

CHELSEA RETIREMENT BOARD MEETING

90 Everett Ave, Suite 5, Chelsea, MA

Minutes from the Meeting held on Thursday, July 20, 2023 at 9:00 AM

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

Also Present: Mr. Michael Nicolazzo, Executive Director, Ms. Cindy Donarumo, Assistant Executive Director, Mr. Brian P. Monahan, Esq., Board Counsel (Atty. Monahan left the meeting from 9:29 AM – 9:35 AM)

At 9:03 AM Chair Russo called the meeting to order and all present stated their name and title.

John Bower Military Service Purchase

Acting Chair Russo requested that Mr. Nicolazzo provide some information about Mr. John Bower's request to purchase his military service. Mr. Nicolazzo advised that Mr. Bower had initially been invoiced for three years and three months of military service, but noted that it was determined that Mr. Bower's DD-214 indicated that Mr. Bower had additional reserve service that was eligible for purchase. Mr. Nicolazzo noted that Mr. Bower is eligible to purchase a total of three years and ten months of military service, inclusive of both active duty and reserve service.

9:05 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve Mr. John Bower's purchase of military service. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

Annual Verification of Dependent Children of Disability Retirees

Acting Chair Russo noted that Atty. Monahan has been drafting a policy related to the verification of eligibility of dependent children of disability retirees. Acting Chair Russo noted that, as the draft policy was provided by Atty. Monahan just prior to the start of the meeting, she believes that this matter should be addressed at a later meeting to provide the Board Members an opportunity to review the draft policy. Acting Chair Russo instructed that any suggested amendments to the policy should be submitted to Mr. Nicolazzo.

91A Termination Requests

- Virginia Diranian
- Mark Lee
- Andrew Troisi

Acting Chair Russo informed those present that PERAC has identified the above-listed retirees as being noncompliant with annual income reporting requirements. Ms. Russo noted that the Retirement Board is obligated to schedule termination hearings for these identified retirees. Acting Chair Russo opined that termination hearings should be scheduled for the August 17, 2023 Board Meeting. Ms. Russo noted that if the retirees' are determined to be in compliance before the August 17 meeting, there will be no need to conduct hearings. Ms. Russo instructed the Retirement System staff to continue to monitor PROSPER for any status updates.

Approval of the Regular Session Minutes of the June 15, 2023 Retirement Board Meeting

Acting Chair Russo noted that the purpose for the Retirement Board entering should be specifically indicated.

9:12 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino to approve the Regular Session Minutes of the June 15, 2023 Retirement Board Meeting as amended. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea, Chairman Siewko: Absent

Approval of the Executive Session Minutes of the June 15, 2023 Retirement Board Meeting

9:13 AM: Ms. Fisher made a motion, seconded by Mr. Dunn, to approve the Executive Session Minutes of the June 15, 2023 Retirement Board Meeting. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

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
John Bower/Police Officer/4	07/05/2023	54	29.5000	\$ 130,328.93 (3)

*Note: Years of service does not reflect 3 years and 10 months of military service purchased.
Pending approval of military service purchase, Mr. Bower's final total creditable service will be 33.3333.

9:14 AM: Mr. Carroccino made a motion, seconded by Ms. Fisher, to approve the above-listed superannuation retirement. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

The following Retirement Systems have requested the transfer of funds for the following member(s):

Name/Title/Group	Board Requesting Transfer	Accumulated Deductions	Total Service Credit Transferred	Total CRS 3(8)(c) Liability	10/12 Month Basis
Veronica Leonard/Paraprofessional/1	Boston	\$ 1,486.04	0.7500	0.7500	12
Maria Munoz-Leon/Paraprofessional/1	MTRS	\$ 13,892.47	4.5833	4.5833	12

9:16 AM: Ms. Fisher made a motion, seconded by Mr. Dunn, to approve the above-listed transfers. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

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

Name/Title/Group	Accumulated Deductions	Age	Service Credit	Taxes Withheld
Sasha Suarez/Paraprofessional/1	\$ 3,362.17	34	1.4167	Yes

9:17 AM: Ms. Fisher made a motion, seconded by Mr. Dunn, to approve the above-listed refund. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

The following member will be refunded contributions as follows:

Name/Title/Group	Gross Refund Due	Reason	Taxes Withheld
Cecile Nicholas/Paraprofessional/1	\$ 567.59	Contributions erroneously withheld from irregular compensation received for substitute teaching and for 2% contributions erroneously withheld from earnings under \$30,000.	Yes

9:18 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to approve the above-listed refund. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

Attorney's Report:

Atty. Monahan informed the Board Members that he has not yet received any updates regarding the McLaughlin matter from either DALA or the District Court. Atty. Monahan also advised that he has not received any updates regarding the Pegnato matter from DALA. Atty. Monahan noted that when receives a response, related to either matter, he will be in communication with Mr. Nicolazzo.

Atty. Monahan noted that the Retirement System is currently in receipt of four Accidental Disability Retirement (ADR) applications. Atty. Monahan provided a general review of certain elements of the ADR application and noted certain deficiencies that must be addressed before an ADR application can be considered by the Board. Atty. Monahan noted that one of the ADR applications is likely to require a special meeting and continued that the Board Members should review their availability so that Mr. Nicolazzo can coordinate with the applicant to schedule a special meeting.

