

**Swampscott Retirement Board
Meeting Minutes
October 23, 2018**

A meeting of the Contributory Retirement Board was held in the Administration Building, 22 Monument Avenue, 1st Floor Conference Room on Tuesday, October 23, 2018.

Attendance – Thomas H. Driscoll, Jr. Chair, John F. Behen, Jr., Vice Chair, Kevin F. Breen, Cheryl Herrick-Stella (at 8:43) and Retirement Administrator, Nancy Lord.

The meeting was called to order at 8:07am

Approve Minutes:

The Board voted unanimously on a motion made by Kevin Breen and seconded by Vice Chair Behen to approve the meeting minutes of September 25, 2018.

Acceptance of New Member Enrollments:

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Kevin Breen to approve the new member enrollments of the following employees:

- | | | |
|-----------------------|--------------------|------------|
| • Abigail Mace | SPS – Extended Day | 09/24/2018 |
| • Elaine McEntee-King | ESP-School | 09/24/2018 |
| • Caitlin Gavaghan | ESP-School | 10/9/2018 |

Deaths

The following death was noted.

- Gail Faia – Superannuation Option B - 10/5/2018. Ms. Faia retired from the School Department in 1996.

Administrative Reports Put on File:

The following Administrative reports were put on file:

- PERAC Memo #29 -Tobacco Company List
- PERAC Memo #30 – Appropriation Data Due 10/31/18
- PERAC Memo #31 – Disclosure of Compensation

Expenses:

- Accounts Payable Warrant - The Board voted unanimously on a motion made by Kevin Breen and seconded by Vice Chair Behen to approve the expense warrant dated 10/31/2018 for \$27,152.16
- Payroll Warrant - The Board voted unanimously on a motion made by Kevin Breen and seconded by Vice Chair Behen to approve the Payroll warrant dated 10/31/2018 for \$488,105.96.

Buyback Requests:

- Justin Bragan, SPD – Police Officer - request to buyback veterans service, reserve service & summer employment. After a brief discussion, it was noted that he could begin his veterans service buyback (not to exceed four years). With the Gomes Case, Mr. Bragan will be credited with his police reserve time without payment at this time. However, the Gomes case has been appealed and could possibly change this ruling. Mr. Bragan's part-time service for the School and DPW was tabled so the Administrator can break out the hours worked on a weekly basis to determine appropriate buyback credit.

Refunds, Transfer, Rollovers

The Board voted unanimously on a motion made by Kevin Breen and seconded by Vice Chair Behen to approve the following:

- Charlene Gormley (Abebe) SPS -Transfer to MTRS
- Elaine Vousboulis SPS – Refund of deductions
- Collette Kelly Zemp SPS – Rollover of deductions

Prior Business:

- *Intra-Municipal Agreement* - After a brief discussion it was decided that Chairman Driscoll would reach out to attorney Sacco to make edits.

New Business:

- *July Trial Balance* - The July trial balance was signed.
- *Administrator's updates* - The Administrator inquired as to how the Board would like to proceed with adjusting current DPW employees who have had retirement deductions taken in error on overtime pay that was incorrectly added to stand by pay. It was determined the Chairman would send a letter to the Town requesting their assistance in refunding the errors to those employees affected. The Administrator will research retired DPW employees who may have been affected.
- *Other* –
 1. The Board discussed purchasing certificates of membership as well as cards for various occasions, sympathy etc. The Administrator will research.

Executive Session-RFP-Legal

The Board took a roll call vote at 8:55am to enter Executive Session to open the RFP received for legal counsel. Chair Driscoll, "I", Vice Chair Behen, "I", Kevin Breen, "I", Cheryl Herrick-Stella, "I". The Board received and reviewed the RFP from the Law Offices of Michael Sacco. After review of the material provided, the Board voted unanimously on a motion made by Kevin Breen and seconded by Vice Chair Behen to have Chairman Driscoll enter into contract negotiations with Michael Sacco.

The Board took a roll call vote at 9:00am to come out of Executive Session and return to open session. Chair Driscoll, "I", Vice Chair Behen, "I", Kevin Breen, "I", Cheryl Herrick-Stella, "I".

New Business (continued):

- *Other-*
 2. There was continued discussion on having Larry Stone conduct a study on the increase of the COLA base.
 3. Vice Chair Behen asked the Administrator to research how many years the funding schedule has been extended.

Adjournment

The meeting was adjourned at 9:15 am.

Respectfully submitted,

Nancy A. Lord
Retirement Administrator

Thomas H. Driscoll, Jr., Esq.

Chair, Appointed

John F. Behen, Jr.

Vice-Chair, Elected Member

Kevin F. Breen

Elected Member

Cheryl Herrick Stella

Ex-Officio

Robert J. Powell, III

Appointed Member