

CHELSEA RETIREMENT BOARD MEETING
 90 Everett Ave, Suite 5, Chelsea, MA
 Minutes from the Meeting held on Thursday, August 17, 2023 at 9:00 AM

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

Also Present: Mr. Michael Nicolazzo, Executive Director, Ms. Cindy Donarumo, Assistant Executive Director, and Mr. Neil Rossman, Esq. (present from 9:07 AM – 9:36 AM)

Mr. Brian P. Monahan, Esq., Board Counsel: Attended remotely.

At 9:04 AM Chairman Siewko called the meeting to order and all present stated their name and title.

91A Termination Requests Update

Chairman Siewko inquired as to the status of the 91A termination requests identified at the July Retirement Board Meeting. Mr. Nicolazzo responded that, since the July meeting, all retirees have been identified as being in compliance by PERAC and no further action is required.

Augustus Casucci Jr.'s Application for Disability Retirement

9:07 AM: Mr. Neil Rossman, Esq. entered the meeting

Chairman Siewko welcomed Atty. Rossman to the meeting and recounted the status of Mr. Casucci Jr.'s ADR. Chairman Siewko noted that, at the last meeting Atty. Rossman attended in February, the Retirement Board and Atty. Rossman agreed to submit requests for clarification to PERAC regarding Mr. Casucci Jr.'s medical panel results.

9:08 AM: Mr. Carroccino made a motion, seconded by Ms. Russo, to enter into Executive Session under purposes 1 and 7 of the Open Meeting Law to discuss protected medical information relating to Mr. Augustus Casucci Jr.'s Application for Disability Retirement. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea. Ms. Fisher: Absent

9:34 AM: The Board returned to Regular Session.

9:35 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to table Mr. Casucci Jr.'s application for disability retirement to allow for member's counsel to re-submit to PERAC- through the Retirement Board- the inquiry that was insufficiently addressed by the medical panel physicians. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea. Ms. Fisher: Absent

9:36 AM: Mr. Neil Rossman, Esq. left the meeting.

General discussion ensued related to the ADR process and the function of treating physician's statements.

Annual Verification of Dependent Children of Disability Retirees

Chairman Siewko inquired as to whether the other Board Members had any comments related to the draft policy for the annual verification of dependent children of disability retirees. Mr. Dunn suggested multiple formatting alterations to the policy, but noted that he had no requested amendments to the substance of the policy.

9:47 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to incorporate the formatting alterations suggested by Mr. Dunn. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea. Ms. Fisher: Absent

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December 4, 2023 Retirement Board Election: Nomination of Election Officer and Timeline Approval

Chairman Siewko requested that Mr. Nicolazzo provide those present with an update regarding the coming Retirement Board Election. Mr. Nicolazzo noted that he enclosed a draft Notice of Election and a tentative election timeline in the Board Meeting materials, for the coming election. Ms. Russo requested multiple changes to the Notice of Election and to the election timeline. Mr. Dunn inquired as to whether the Notice of Election would be emailed to all active employees in addition to the notice being posted publically in all of the workspaces around the City. Mr. Nicolazzo indicated that he would request that the notice be emailed to all active members.

9:51 AM: Mr. Dunn made a motion, seconded by Ms. Russo, to accept the Notice of Election and election timeline as amended. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

9:52 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to nominate the Executive Director, Mr. Nicolazzo, as the Election Officer for the forthcoming December 4, 2023 election. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

Legal Services RFP

Chairman Siewko requested that Mr. Nicolazzo provide those present with an update regarding the legal services request for proposals. Mr. Nicolazzo noted that at the July Board Meeting the Board voted to extend Atty. Monahan's contract by six months. Mr. Nicolazzo noted that the Board also voted to initiate the process of requesting proposals for legal services. Mr. Dunn noted that the RFP should specifically identify that the prospective legal services provider must be available to attend monthly Board Meetings. Ms. Russo concurred with Mr. Dunn and noted that the RFP notice should be amended to indicate that the prospective legal services provider "must" have experience with MGL Chapter 32. Ms. Russo also noted that the RFP should be amended to include language the mandates that any legal services provider must maintain a valid license to practice law in Massachusetts throughout the entirety of the contract.

