

**Minutes
Retirement Board Meeting of
August 30, 2022**

The monthly meeting of the Marlborough Retirement Board was held at 8:15 am, on Tuesday, August 30, 2022, in the Lobby Conference Room at 289 Elm Street, Marlborough, Massachusetts. Board Members Present: Gregory Brewster, William Taylor, Diane Smith, Daniel Stanhope and Robert Gustafson. Also present: Michael Ossing, Beth Matson and Nathaniel Chen.

The meeting was called to order at 8:15 a.m.

Executive Session: At 8:16 a.m. Daniel Stanhope made a motion to close the Public Meeting and open an Executive session under purpose 7 of the Open Meeting Law to review an Ordinary Disability Retirement Application and Medical Records. The Executive session is expected to last 15 minutes, and the Board will return to Open meeting upon completion. William Taylor seconded the motion. **Upon roll call, the vote was as follows: 5-0 Yea: Gregory Brewster, William Taylor, Diane Smith, Daniel Stanhope, Robert Gustafson.**

Return to Open Meeting. At 8:30 a.m. the Board returned to Open Meeting. Robert Gustafson made a motion to approve the Ordinary Disability Retirement Application for Richard Rollins. William Taylor seconded the motion. **Vote: 5-0 Robert Gustafson, Diane Smith, Daniel Stanhope, William Taylor, Gregory Brewster, yes.**

Approval of Warrants. The Board carefully reviewed the warrants for the month of August: Retiree Payroll warrant \$1,430,143.20, Vendor warrant \$44,749.41, Refund Warrant \$105,036.41, and a Staff Payroll warrant \$15,412.37. William Taylor made a motion to approve the August warrants. Daniel Stanhope seconded the motion. **Vote: Unanimous 5-0**

Approval of Minutes. The Board carefully reviewed the minutes for the meetings of July 26, 2022. Daniel Stanhope made a motion to approve the minutes. William Taylor seconded the motion. **Vote: Unanimous 5-0**

Financial Review. The Board carefully reviewed the following reports:

- a. Operating Budget as of July 2022
- b. Cash Reconciliation including Bank Statement and General Ledger Reconciliation for the month of July 2022.
- c. The June monthly accounting including the Trial Balance, Cash Receipts, Cash Disbursements, and the Adjustment Journals were not available at the time of the meeting.

Diane Smith made a motion to accept the reports and place them on file. William Taylor seconded the motion. **Vote: Unanimous 5-0.**

Approval of New Members. The Board received 20 applications for membership as follows: Brandon Carty, Patrick Craigen, Michael Donnelly, Georgia Kramer, Jeremy Schold, and Nicholas St. Jean are new Patrolmen at the Police Department. Andrew Anderson, James Cacciapaglia, Robert Fadgen, Gus Franchi, Tucker Holt, and Jacob Thompson are new Firefighters at the Fire Department. Vitor De Sa, Translator, Matthew Fawcett, Behavior Tech and Denise Bergeron, Para-educator are new hires with the School Department. Logan Bries, Administrative Assistant, in the Human Resource Dept., Christian Gagne, Attendant at the Transfer Station, Jeremy McManus, Asst. Solicitor, and Kevin McLaughlin,

Assistant in the City Clerk's Office are new hires in the city. Omarylis Miranda-Rivera, Program Manager for the Housing Authority.

William Taylor made a motion to approve all 20 applicants. Diane Smith seconded the motion. **Vote: Unanimous 5-0**

Approval of Retirements. The Board received 3 applications for superannuation retirement, and an Option C pop-up: Thomas Bryant is retiring after 31 years, 5 months as a Command Officer with the Police Department on July 10, 2022. William Robinson is retiring after 19 years as an Equipment Operator with the Cemetery Department on September 17, 2022. Meredith Colacchio has applied for an Option D benefit from her spouse Matthew who passed on 07/24/2022. Matthew Colacchio was an Equipment Operator with the DPW with 5 years, 1 month of service. Ronald White, who retired on August 17, 2007, with an option C benefit, popped up to an Option A benefit following the death of his beneficiary on July 22, 2022. William Taylor made a motion to approve all 4 retirement benefits. Diane Smith seconded the motion. **Vote: Unanimous 5-0.**

Request for Refunds and Rollovers. The Board received 3 applications for refund: Brittany Keenan, ABA Therapist with the School Department, has 1 year, 5 months of creditable service. Linda Satna Cruz, Cafeteria Aide with the School Department has 3 years, 1 month of creditable service, and Daniel Lemaistre, custodian for the School Department has 2 years, 8 months of creditable service. William Taylor made a motion to approve the 3 refunds and place them on file. Diane Smith seconded the motion. **Vote: Unanimous 5-0.**

Request for Transfers. The Board received 4 requests for transfer. Mass. Teacher's Retirement Board requested a transfer for Brittany Guillotte, Para-Educator with 5 years of creditable service, and Stephanie Dunn, Para-Educator with 9 months of creditable service. Middlesex County Retirement Board requested a transfer for Gabriella Innella, Clerk at the School department with 4 years, 11 months of creditable service. The State Board of Retirement requested a transfer for Diane Rego-Montanez, Administrative Assistant for the Human Resource department at the city with 11 years, 9 months of creditable service. William Taylor made a motion to approve all 4 transfers. Diane Smith seconded the motion. **Vote: Unanimous 5-0.**

Deceased. The Board acknowledged the passing of retired member Sydney Gibson. Mr. Gibson was a laborer with the Water department. Mr. Gibson retired with an Option A benefit on August 29, 2003 and passed on August 14, 2022.

