

CHELSEA RETIREMENT BOARD MEETING
500 Broadway, Chelsea MA, Conference Room of the Chelsea City Council
Minutes from the Meeting held on Tuesday, December 13, 2022 at 12:00 Noon

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, and Mr. Brian P. Monahan, Esq., Board Counsel,

At 12:04 PM Chairman Siewko called the meeting to order and all present stated their name and title.

Chelsea Retirement System Office Relocation

Chairman Siewko notified those present that a lease agreement has been executed for the office space that had been under consideration. Chairman Siewko noted that he had recently visited the space and continued that he believes that the requested renovations are nearly complete. Executive Director Nicolazzo informed the Board that he had procured phone and internet services and that those services were scheduled for installation the week of the lease initiation date. Mr. Nicolazzo notified the Board that he would be sending notice of our relocation to all members, both active and inactive, of the retirement system. Mr. Nicolazzo noted that he had posted a request for proposal (RFP) for Information Technology (IT) consulting services.

Mr. Dunn inquired about the layout of the new office space and whether it was suitable to ensure confidentiality when discussing sensitive information with active members and retirees. Chairman Siewko opined that the space is sufficiently segmented to ensure that individuals waiting for assistance would not be within hearing range of other individuals being counseled. Chairman Siewko noted that the retirement system's current office space is sufficiently smaller and that the retirement staff has always managed to ensure confidentiality despite space limitations. Mr. Dunn requested that the retirement staff be sensitive to this consideration, however. Mr. Dunn inquired about the term of the lease agreement. Atty. Monahan informed Mr. Dunn that the term of the lease is five years. Mr. Dunn inquired about the differentiation between base rent and operating expenses, and how the operating expenses are determined. Atty. Monahan noted that operating expenses are determined annually and distributed among the tenants of the building based on square footage. Ms. Fisher opined that this structure is common in commercial leasing. Mr. Dunn inquired about the logistics of transfers of sensitive data following relocation. Mr. Nicolazzo noted that the City's IT department had informed Mr. Nicolazzo that they would allocate a segment of the City's secure cloud-based data drive for data the transmission of sensitive data to and from the City.

Mr. Nicolazzo inquired as to whether the Board Members might consider adjusting the Retirement System's hours following relocation. Mr. Nicolazzo opined that City Hall's hours, with one 11 hour work-day and one 4 hour work-day, are not conducive to efficiency or to servicing active members and retirees. Mr. Nicolazzo noted that adjusting the schedule to be Monday-Thursday 7:30 AM - 5:00 PM would not reduce Staff hours, but would provide better availability to active members, who would be able to come to the retirement system before or after work, and retirees, who generally prefer to access the office as early as possible. Ms. Fisher concurred with Mr. Nicolazzo that the hours Mr. Nicolazzo had proposed were preferable for many City workers, as they would be able to visit the Retirement Office before or after work. Mr. Dunn noted that he does not object to the idea of adjusting hours, but would prefer that the office be opened on Fridays. Mr. Nicolazzo noted that he would make himself available by appointment to members and retirees who required services on a Friday. Ms. Fisher opined that she does not believe that the Retirement System must be opened on Fridays.

David Batchelor Request to Purchase Refunded Service Under M.G.L. c. 32 § 3(6)(c)

Chairman Siewko requested that Mr. Nicolazzo brief the Board about refund buybacks under M.G.L. c. 32 § 3(6)(c). Mr. Nicolazzo informed the Board that members who are refunded but are reemployed in the position they had vacated within two years of separating from service are eligible to purchase refunded service under M.G.L. c. 32 § 3(6)(c). Mr. Nicolazzo noted that in such situations interest only accrues from the date of refund through the date of reemployment.

12:35 PM: Ms. Fisher made a motion, seconded by Ms. Russo, to approve Mr. Batchelor's purchase of refunded service under M.G.L. c. 32 § 3(6)(c). The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

Amended CY23 Administrative Budget Proposal

Chairman Siewko requested that Mr. Nicolazzo brief the Board about the amended budget proposal. Mr. Nicolazzo apprized the Board that he amended the Budget and noted that he is still not completely certain of some of the additional administrative expenses necessitated upon relocation. Mr. Dunn requested that Mr. Nicolazzo track and summarize all one-time costs associated with the retirement office's relocation. Ms. Fisher concurred that the expenses associated with the relocation should be tracked and reported to the Board.

Approval of the Regular Session Minutes of the November 15, 2022 Retirement Board Meeting

Mr. Dunn requested multiple typographical changes be made to the November 15, 2022 Retirement Board Meeting Minutes.

12:40 PM: Ms. Fisher made a motion, seconded by Ms. Russo, to approve the Regular Session Minutes of November 15, 2022, as amended. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

New Retirements:

The following members 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
David Batchelor/Police Captain/4	01/02/2023	60	29.5000*	\$ 152,660.42 (3)
Albert Ewing/Executive Director CHA/1	12/31/2022	69	26.1667	\$ 178,880.62 (3)
Pamela Johnson/Clerk/1	02/15/2023	64	10.3333	\$ 57,282.65 (5)

* Note: Current creditable service pre-approval of purchase of 5 years and 10 months of 3(6)(c) service. After approval of creditable service purchase, total years of service will be 35.3333.

