

# Minutes

## Retirement Board Meeting of

### October 31, 2023

The Monthly meeting of the Marlborough Retirement Board was held at 8:15am on Tuesday, October 31, 2023, in the Lobby Conference Room at 289 Elm Street, Marlborough, Massachusetts. Board Members present: Gregory Brewster, Daniel Stanhope, Robert Gustafson, and William Taylor. Also present: Michael Ossing, Beth Matson and Meredith Colacchio.

**The meeting was called to order at 8:21am.**

**Executive Session:** At 8:22 a.m. William Taylor made a motion to close the Public Meeting and open an Executive session under purpose 7 of the Open Meeting Law to review an Accidental Disability Retirement Application and Medical Records, and secondly to review an personnel matter. The Executive session is expected to last 30 minutes, and the Board will return to Open meeting upon completion. Daniel Stanhope seconded the motion. **Upon roll call, the vote was as follows: 4-0 Yea: Gregory Brewster, William Taylor, Daniel Stanhope, Robert Gustafson.**

**Return to Open Meeting.** At 8:51 a.m. the Board returned to Open Meeting.

William Taylor made a motion to request that PERAC convene a Medical Panel for David Logan. Robert Gustafson seconded the motion. **Vote: Unanimous 4-0.**

Regarding the personnel matter: William Taylor made a motion to have Attorney Sacco write a formal letter to Nathaniel Chen stating that the Retirement Board will accept his resignation. Daniel Stanhope seconded the motion. **Vote: Unanimous 4-0.**

**Public Comments:** No comments were heard.

#### **Approve Warrants:**

The Board carefully reviewed the warrants for the month of October as follows: Retiree Payroll in the amount of \$1,482,674.72. The Vendor warrant in the amount of \$46,464.27. Finally, the Staff Payroll warrant in the amount of \$15,984.54. Daniel Stanhope made a motion to approve the October warrants and place on file. William Taylor seconded the motion. **Vote: Unanimous 4-0**

#### **Approve Minutes:**

The minutes of September 2023 were not yet completed. Daniel Stanhope made a motion to table this item until the November meeting. William Taylor seconded the motion. **Vote: Unanimous 4-0**

#### **Financial Statements:**

The Board carefully reviewed the September Bank Recon's, and the October Monthly Operating Budget. The Financial Statements will be available at the November Board meeting. William Taylor made a motion to accept the Bank Recons, and the Monthly Operating Budget and place them on file, and to table the cash books until the November meeting. Daniel Stanhope seconded the motion. **Vote: Unanimous 4-0**

**Approval of New Members:** The Board received 16 applications for new membership as follows: Kelliann Parker, Kristine Lotoski, Elena Brown, Sasha Cintolo, Gianna Mann, Antoinette Foster, and Julissa Lopez-Figueroa as new Para Educators with the School Department. Maura O'Brien as the Job Coach in the School Department and Luisa Diaz as Office Support also in the School Department. Mario Secundes as Custodian and Nicole Beaumont as Cafeteria Helper both in the School Department. Paul Dinwoodie as Health Director in the City Department. Kingsley Ojeikere and Brandon Milton as Assistant Sanitarians in the City Health Department. David Williams as the Comptroller in City Hall. Finally, the Board approved Meredith Colacchio



as the Administrative Assistant for the Retirement Board. William Taylor made a motion to approve the new members and place on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 4-0**

#### **Approval of Retirements:**

The Board received two applications for retirement. Henley Konar who served as a Para Educator in the School Department, has eighteen years of service and is retiring on September 27, 2023, with an Option A retirement. Diana Farrell who has twenty-four years and seven months of service in Office Support at the School Department is retiring on November 11, 2023, with an Option B retirement. Robert Gustafson made a motion to approve the retirements of Henley Konar, and Diana Farrell and place on file. Daniel Stanhope seconded the motion. **Vote: Unanimous 4-0**

#### **Request for Refunds and Rollovers:**

The Board received one application for refund, Suzanne Bradshaw, who was a Para Educator for the School Department with ten years and three months of creditable service. Robert Gustafson made a motion to approve the refund of Suzanne Bradshaw and place on file. William Taylor seconded the motion. **Vote: Unanimous 4-0**

#### **Request for Transfers:**

The Board received four requests for transfer. The State Retirement Board has requested a transfer for Joanna Wilkinson, a Para Educator in the School Department with eight years and four months of creditable service. Worcester Regional Retirement Board has requested a transfer for Colleen Judge, a Para Educator in the School Department with nine years of creditable service. MA Teacher's Retirement requested a transfer for Lynn Johnston, a Para Educator with fourteen years and eleven months of creditable service from the School Department. Worcester Retirement Board has requested a transfer for Raquia Harthorne, a Behavior Technician with two months of creditable service from the School Department. Daniel Stanhope made a motion to approve the four requests for transfer. William Taylor seconded the motion. **Vote: Unanimous 4-0**  
The Board approved the refund warrant in the amount of \$107,071.58.

#### **Deceased:**

There were no reports of deceased members in the month of October.

#### **Discussion:**

The Board acknowledged and welcomed the new Administrative Assistant, Meredith Colacchio, working under Director Beth Matson.

Software Vendor Contract- Director Matson presented the Board with a contract from Bay State Pension System which included contract revisions from Attorney Michael Sacco. The Board is asked to sign this contract. The plan is to retain PTG one more year and simultaneously use Bay State software. When the office is comfortable with BSPS we will then migrate to that software exclusively.

#### **PERAC Correspondence:**

10/02/2023 - PERAC Memo # 21 – Upcoming Public Hearings on PERAC Regulations

10/05/2023 – 6 Month follow up to Audit. (*One inconclusive*)

10/09/2023 - PERAC Memo # 22 - Appropriation Data Due October 31, 2023

10/25/2023 - PERAC Training- Danvers MA

Daniel Stanhope made a motion to approve travel for Meredith Colacchio and Beth Matson to the PERAC training in Danvers on November 14, 2023. William Taylor seconded the motion. **Vote: Unanimous 4-0.**

**MISC. Correspondence:**

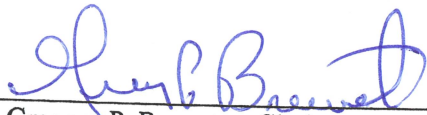
(None)

**New Business/Old Business:**

(None)

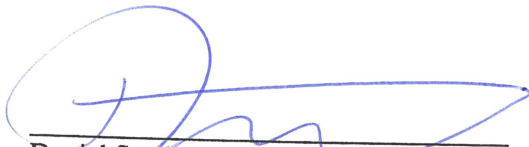
**NEXT BOARD MEETING:** November 28, 2023 - 8:15 a.m.

**ADJOURN**

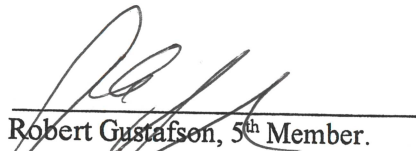


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Gregory P. Brewster, Chairman

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William Taylor, Elected Member



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Daniel Stanhope, Appointed Member



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Robert Gustafson, 5<sup>th</sup> Member.

