

**Minutes  
Retirement Board Meeting of  
November 24, 2020**

The monthly meeting of the Marlborough Retirement Board was held on November 24, 2020. The meeting was held remotely due to the Covid-19 crisis. Gregory Brewster, William Taylor, Daniel Stanhope, David Keene, Diane Smith, Margaret Shea, and Nathaniel Chen were participating via conference call. Michael Ossing was also participating.

1. The meeting was called to order at 8:15 a.m.
2. A motion was made and seconded to approve the minutes of the meeting of October 27, 2020.

Diane Smith - Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene - Yes  
Motion carried.

3. The Board tabled the discussion of 91A terminations at their last meeting. The director reported that all disability retirees required to complete the Annual Statement of Earned Income had done so. A motion was made and seconded to accept.

Diane Smith - Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene - Yes  
Motion carried.

4. Nathaniel Chen reviewed the election update memorandum with the Board. A motion was made and seconded to accept and place on file.

Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene – Yes  
Diane Smith - Yes  
Motion carried.

5. The Board reviewed a posting for the 5<sup>th</sup> member of the retirement board. A motion was made and seconded to approve.

Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene – Yes  
Diane Smith – Yes  
Bill Taylor – Yes  
Motion carried.

6. Refunds and transfers were the next item on the agenda. There were no refunds. The Middlesex County Retirement System had requested a transfer of Patricia Moran's account. The Board reviewed lump-sum beneficiary payments to Benjamin Misch and Kathe Tuttmann, the legal representatives of David Misch who died on January 27, 2020. The director noted that the payment to Benjamin Misch was reported as \$1,382.73. The payment was \$1,382.74. The director also noted that she had incorrectly reported Andrew Virbitzki's transfer to Boston at last month's meeting. The correct amount was \$27,770.65. A motion was made and seconded to approve.

Daniel Stanhope – Yes  
David Keene – Yes  
Diane Smith – Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Motion carried.

7. Approval of retirements was the next item on the agenda. Joseph Arsenault of the Fire Department had applied for superannuation retirement in October. After a review of pertinent information, a motion was made and seconded to approve the retirements.

David Keene – Yes  
Diane Smith – Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes  
Motion carried

8. The Board reviewed a request from Ralph Cacciapaglia for military service credit. He is a veteran is eligible to purchase 3.333 years of military service. A motion was made and seconded to approve Ralph Cacciapaglia's application for military service credit.

Diane Smith – Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene – Yes  
Motion carried.

9. The Board reviewed a notice of appeal from the Division of Administrative Law Appeals. Elizabeth Sydney is appealing the Board's denial of creditable service for non-contributory employment with the Marlborough School Department. A motion was made and seconded to accept and place on file.

Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene – Yes  
Diane Smith – Yes  
Motion carried

10. The next item on the agenda was the Financial Review. The Board reviewed the following:

Cash flow analysis as of November 30, 2020  
Operating budget as of November 30, 2020  
Cashbooks, journals, and trial balance for October 2020.  
October cash reconciliation and bank statements.  
A motion was made and seconded to accept and place on file.

Gregory Brewster – Yes  
Daniel Stanhope – Yes  
David Keene – Yes  
Diane Smith – Yes  
Bill Taylor – Yes  
Motion carried.

11. New Business / Old Business was the next item on the agenda. There was no new/old business to discuss.
12. The Board reviewed payroll warrant for November and #272020 and #282000. A motion was made and seconded to approve.

Daniel Stanhope – Yes  
David Keene – Yes  
Diane Smith – Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Motion carried.

13. A motion was made and seconded to adjourn the meeting at 8:32 a.m.

David Keene – Yes  
Diane Smith – Yes  
Bill Taylor – Yes  
Gregory Brewster – Yes  
Daniel Stanhope – Yes

Motion carried.

A handwritten signature in blue ink, appearing to read "Greg P. Brewster". The signature is fluid and cursive, with a horizontal line drawn underneath the name.

Gregory P. Brewster, Chairman