Discussion:

PERAC Audit: The Board was updated on the PERAC auditors' exit interview and PERAC's draft audit. Bill Taylor made a motion to approve the PERAC draft audit. Diane Smith seconded the motion. **Vote: Unanimous 5-0.**

New Member Enrollment Process: The Board received an update regarding the new member enrollment process. The city received a letter from Board Attorney Michael Sacco reminding them of their statutory obligations regarding the enrollment process and outlining steps for compliance.

Roselli & Clark - Draft Audit Report: The Board reviewed the draft audit report from Roselli & Clark. Bill Taylor made a motion to approve the draft audit report. Diane Smith seconded the motion. **Vote: Unanimous 5-0.**

COLA Base: The Board discussed the status of the COLA base increase. The Board had approved increasing the COLA base to \$15,000 at its meeting on May 31, 2022, and a letter had subsequently been sent to the City Council. The City Council voted 8-2 at its July 25, 2022 meeting to accept this communication and place it on file without any discussion or further action.

The Board was given an update on pending state legislation regarding a one-time 5% COLA increase for State and Teacher retirees in FY23. The Local Option is not finalized and currently would allow for local municipalities to adopt the one-time 5% COLA for FY23 with the approval of both the Board and the City Council.

FY23 Cost of Living increase for Retirement Staff: The Board discussed a 2% cost of living increase for retirement staff. Bill Taylor made a motion to approve the increase, effective July 1, 2022. Gregory Brewster seconded the motion. **Vote: Unanimous 5-0.**

Expansion of Scanning Project: The Board had approved the scanning project at its August meeting. PTG had since provided updated figures that include the scanning of old refunds and transfers from prior to 2016. The cost of including these files is fairly low, as these files exist outside of the PTG system, while benefits include disaster recovery and ease of access, use, and storage. Daniel Stanhope made a motion to approve the expanded scanning project. William Taylor seconded the motion. **Vote: Unanimous 5-0.**

Command Officer Incentive Pay: The Board was made aware of a pay code for a 3% retirement incentive payable to command officers. This pay code was mislabeled in the City's payroll system as a longevity increase and had retirement deductions taken out, and has consequently been included as regular compensation in the past. The City's payroll department will be notified to stop taking deductions on this pay code, and Beth Matson will review prior cases where this pay code was used.

Retirement Bank Accounts: The Board discussed a switch from Citizens Bank to Unibank for streamlined services. Unibank provides online reporting and statements, improved bank reconciliation services, and mobile check deposit. Diane Smith made a motion to approve the switch to Unibank. Robert Gustafson seconded the motion. **Vote: Unanimous 5-0.**

PERAC Correspondence. The Board was provided with correspondence from PERAC as follows:
Approval of an Accidental Disability Retirement for Joseph Vento.
Remand of an Accidental Disability Retirement for Richard Rollins.
PERAC posted an RFP for Marlborough on their website for a \$20M Bond.
PERAC Memo #21 – Vernava II - Important Update
PERAC Memo #22 – COLA for dependents of Accidental Disability Retirees
Emerging Issues Forum – September 15th at Holy Cross College.
Diane Smith made a motion to accept and place on file. William Taylor seconded the motion. **Vote: Unanimous 5-0.**

Correspondence.

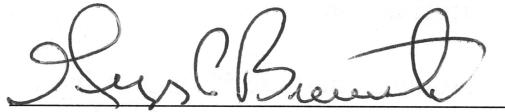
Request from Councilor Ossing for the cost of a 5% increase for Retirees-
Attorney Sacco's letter to City and School Departments re: New Enrollments

New Business/ Old Business (Reserved for Topics Not Anticipated by the Chairman)

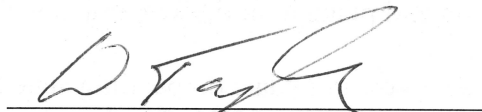
(None)



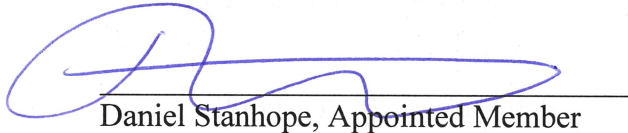
Adjourn. Diane Smith made a motion to adjourn the meeting at 9:50 a.m. Daniel Stanhope seconded the motion. **Vote: Unanimous 5-0.**



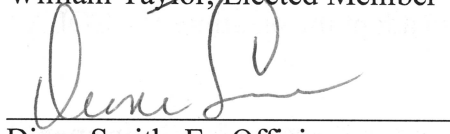
Gregory P. Brewster, Chairman



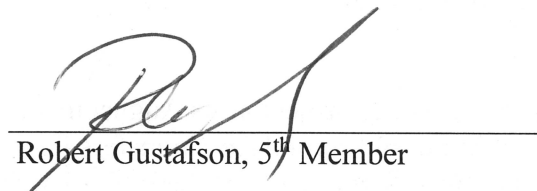
William Taylor, Elected Member



Daniel Stanhope, Appointed Member



Diane Smith, Ex-Officio



Robert Gustafson, 5th Member