noted that PTG's services were down, across the Commonwealth, for multiple days. Ms. Russo noted that she was highly concerned about this situation and the duration of the interruption.

9:20 AM: Ms. Russo made a motion, seconded by Ms. Fisher, to make an inquiry to PTG to determine the cause of the service interruption and why the interruption persisted for an extended duration. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Michael McLaughlin Matter: DALA Correspondence**

9:21 AM: Ms. Russo made a motion, seconded by Ms. Fisher, to enter into Executive Session under the purposes of attorney-client privilege. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

10:03 AM: The Board returned to Regular Session.

**David Gonzalez: Rescind Membership July 1, 2022 – Current**

Chairman Siewko requested that Mr. Nicolazzo provide the Board with information about Mr. David Gonzalez's service history. Mr. Nicolazzo confirmed that Mr. Gonzalez separated from service from the position that qualified him for membership in the Retirement System and that Mr. Gonzalez is currently working in a position that does not earn regular compensation, as his compensation is not predetermined, non-discretionary, or guaranteed. Mr. Nicolazzo informed the Board that he has worked with Chelsea Public School's Payroll Department to ensure that contributions cease being withheld from compensation that is not regular. Ms. Russo opined that this issue should be tabled until Mr. Nicolazzo can confirm that all of the contributions following July 1, 2022 are not regular compensation.

10:07 AM: Ms. Russo made a motion, seconded by Mr. Dunn, to table this matter until CRS can procure additional information about Mr. Gonzalez's compensation. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Angie Garcia: Request to Purchase Refunded Service Under M.G.L c. 32 § 3(8)(b)**

Chairman Siewko requested that Mr. Nicolazzo provide the Board with information about Ms. Garcia's refunded service. Mr. Nicolazzo confirmed that Ms. Garcia is currently within her first year of membership at CRS and is eligible to buyback her refunded service with half actuarial interest.

10:09 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve Ms. Angie Garcia's purchase of refunded service under M.G.L c. 32 § 3(8)(b). The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**2023 Annual Statement**

Chairman Siewko requested that Mr. Nicolazzo provide the Board with information about the 2023 Annual Statement. Mr. Nicolazzo advised the Board the 2023 Annual Statement is ready for submission to PERAC. Mr. Nicolazzo noted that the assistance Ms. Russo's provided in completing the Annual Statement was instrumental and expressed his gratitude for Ms. Russo's assistance. Chairman Siewko also extended his gratitude to Ms. Russo for her efforts in assisting Mr. Nicolazzo with the Annual Statement. Mr. Nicolazzo noted that he would upload the Annual Statement to PROSPER for the Board Members' approval.

10:14 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, accept the 2023 Annual Statement. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Approval of the Regular Session Minutes of the March 16, 2023 Retirement Board COLA Hearing**

10:15 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve the Regular Session Minutes of the March 16, 2023 COLA Hearing. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Approval of the Regular Session Minutes of the March 16, 2023 Retirement Board Meeting**

Mr. Dunn noted multiple typographical errors that should be addressed.

10:17 AM: Ms. Fisher made a motion, seconded by Ms. Russo, to approve the Regular Session Minutes of the March 16, 2023 Meeting as amended. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Refund/Transfer Warrant:**

The following Retirement System has requested the transfer of funds for the following member(s):

Name/Title/Group	Board Requesting Transfer	Accumulated Deductions	Total Service Credit / 3(8)c Liability	10/12 Month Basis
Thomas Ambrosino/City Manager/1	State	\$ 313,837.48	33.1667/7.4167	12
Irma Balbuena/Paraprofessional/1	Lynn	\$ 10,718.64	3.7500/3.7500	12
Molly Berting/Paraprofessional/1	MTRS	\$ 1,277.35	0.5000/0.5000	12
Angelica Cimino/Paraprofessional/1	MTRS	\$ 11,768.08	4.0000/4.0000	12
Camilo Machado/Paraprofessional/1	MTRS	\$ 3,487.68	1.4167/1.4167	12
Jan Martinez/Sr. Licensed Public Works Specialist/1	Massport	\$ 13,850.81	3.2500/3.2500	12

10:19 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve the above-listed transfers. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

The following members have requested a refund of their accumulated deductions:

Name/Title/Group	Accumulated Deductions	Age	Service Credit	Taxes Withheld
Hernan Colon/Senior Custodian/1	\$ 64,873.62	46	14.2500	Yes
Abdikadir Hassan/Security/1	\$ 23,480.35	37	10.6667	Yes

10:20 AM: Ms. Fisher made a motion, seconded by Ms. Russo, to approve the above-listed annuity account refunds. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

The following members will be refunded contributions as follows:

Name/Title/Group	Gross Refund Due	Reason	Taxes Withheld
Ana Barahona/Paraprofessional/1	\$ 741.54	Contributions withheld from irregular compensation for substitute teaching	Yes
Karla Rios/Paraprofessional/1	\$ 30.40	Contributions withheld from a position that was determined to have not qualified for enrollment	No*

\*Refund below threshold for withholding

10:21 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve the above-listed partial refunds. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Attorney's Report:**

Atty. Monahan advised the Board that he believes that the Chelsea City Council had approved the indemnification of the Retirement Board members in the past, but noted that the Retirement System's staff has not been able to locate documentation of said approval. Atty. Monahan opined that the indemnification of the Retirement Board members should be addressed at next month's Retirement Board Meeting.

