

September 28, 2016

The regular meeting of the Gloucester Contributory Retirement System Board having been duly posted and held at 127 Eastern Avenue, Bldg. 2 in Gloucester on the above date was called to order at 3:00 P.M. with a roll call.

Ms. Kathleen Auld	“Yes”
Mr. Kenny Costa	“Yes”
Mrs. Melissa Hobbs	“Yes”
Mr. Leonard Campanello	“Yes”
Chairman MacArthur	“Yes”

VOTED: A motion was made by Melissa Hobbs and seconded by Kathy Auld to accept the **Regular Minutes of August 31, 2016**. The vote passed unanimously.

VOTED: A motion was made by Melissa Hobbs and seconded by Kenny Costa to approve the **September Warrant of \$1,154,845.05**. The vote passed unanimously

NOTED: **July 2016 Cash Books and Trial Balance**

RECEIVED: **August PRIM Board Update.**

NOTED: September Wire transfer from PRIM for **\$700,000.00**

NOTED: The Treasurer will be in Thursday to reconcile the **Expense and Retiree Accounts for August**.

NOTED: The Staff attended a PTG class on September 12th. The class focused on the various reports that can be pulled for active members and retirees.

NOTED: Kenny attended the **Emerging Issues** Forum on September 15th. Kenny wanted to the Board to know that PERAC will be introducing electronic submissions of Disability Applications. This portal will be discussed at the upcoming MACRS conference. Kenny thought that might be something someone should attend. He learned that as of the June 30, 2013 Actuarial, the City’s Unfunded OPEB liability totaled \$202M with assets of 100K

NOTED: Kathy attended the Board Member Duties training session on September 22nd held in Somerville which discussed fiduciary and actuarials.

NOTED: General Council, Chip Payson has been issued a stipend for performing the duties of Chief Administrative Officer while the position in the process of being filled according to the PAF. The Board has to determine if it is regular compensation

VOTED: A motion was made by Kathy Auld and seconded by Kenny Costa to make the determination that the stipend of Chip Payson is indeed pensionable. Lenny opposed the motion. The vote passed by a majority of vote

DISCUSSED: There has been a discrepancy in the active member electronic deductions file where there exist a file but no deposit by the City. The discrepancy was due to an error in pay. The staff is working with payroll to figure out a solution to this problem so that it does not happen again. The discrepancy should be fixed with Friday's deposit. The assistant administrator proposed that the treasurer sign off on a Notice of Deposit and the treasurer was not receptive to that idea. Kenny stated that the treasurer signs off on the bank account and that should suffice because there should be a variance. The administrator explained that the discrepancy is not a balancing issue as there is an electronic file with not funds to represent the electronic file. The administrator also stated that the discrepancy should have been discovered in the treasurer's office.

RECEIVED: The Board received the MACRS fall agenda. The fall MACRS conference is being held in Springfield from October 3rd until October 5th. Kenny would like for the office to contact Judith Corrigan regarding the Disability Portal class. The registration fee for the conference is \$300.00. No Board members are available to attend the conference.

DISCUSSED: **Georgia Smith** is a bus monitor who presented her pay records for the staff to perform a makeup calculation. In doing so, it was determined that she actually does not meet eligibility requirements as she does not work 20 hours a week every week during the school year. The supplemental regulations state that a regular employee of the school department must work a minimum of 20 hours per week for 180 school days.

VOTED: A motion was made by Kenny Costa and seconded by Kathy Auld to send Georgia Smith a letter regarding her erroneous membership and issue her a refund. The vote passed unanimously.

DISCUSSED: **Kathryn Militello, John Russ and Ray Hilshey** have all been granted the opportunity to purchase their time and they have all had to do it by a certain date. These individuals intended to roll their funds over from their Bencor accounts. They hit a road block with the Treasurer. Kathryn Militello called Bencor, herself and inquired about the funds. The representative she spoke with told her it wouldn't be a problem however; the deadline given would not be met. An extension to make the purchases has been requested.

VOTED: A motion was made by Kenny Costa and seconded by Kathy Auld to grant an extension until December 31, 2016 to Kathryn Militello, John Russ and Ray Hilshey. The vote passed unanimously.

- VOTED:** A motion was made by Kathy Auld and seconded by Lenny Campanello to grant membership to the following employees: **Jillian Goulart-Amero** ESP August 30, 2016, **Elizabeth Tarr** ESP August 30, 2016, **Paula Brown** ESP August 30, 2016, **Allison Cecilio** ESP August 30, 2016, **Jessica Silveria** ESP August 30, 2016, **Jessica Bean** ESP August 30, 2016, **Jaime Tarantino** ESP August 30, 2016, **Judith Crane** ESP August 30, 2016, **Melissa Nicastro** ESP August 30, 2016, **Nathan Williams** Custodian September 6, 2016, **Craig Lopiccolo** Custodian September 6, 2016, **Bryan Sanborn** Patrolman September 26, 2016. The vote was unanimous.
- VOTED:** A motion was made by Kenny Costa and seconded by Kathy Auld to grant the purchase of erroneous membership of **Dianna Cunha** for a total of 6 months of creditable service with no interest charged if the payment is made before September 30, 2016. The vote was unanimous.
- VOTED:** A motion was made by Kenny Costa and seconded by Melissa Hobbs to grant the purchase of non-membership time of **Dianna Cunha** for 1 year and 5 months of creditable service. The vote was unanimous.
- VOTED:** A motion was made by Kenny Costa and seconded by Melissa Hobbs to deny the makeup request received from **Linda Carnevale** who worked as a contractor for the Town of Essex. The vote was unanimous.
- VOTED** A motion was made by Kenny Costa and seconded by Kathy Auld to deny the request for liability from the Beverly Retirement Board for **Lisa Borowick**. The vote was unanimous.
- VOTED:** A motion was made by Kenny Costa and seconded by Kathy Auld to deny the request for liability from the Beverly Retirement Board for **Joanne Moore**. The vote was unanimous.
- VOTED:** A motion was made by Lenny Campanello and seconded by Kathy Auld to grant the request for transfer of funds received from the Beverly Retirement Board of **Stefanie McCarthy**. The liability is 8 months of service. The vote was unanimous.
- VOTED:** A motion was made by Melissa Hobbs and seconded by Lenny Campanello to grant the request for Superannuation received from **Gail Robinson-Neff** who was once a paraprofessional with the school department, with an option A, on August 30, 2016 with 17 years and 5 months of service. The vote was unanimous.
- VOTED:** A motion was made by Lenny Campanello and seconded by Kenny Costa to approve the travel of the staff to “**PTG users group**” on **October 19, 2016**. The vote passed unanimously.
- NOTED:** **Ronald Cunha** passed away on August 28, 2016. The Account is closed.

RECEIVED: Mark Eastman Request for Extension and PERAC approval

Memo #22/2016- Forfeiture of Retirement Allowance for Dereliction of Duty by Members

Memo #23/2016- Tobacco Company List

VOTED: There being no further business to come before the Board, a motion by Kenny Costa and seconded by Kathy Auld to adjourn the meeting at 3:40 P.M.

Mr. Kenny Costa	“Yes”
Ms. Kathleen Auld	“Yes”
Mrs. Melissa Hobbs	“Yes”
Mr. Leonard Campanello	“Yes”
Chairman MacArthur	“Yes”

**APPROVED
RETIREMENT BOARD:**

Douglas A. MacArthur, Chairman

Kathleen Auld

Kenny Costa

Leonard Campanello

Melissa Hobbs

Transcribed by,

Katie Mahan, Assistant Administrator