10:02 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to approve the Legal Services RFP as amended. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

CY23 Budget Update

Chairman Siewko requested that Mr. Nicolazzo provide those present with an update regarding the CY23 budget. Mr. Nicolazzo noted that the budget for CY23 erroneously underestimated service contract expenditures, which has resulted in a deficit in the service contracts line-item. Ms. Russo inquired as to whether the other Board Members believed that the \$1,600 allotted for education and training would be utilized in CY23. Ms. Russo suggested that this allocation could be transferred to the service contracts line-item to rectify the deficit.

10:06 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to transfer \$1,600 funds from the education and training line-item to rectify the service contracts deficit. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

Ms. Russo noted that PERAC's Emerging Issues Forum is being held on September 21, 2023 at the College of the Holy Cross in Worcester. Ms. Russo requested the Board Chairman's acknowledgement and approval for reimbursement for travel expenditures incurred by any Board Member, Staff Member, or Board Counsel, should they attend the Forum. Chairman Siewko acknowledged and approved the reimbursement of expenses related to travel to PERAC's Emerging Issues Forum.

Approval of the Regular Session Minutes of the July 20, 2023 Retirement Board Meeting

Mr. Dunn and Ms. Russo noted multiple amendments to the meeting minutes.

10:10 AM: Ms. Russo made a motion, seconded by Mr. Dunn, to approve the Regular Session minutes of the July 20, 2023 Retirement Board Meeting as amended. The Votes were as follows: Chairman Siewko: Abstained due to absence from July 20, 2023 meeting. Ms. Russo: Yea Mr. Carroccino: Yea Mr. Dunn: Yea. Ms. Fisher: Absent

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

Name/Title/Group	DOR	Age	Years of Service	Estimated 3/5 Yr. Average
Diana Staco/Senior Clerk/1	09/08/2023	58	24.5833	\$ 53,387.42 (3)

10:12 AM: Mr. Carroccino made a motion, seconded by Ms. Fisher, to approve the above-listed superannuation retirement. The votes were as follows: Chairman Siewko: Yea Ms. Russo: Yea Mr. Carroccino: Yea Mr. Dunn: Yea Ms. Fisher: Absent

The following Retirement Systems have requested the transfer of funds for the following members:

Name/Title/Group	Board Requesting Transfer	Accumulated Deductions	Total Service Credit Transferred	Total CRS 3(8)(c) Liability	10/12 Month Basis
Emilly Goodrich/Paraprofessional/1	MTRS	\$ 1,778.79	0.4167	0.4167	12
Sarah Jackson/Library Director/1	Boston	\$ 90,310.62	15.0833	15.0833	12

10:14 AM: Mr. Dunn made a motion, seconded by Mr. Carroccino, to approve the above-listed transfers. The votes were as follows: Chairman Siewko: Yea Ms. Russo: Yea Mr. Carroccino: Yea Mr. Dunn: Yea. Ms. Fisher: Absent

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

Name/Title/Group	Accumulated Deductions	Age	Service Credit	Taxes Withheld
Gerard Collins/Plumber/1	\$ 1,383.45	55	0.1667	Yes
Jaqueline Taylor/Paraprofessional/1	\$ 439.32	42	0.1667	Yes

10:15 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to approve the above-listed refunds. The votes were as follows: Chairman Siewko: Yea Ms. Russo: Yea Mr. Carroccino: Yea Mr. Dunn: Yea. Ms. Fisher: Absent

Attorney's Report:

Atty. Monahan advised that he has not received any updates regarding the McLaughlin matter from either DALA or from the District Court. Atty. Monahan noted that he had also not received any updates from DALA regarding the Pagnato matter.

Atty. Monahan advised those present that the Retirement System recently received a public records request from the Worcester Regional Retirement System (WRRS). Atty. Monahan noted that the request was related to their prior Executive Director, Mr. Michael Sacco, Esq., who was previously contracted by the Retirement System to represent the System's Executive Director in the McLaughlin matter. Atty. Monahan noted that Mr. Nicolazzo coordinated with Atty. Monahan regarding the request and noted that he advised Mr. Nicolazzo to provide all public records that had been requested. Atty. Monahan noted that he advised Mr. Nicolazzo to withhold any Executive Session minutes, however, as the McLaughlin matter has not yet been fully adjudicated. Atty. Monahan noted that he does not believe that the substance of Executive Session minutes is pertinent to the request and continued that he did not anticipate

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that WRRB would take issue with the determination to withhold privileged materials. Atty. Monahan noted that he advised Mr. Nicolazzo to make reference to these withheld materials and describe the reasoning for withholding said materials. Ms. Russo requested that Atty. Monahan provide those present with additional information about the background related to the records request. Atty. Monahan advised that there appears to have been a breakdown between WRRB and Mr. Sacco, Esq., related to his prior employment at WRRS. Ms. Russo noted that she believes that this records request was sent to all of the Commonwealth's retirement systems.