12:42 PM: Ms. Russo made a motion, seconded by Mr. Carroccino, to approve the above-listed superannuation retirements. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea Mr. Carroccino:Yea.

Transfer Requests:

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
Diane Cohen/Deputy Director CHA/1	Somerville	\$ 210,959.95	23.4167	12
Joseph DiGaetano/Paraprofessional/1	Lexington	\$ 18,532.96	5.7500	12
Adrianna Zapata/Paraprofessional/1	MTRS	\$ 4,539.77	1.8333	12

12:45 PM: 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.

Refund Requests:

The following member has requested a refund of their accumulated deductions:

Name/Title/Group	Accumulated Deductions	Age	Service Credit	Taxes Withheld
Ouiza Azouni/Paraprofessional/1	\$ 13,431.02	63	4.6667	Yes

12:46 PM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve the above-listed refund. 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 notified the Board that he had recently been contacted by PERAC to provide an update regarding the McLaughlin matter. Atty. Monahan informed the Board that PERAC had also recently contacted Mr. Nicolazzo to request records related to the McLaughlin matter. Atty. Monahan briefed the Board about a recent hearing related Mr. McLaughlin's petition for review, which took place at the Lowell District court.

1:05 PM: Mr. Carroccino left the meeting.

Executive Director's Report:

Mr. Nicolazzo informed the Board that Renate Cowhig's attorney notified the retirement office that they were not able to attend the December Board Meeting and has requested that Ms. Cowhig's ADR be put onto the January agenda to accommodate their inability to attend today's meeting. Mr. Nicolazzo informed the Board that the retirement office is still awaiting the results of one of Augustus Casucci Jr.'s medical panel appointments. Mr. Nicolazzo informed the Board that there are still nineteen retirees who have not yet returned their affidavits. Mr. Nicolazzo inquired as to whether the December retiree payroll should be paid early in December, in accord with prior precedent.

01:10 PM: Ms. Fisher made a motion, seconded by Ms. Russo, to execute the retiree payroll on Thursday December 22, 2022. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

Mr. Nicolazzo inquired as to whether monthly retirement allowances should be withheld from retirees who have not yet submitted their affidavits. Ms. Russo instructed Mr. Nicolazzo that these retirees should not be paid via direct deposit, but that checks should be printed for these payments and that these checks

should be released only after the applicable retiree's affidavit has been received. Mr. Nicolazzo inquired as to whether all active members, retirees, and inactive members should be notified of the retirement system's relocation. Ms. Russo suggested that active members could be notified via email. Chairman Siewko instructed that Mr. Nicolazzo that retirees and inactive should be notified via mail.

Mr. Nicolazzo suggested that switching the retirement staff payroll from a weekly to a biweekly cycle would be preferable, as executing staff payroll on a weekly basis is an unnecessary administrative burden.

01:13 PM: Ms. Fisher made a motion, seconded by Ms. Russo, to execute the retirement staff payroll on a biweekly basis. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

Other Matters:

December 2022 Cash Disbursements Warrant approved

Retiree payroll and Staff payroll approved

Distribution of:

- May 2022 Cashbooks
- May 2022 Reconciliation and Bank Statement
- May, June, July, and August 2022 PRIT Statements
- Notice of Option to Invest in the PRIT Private Equity 2023 Vintage Year
- PERAC Memo #26 of 2022
- PERAC Memo #27 of 2022
- PERAC Memo #28 of 2022

RECEIVED
CITY CLERK'S OFFICE
CHELSEA, MA
2023 MAR 16 P 1:55

Motion to Adjourn:

01:15 PM: 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.

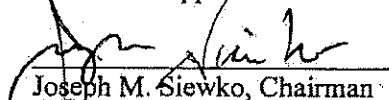
The meeting Adjourned at 01:15 PM.

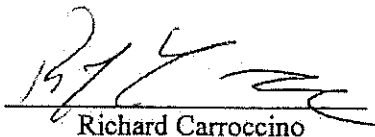
The Board did not enter into Executive Session.

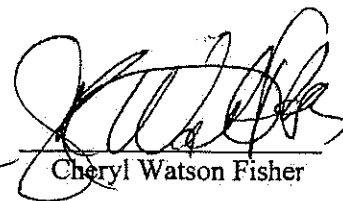
Respectfully submitted,

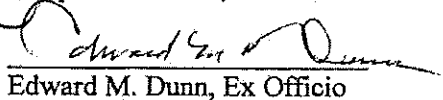
Michael Nicolazzo
Executive Director

Members' Approval:


Joseph M. Siewko, Chairman


Richard Carroccino


Cheryl Watson Fisher


Edward M. Dunn, Ex Officio


Carolyn M. Russo