

CHELSEA RETIREMENT BOARD MEETING
500 Broadway, Chelsea MA, Conference Room of the Chelsea City Council
Minutes from the Meeting held on Thursday, January 19, 2023 at 9:00 AM

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

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

At 9:05 AM Chairman Siewko called the meeting to order and all present stated their name and title.

Retirement System Relocation Update and Operating Hours

Chairman Siewko requested that Executive Director Nicolazzo provide the Board with an update about the Retirement System's relocation. Mr. Nicolazzo informed the Board Members that the Retirement System has received four proposals in response to the Retirement System's recent Request for Proposals for Information Technology (IT) Services. Mr. Dunn opined that checking the references of the prospective service providers should be a point of emphasis when selecting a vendor. Ms. Russo concurred with Mr. Dunn and opined that the Retirement Board should not select a service provider that is a "one-man shop," as the Retirement System will require services within 48 hours to ensure that any IT issue would be addressed timely. Ms. Fisher noted that the Mr. Nicolazzo should reference the Massachusetts Secretary of State's website for additional information about the prospective vendors.

Mr. Dunn inquired about the postage meter that the Retirement System procured. Mr. Nicolazzo noted that he had reviewed multiple options and that he selected the Quadient meter because other companies charge considerably more for similar postage machines. Mr. Dunn requested that the Retirement System's staff review postage frequently to ensure that postage invoices are accurate.

Ms. Fisher inquired about Mr. Nicolazzo's prior request to reassess the Retirement System's operating hours. Chairman Siewko noted that the doors of the building that the Retirement System is now located lock at 6:00 PM and that the Retirement System's operating hours will have to be adjusted to accommodate this fact. Chairman Siewko noted that all other establishments in the building close at, or before, 5:00 PM. Mr. Nicolazzo reiterated that his preference was for a consistent daily schedule and for a four-day workweek. Atty. Monahan opined that he had seen a recent study that illustrated that four-day workweeks have, in fact, been found to be more productive than traditional five-day work weeks. Ms. Fisher opined that she does not object to a four-day workweek and that she is in favor of the Retirement System opening earlier than City Hall to allow for employees to visit the Retirement System prior to their regular working hours. Mr. Nicolazzo noted that retirees also generally prefer the earlier operating hours and that moving to a four-day workweek would allow for employees to visit the Retirement System both before and after regular working hours. Mr. Dunn noted that he does not believe that the Retirement System should be closed on Fridays.

9:32 AM: Ms. Fisher made a motion, seconded by Ms. Russo, to adopt new operating hours as follows: Monday-Thursday 7:30 AM – 5:00 PM and Friday-Sunday Closed, with a stipulation that the Executive Director will be available for appointments with members and retirees on Fridays, as necessary. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:No Ms. Russo:Yea Ms. Fisher:Yea.

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Ms. Russo requested that the hours do not change until notice is provided to members and retirees. Mr. Nicolazzo concurred that the Retirement System should continue current hours until notice has been provided.

Approval of the Regular Session Minutes of the December 13, 2022 Retirement Board Meeting

Ms. Russo noted multiple grammatical errors in the December 13, 2022 Regular Session Minutes. Mr. Dunn noted the Minutes incorrectly asserted that he objected to adjusting the Retirement System's hours, noting that he did not object the adjusting the Retirement Systems operating hours, but that he objects to closure on Fridays. Mr. Dunn requested that Mr. Nicolazzo correct this error.

9:37 AM: Ms. Fisher made a motion, seconded by Ms. Russo, to approve the Regular Session Minutes of December 13, 2022 Retirement Board meeting as amended. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

New Retirement:

The following member has 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
Timothy Broman/Patrolman/4	01/03/2023	60	35.2500	\$ 80,196.01 (3)

9:39 AM: Ms. Fisher made a motion, seconded by Mr. Dunn, to approve the above-listed superannuation retirement. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

Transfer Requests:

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 / 3(8)c Liability	10/12 Month Basis
Krystle Doucette/Paraprofessional/1	MTRS	\$ 35,248.48	12.0000	12
Mirjana Pejic/Clerk/1	Cambridge	\$ 45,988.45	10.5000	12
Benjamin Cares/Planner/1	Reading	\$ 21,935.19	3.1667	12

9:43 AM: Ms. Fisher made a motion, seconded by Ms. Russo, to approve the above-listed transfers. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

Refund Requests:

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

Name/Title/Group	Accumulated Deductions	Age	Service Credit	Taxes Withheld
Zachary Broman/Dispatcher/1	\$ 37,329.06	34	7.1667	Yes
Desirae Valentin/Housing & Development Manager/1	\$ 11,056.48	27	2.2500	Yes

9:45 AM: Ms. Fisher made a motion, seconded by Mr. Dunn, to approve the above-listed refunds. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

Attorney's Report:

9:47 AM: Ms. Russo made a motion, seconded by Ms. Fisher, to enter into Executive Session under the purpose of attorney client privilege to discuss ongoing litigation. The votes were as follows: Chairman Siewko:Yea Mr. Dunn:Yea Ms. Russo:Yea Ms. Fisher:Yea.

10:01 AM: the Board returned to Regular Session.

Executive Director's Report:

Mr. Nicolazzo noted that he was grateful for the Retirement Board's support and assistance throughout the relocation process. Mr. Nicolazzo continued that Chairman Siewko, Ms. Russo, and Atty. Monahan had gone far beyond expectations and that the retirement staff was very appreciative of their efforts.

Other Matters:

December 2022 Cash Disbursements Warrant approved

Retiree payroll and Staff payroll approved

Distribution of:

- October PRIT Statement
- November PRIT Statement
- PERAC Memo #32 of 2022
- PERAC Memo #33 of 2022
- PERAC Memo #34 of 2022
- PERAC Memo #1 of 2023

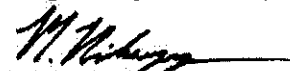
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Motion to Adjourn:


10:11 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.

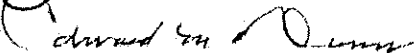
The meeting Adjourned at 10:10 AM.

Respectfully submitted,

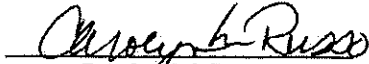

 Michael Nicolazzo
 Executive Director

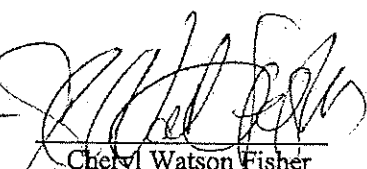
Members' Approval:


 Joseph M. Siewko, Chairman


 Edward M. Dunn, Ex Officio


 Richard Carroccino


 Carolyn M. Russo


 Cheryl Watson Fisher