Executive Director's Report:

Discussion ensued regarding changing the date of the September Retirement Board Meeting. Following discussions, it was determined that September Meeting should be moved to September 27, 2023.

Mr. Nicolazzo informed the Board that he has been working with PERAC's actuarial department to complete the Retirement System's actuarial valuation. Mr. Nicolazzo advised that the PERAC employee who had been working on the valuation, recently vacated their position. Mr. Nicolazzo noted that he has been working with another PERAC employee to complete the valuation, but noted that this transition seems to have caused a delay. Mr. Nicolazzo advised that PERAC's actuarial unit is aware that the Retirement Board is seeking cost analysis related to increasing the COLA base.

Mr. Nicolazzo advised that Roselli, Clark & Associates has requested documentation related to their audit of the City and the Retirement System. Mr. Nicolazzo informed those present that he has submitted the requested documentation to Roselli, Clark & Associates.

Mr. Nicolazzo advised that the Retirement System mailed the annual affidavits for retirees on August 1, 2023.

Mr. Nicolazzo noted that the Retirement Board's Fifth Member's term expires on January 28, 2024. Atty. Monahan advised that all Board Members, aside from the Fifth Member, must be present at the Board Meeting at which the Fifth Member is appointed.

10:37 AM: Ms. Russo made a motion, seconded by Mr. Dunn, to recess momentarily. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

10:40 AM: Ms. Russo made a motion, seconded by Mr. Carroccino, to end the recess. The votes were as follows: Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

Chairman Siewko inquired about the timetable for posting the Fifth Member position. Atty. Monahan indicated that he would coordinate with Mr. Nicolazzo to determine a timeline for posting the position, conducting interviews, and appointing a candidate.

Other Matters:

August 2023 Cash Disbursements Warrant approved

Retiree payroll and Staff payrolls approved

Distribution of:

- June 2023 PRIT Statement, CRS Breakdown, and Performance Summary
- June 2023 Reconciliations and Bank Statement
- June 2023 Cashbooks
- PERAC Memo #16 of 2023
- PERAC Memo #17 of 2023
- Roselli, Clark & Associates CY21 Audit Report

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Motion to Adjourn:

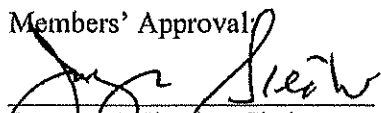
10:44 AM: Mr. Carroccino made a motion, seconded by Ms. Russo, to adjourn. The votes were as follows:
Chairman Siewko:Yea Ms. Russo:Yea Mr. Carroccino:Yea Mr. Dunn:Yea Ms. Fisher: Absent

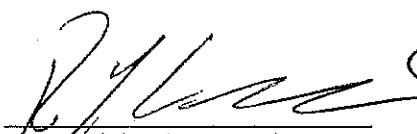
The meeting Adjourned at 10:44 AM.

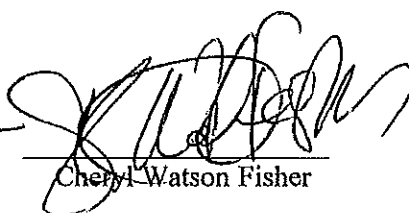
Respectfully submitted,

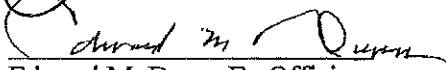
Michael Nicolazzo
Executive Director

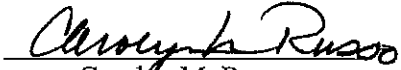
Members' Approval


Joseph M. Siewko, Chairman


Richard Carroccino


Cheryl Watson Fisher


Edward M. Dunn, Ex Officio


Carolyn M. Russo

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