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Northbridge Retirement Board Minutes
Date: December 21, 2021 - Time: 2:40 p.m.
Place: Retirement Board Office, Northbridge Town Hall

The Northbridge Retirement Board met on Tuesday, December 21, 2021 at 2:40 p.m. in the Northbridge Retirement Office at the Northbridge Town Hall in Whitinsville. Board members present: John Meagher, George Murray, Tom Frieswyk, Sharon Susienka, and Neil Vaidya. Also, present, Scott McGrath, Board Administrator.

PUBLIC COMMENTS:

(None)

WARRANTS:

Warrant totaling \$244,760.05 for the month of December were carefully reviewed and approved by the Board. Bank Reconciliations for the month of November were carefully reviewed and approved by the Board.

The Board was informed of a transfer of funds in November from PRIT to checking of \$184,010.14. The Board was informed of a transfer of funds in November from Money Market acct. to Checking of \$74,720.16.

MINUTES:

George Murray made a motion to accept the minutes of the November 23, 2021 Retirement Board meeting. The motion was seconded by Sharon Susienka.

The Board voted unanimously 5-0 to accept the November 23, 2021 Retirement Board meeting minutes.

NEW MEMBERS:

George Murray made a motion to deny membership for Anna Cybulski, Griffin Dec, Sophie Freeman, Kathleen Pyne, and Samantha Tackett-Marvill, because they do not meet the minimum 28 hour regularly scheduled work week. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 5-0 to deny membership to these employees and to provide these applicants with information regarding their right to appeal.

George Murray made a motion to accept membership for Kyara Beauchemin, Jodi Beaudette, Joseph Boulette, Leann O'Meara, Sarah Galoczy, Alyss Marlborough, Britteny Naughton, Gabrielle Riley, Jennifer Susienka, and Alaina Wiehn. The motion was seconded by Neil Vaidya.

The Board voted unanimously 5-0 to grant the membership to these employees.

NEW RETIREES:

The Board received an application for a superannuation retirement from Dawn Vandenakker. Mrs. Vandenakker is age 62 with 22 years of creditable service in the Northbridge School Department. Mrs. Vandenakker was a secretary. She has chosen an option "A" benefit with a retirement date of November 30, 2021. Neil Vaidya made a motion to accept the application of Mrs. Vandenakker and Tom Frieswyk seconded the motion.

The Board voted unanimously 5-0 to approve the Option "A" benefit for Mrs. Vandenakker.

REQUEST FOR BUYBACK

The Board received a request for buyback from Scott Celikbas. Mr. Celikbas is a Firefighter/EMT and is requesting to buyback 4 yrs. and 7 month of service. He will do payroll deduction and his total cost will be \$78,925.20. Neil Vaidya made a motion to approve the buyback of 4 years and 7 month of service through payroll deductions at a cost of \$78,925.20 for Scott Celikbas. The motion was seconded by Sharon Susienka.

The Board voted unanimously 5-0 to approve the buyback of 4 years and 7 month of service for Scott Celikbas at a cost of \$78,925.20 via payroll deductions.

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REQUEST FOR LIABILITY:

There were no requests for liability this month.

REQUEST FOR WITHDRAWAL OF FUNDS:

The Board received no applications for the withdrawal of funds this month.

REQUEST FOR TRANSFER OF FUNDS:

The Board received no requests for transfers this month.

DECEASED RETIREES:

The Board was not informed of the passing of any retirees this month.

LEGAL:

The Board had no legal issues this month.

EXECUTIVE SESSION:

There were no executive session issues to discuss.

DISCUSSION ITEMS: Part 1 of 2

The Board was given the Cash Books for November 2021. The Board reviewed the Cash Books which consist of the accounts receivables, accounts payables, the adjusting entries, the monthly trial balances and the year to date trial balances. The Board had no questions on the reports.

NEW BUSINESS:

There was no new business to discuss this month.

CORRESPONDENCE OUT:

There were no outgoing correspondences this month.

PERAC:

There was nothing from PERAC to hand out this month.

PRIM:

Summary of Plan Performance November 2021

MACRS:

There were no correspondences from MACRS this month.

RETIRED STATE COUNTY AND MUNICIPAL EMPLOYEES ASSOC. OF MA:

There was nothing to discuss this month.

MISCELLANEOUS CORRESPONDENCE:

There were no correspondences this month.

DISCUSSION ITEMS: Par 2 of 2 (cont.)

Neil Vaidya spoke about the annual review with the Board for the Retirement Administrator. The Board previously reviewed the evaluation. Neil Vaidya supplied a compensation schedule for the Board as they had requested at the last meeting. Mr. Vaidya explained where the Administrator was currently on the schedule. The Board discussed that The Administrator is considering retiring in a couple of years and the Board spoke about when to post the job and updating the job description. Neil Vaidya feels that a new salary survey should be done before job is posted. The Board would probable bring someone in for 4 months before he retires for training. The Board had some discussion about an increase in compensation for the Board Administrator. Neil Vaidya suggested and the Board agreed that a 3% increase would be appropriate. The increase would be retro to July 1, 2021.

George Murray made a motion to give the Board Administrator a 3% increase retroactive back to July 1, 2021. The motion was seconded by Tom Frieswyk.

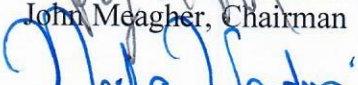
The Board voted unanimously 5-0 to approve the 3 % increase for the Board Administrator retro back to July 1, 2021.


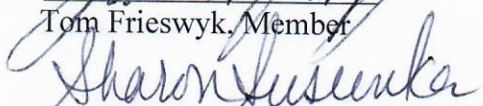
George Murray made a motion to adjourn the meeting at 3:24 p.m. The motion was seconded by Sharon Susienka.

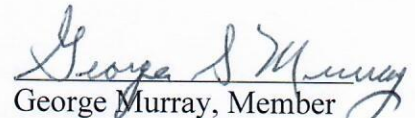
The Board voted 5-0 in support.

The next meeting of the Northbridge Retirement Board will be at 2:30 p.m. on Wednesday January 19, 2022 on a Zoom call.

Respectfully Submitted:


John Meagher, Chairman

Neil Vaidya, Ex-Officio


Tom Frieswyk, Member

Sharon Susienka, Member


George Murray, Member