

**Swampscott Retirement Board
Meeting Minutes
September 25, 2018**

A meeting of the Contributory Retirement Board was held the Administration Building, 22 Monument Avenue, 1st Floor Conference Room on Tuesday, September 25, 2018.

Attendance – John F. Behen, Jr., Vice Chair (via conference call), Robert Powell, III, Cheryl Herrick-Stella and Retirement Administrator, Nancy Lord.

Guest: Thomas Hennessey

The meeting was called to order at 8:19am

Approve Minutes:

The Board voted unanimously on a motion made by Cheryl Stella and seconded by Robert Powell to approve the meeting minutes of August 28, 2018.

Superannuation Retirement:

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Cheryl Stella to approve the Superannuation Retirement of the following member:

- Richard McCarriston - SPD - Superannuation Option C - 9/29/2018

Acceptance of New Member Enrollments:

The Board voted unanimously on a motion made by Cheryl Stella and seconded by Robert Powell to approve the new member enrollments of the following employees:

- | | | |
|-----------------------|---------------------|------------|
| • Danielle Bryan | SPS – ESP | 08/27/2018 |
| • Wendy Chalek | SPS – Tutor | 08/27/2018 |
| • Kathryn Curtis | SPS – Payroll Asst. | 09/24/2018 |
| • Holly DeHaan | SPS – Tutor | 08/27/2018 |
| • Barbara Delisle | SPS – Admin. Asst. | 08/27/2018 |
| • Gerald Himmelreich | SPS – Tutor | 09/12/2018 |
| • Silvana Lika | SPS – Building Sub | 08/27/2018 |
| • Sierck van der Burg | SPS – Custodian | 08/27/2018 |
| • Elaine King | SPS – ESP | 09/24/2018 |

Administrative Reports Put on File:

The following Administrative reports were put on file:

- PERAC Memo #25 Allowable Earnings Determination
- PERAC Memo #26 Regular Compensation Status of Payments Made in Lieu of Unused Leave Time
- PERAC Memo #27 Direct Deposit Scam
- PERAC Memo #28 Board Member Training

Expenses:

- Accounts Payable Warrant - The Board voted unanimously on a motion made by Robert Powell and seconded by Cheryl Stella to approve the expense warrant dated 9/28/2018 for \$2,612.61.
- Payroll Warrant - The Board voted unanimously on a motion made by Cheryl Stella and seconded by Robert Powell to approve the Payroll warrant dated 9/28/2018 for \$466,287.84.

Buyback Requests:

- Jay Jarosz, TWN – Engineer - request to buyback service from Gloucester 7.9 years. After a brief discussion, the Board voted unanimously on a motion made by Robert Powell and seconded Cheryl Stella to table the buyback request until further information is received.
- Justin Bragan, SPD – Police Officer - request to buyback veterans service, reserve service & summer employment (service TBD). After a brief discussion, the Board voted unanimously on a motion made by Robert Powell and seconded Cheryl Stella to table the buyback request until further information is received. The Board also requested the Administrator speak with counsel relative to reserve buyback.

Prior Business

- Legal Opinion-Intra-Municipal Agreement-The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Cheryl Stella to waive the attorney-client privilege only as it pertains to the Board's legal counsel opinion relative to the draft Intra-Municipal Agreement and only and for the limited purpose of sharing the opinion with the Board of Selectmen, Town Administrator and Finance Committee.
- RFP's–Legal and Actuarial – Both current contracts for legal services and actuarial services expire in December 2018. The Administrator provided the Board with draft RFP's for each. The Board designated Cheryl Stella and Robert Powell will review the draft actuarial RFP. The Board designated Chairman Driscoll to review the draft legal RFP.
- Intra-Municipal Agreement – The Town's legal counsel had made some additional edits/comments to the draft Intra-Municipal Agreement. The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Robert Powell to forward the agreement with comments to the Board's counsel for review.
- Other - None

New Business:

- The June 2018 Trial Balance was signed by the Board.

- The Administrator updated the Board on the retiree who hadn't cashed her checks in several months. It was discovered that the retiree is now residing in a nursing home. As of today, all but two checks had been cashed.
- The Administrator updated the Board on the progress of the Vernava recalculation. The recalculation information has been forwarded to PERAC for review.
- There was a discussion on elected officials and buyback eligibility.
- New computer monitor purchase – The Board voted unanimously on a motion made by Cheryl Stella and seconded by Robert Powell to approve the purchase of new computer monitors for the Administrator.

Adjournment

The meeting was adjourned at 8:51 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