Executive Director's Report:

Mr. Nicolazzo informed the Board Members that the Retirement System's mail box is currently inaccessible, as the lock is broken. Mr. Nicolazzo noted that he addressed this issue with property management and noted that they have indicated that they have to address this issue with the United States Postal Service (USPS). Mr. Nicolazzo noted the property management company requested that, for the time being, the mail carrier deliver the Retirement System's mail directly to the office until the lock is fixed. Mr. Nicolazzo continued that the mail was being delivered directly to the office sporadically, but that this had stopped when the Retirement System's usual mail carrier appeared to no longer be delivering the mail. Mr. Nicolazzo noted that this was concerning because there are periods where the retirement staff is not aware if mail is in the mail box. Mr. Nicolazzo noted that the retirement staff has been attempting to determine when the mail carrier is on premises to request that they provide access to the mail box or that the new mail carrier deliver the mail directly to the Retirement Office. Mr. Nicolazzo noted that this issue has been ongoing for more than five weeks and continued that the retirement staff has been very frustrated with the lack of coordination between building management and the USPS. Mr. Nicolazzo noted, however, that building management has indicated that the lock would be replaced tomorrow.

Legal Services Contract Extension

Acting Chair Russo informed those present that the Retirement Board has the option to extend Atty. Monahan's contract for up to one year, but noted that the legal services contract has to go out to bid. Ms. Fisher requested that Atty. Monahan vacate the meeting for a few minutes while the Board Members discuss a potential legal services contract extension and bidding process.

9:29 AM: Atty. Monahan left the meeting.

Ms. Fisher opined that Atty. Monahan is highly competent and noted that his services are a great value to the Retirement System. Mr. Carroccino inquired as to when Atty. Monahan's current contract expires. Mr. Nicolazzo responded that he believes Atty. Monahan's contract expires on October 31, 2023. Mr. Nicolazzo opined that Atty. Monahan is been a great resource for the Retirement System's staff and that he appreciates Atty. Monahan's approach and professionalism. Acting Chair Russo advised that the Request for Proposal (RFP) process is time-consuming and opined that a six month extension would be sufficient to ensure that the Retirement Board would have adequate time to complete the RFP process.

9:33 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to extend Atty. Monahan's contract by six months and that the Retirement System begin the RFP process for legal services. The votes were as follows: Acting Chair Russo:Yea Ms. Fisher:Yea Mr. Dunn:Yea. Mr. Carroccino:Yea. Chairman Siewko: Absent

9:35 AM: Atty. Monahan entered the meeting.

Mr. Carroccino inquired as to how long Atty. Monahan had served as the Retirement System's Legal Counsel. Atty. Monahan responded that he has served as the Board's Legal Counsel since 1987.

Other Matters:

Ms. Fisher inquired about an email the Retirement System recently received from Baystate Pension Solutions and about the demonstration that Acting Chair Russo, Ms. Donarumo, and Mr. Nicolazzo recently attended at the Massachusetts Water Resources Authority's Retirement Office. Mr. Nicolazzo noted that Baystate Pension Solutions' interface and functionality appear to be very similar to the current vendor, PTG's. Mr. Nicolazzo opined that he was impressed with Baystate Pension Solutions' presentation. Ms. Fisher inquired about potential data transfer issues, were the Retirement Board were to switch vendors in the future, noting that data transitions are often very difficult. Mr. Nicolazzo noted that the developers of Baystate Pension Solutions indicated that process of transitioning should be seamless, as the two platforms have extremely similar programming. Mr. Nicolazzo advised that the developer of Baystate Pension Solutions was involved with the development of the Retirement System's current vendor's platform and that their intimate knowledge of PTG should help to mitigate the issues related to transitioning, should the Retirement System determine to change vendors. Atty. Monahan noted concerns about the viability of Baystate Pension Solutions, as they currently only service one client. Mr. Dunn inquired about the viability of transitioning to a recently developed, untested platform. Ms. Russo noted that Baystate Pension Solutions has assembled a group of competent individuals, many of whom have been employed by the Retirement System's current vendor in the past.

July 2023 Cash Disbursements Warrant approved

Retiree payroll and Staff payrolls approved

Distribution of:

- April 2023 Reconciliations and Bank Statement
- April 2023 Cashbooks
- May 2023 Reconciliations and Bank Statement
- May 2023 Cashbooks
- May 2023 PRIT Statement, CRS Breakdown, and Performance Summary
- PERAC Memo #14 of 2023
- PERAC Memo #15 of 2023
- Email Correspondence from Bay State Pension Solutions

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 CHELSEA, MA
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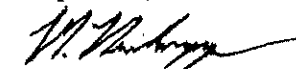
The Board did not enter Executive Session.

Motion to Adjourn:

9:50 AM: Ms. Fisher made a motion, seconded by Mr. Carroccino, to adjourn. The votes were as follows: Acting Chair Russo: Yea Ms. Fisher: Yea Mr. Dunn: Yea. Mr. Carroccino: Yea. Chairman Siewko: Absent

The meeting Adjourned at 9:50 AM.

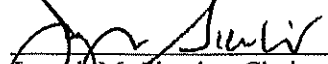
Respectfully submitted,

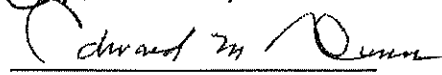


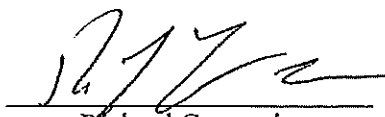
Michael Nicolazzo
Executive Director

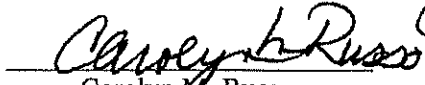
July 20, 2023

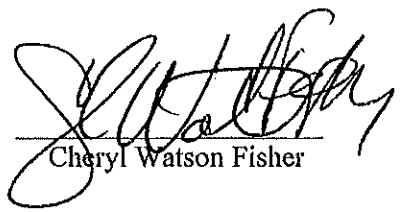
Members' Approval:


Joseph M. Siewko, Chairman


Edward M. Dunn, Ex Officio


Richard Carroccino


Carolyn M. Russo


Cheryl Watson Fisher

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