**Executive Director's Report:**

Mr. Nicolazzo noted that he is encountering issues with the billing cycles of some of the service providers. Mr. Nicolazzo noted that some of the invoices have due dates that are not accommodating to the delays necessitated by monthly Board expense approvals. Mr. Nicolazzo noted that Ms. Donarumo had contacted some of these service providers to request alternative pay-dates to accommodate the delays, but that these companies are unwilling alter their billing cycles. Ms. Fisher opined that the Board could pre-authorize expenditures up to a certain amount. Ms. Fisher recommended that, if this issue cannot be resolved with the service providers, Mr. Nicolazzo should compile expense data to determine a cap for the pre-authorization of certain expenditures.

Chairman Siewko inquired as to the anticipated time-frame needed to finalize a contract with NCG Office Systems. Mr. Nicolazzo responded that he is hopeful to expedite the process and noted that he would contact NCG Office Systems promptly to inform them that their bid was selected and to work with NCG Office Systems and Atty. Monahan to prepare a contract for Board approval. Ms. Fisher inquired as to whether it would be appropriate for the Board to authorize Chairman Siewko to execute the contract to expedite the process. Ms. Russo opined that authoring Chairman Siewko to execute the contract would mitigate any potential delays necessitated by monthly meetings.

10:29 AM Ms. Fisher made a motion, seconded by Mr. Carroccino, to authorize the Board Chair to execute any and all documents necessary to initiate the IT Services contract, following Board Counsel's review. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

**Other Matters:**

**April 2023 Cash Disbursements Warrant approved**

**Retiree payroll and Staff payroll approved**

**Distribution of:**

- 2022 Annual Statement, Applicable Schedules, and 2022 Supplementary Statement
- October 2022 Cashbooks
- October 2022 Reconciliation and Bank Statement
- November 2022 Cashbooks
- November 2022 Reconciliation and Bank Statement
- December 2022 Cashbooks
- December 2022 Reconciliation and Bank Statement

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- January 2023 Cashbooks
- January 2023 Reconciliation and Bank Statement
- PERAC Memo #10 of 2023
- PERAC Memo #11 of 2023
- PERAC Memo #12 of 2023
- Mass Retirees COLA Updates Email
- January 2023 PRIM Statement, Plan Performance, and CRS Breakdown
- PRIM Fourth Quarter Report
- PRIM Asset Allocation as of December 31, 2022
- PRIM 2022 CRS IRR Calculation
- PRIM 2022 CRS Participant Flows
- PRIM Asset Allocation Range Overview December 31, 2022
- PRIM Asset Allocation Range Overview February 16, 2023
- Ricoh Copier Lease Agreement

**Motion to Adjourn:**

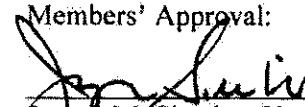
10:31 AM: Ms. Fisher made a motion, seconded by Ms. Russo, to adjourn. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

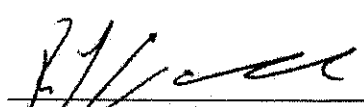
The meeting Adjourned at 10:23 AM.

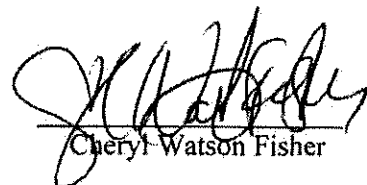
Respectfully submitted,

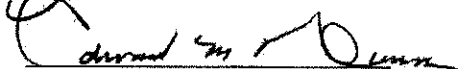
Michael Nicolazzo  
Executive Director


**Members' Approval:**

  
 \_\_\_\_\_  
 Joseph M. Siewko, Chairman

  
 \_\_\_\_\_  
 Richard Carroccino

  
 \_\_\_\_\_  
 Cheryl Watson Fisher

  
 \_\_\_\_\_  
 Edward M. Dunn, Ex Officio

  
 \_\_\_\_\_  
 Carolyn M. Russo

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 OFFICE OF THE  
 CHIEF OF STAFF  
 100 STATE STREET  
 10TH FLOOR  
 BOSTON, MA 02109  
 April 20, 2023