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Northbridge Retirement Board Minutes
Date: September 21, 2022 - Time: 3:00 p.m.
Place: Northbridge Retirement Office

The Northbridge Retirement Board met on Wednesday September 21, 2022 at 3:00 p.m. in the Northbridge Retirement Office at the Northbridge Town Hall in Whitinsville. Board members present: Neil Vaidya, Sharon Susienka, and Tom Frieswyk. Also, present, Scott McGrath, Board Administrator. John Meagher and George Murray were unable to attend.

PUBLIC COMMENTS:

(None)

WARRANTS:

Warrants totaling \$308,430.85 for the month of September were carefully reviewed and approved by the Board. Bank Reconciliations for the month of August 2022 was carefully reviewed and approved by the Board. The Board was informed of a transfer of funds in August from PRIT to checking of \$230,000.00. The Board was informed of a transfer of funds in August from Money Market acct. to Checking of \$112,353.87.

MINUTES:

Neil Vaidya made a motion to accept the minutes of the August 24, 2022 Retirement Board meeting. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to accept the August 24, 2022 Retirement Board meeting minutes.

NEW MEMBERS:

Neil Vaidya made a motion to deny membership for Jason Bates, Carl Cowen, Valerie Dean, and Erika Leveille because they do not meet the minimum 28 hour regularly scheduled work week. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to deny membership to these employees and to provide these applicants with information regarding their right to appeal.

Neil Vaidya made a motion to accept membership for Norma Albertini-Fleurent, Meghan Andrade, Joanna Chace, Nichole Cusson, Kathleen Flanagan, Elizabeth Furilla, Holly Gauthier, Farrah Greasley, Dawn Ison, Jessica McKinnon, Michelle Richard, Jacquelyn St. Onge, Courtney Tennyson, and Julie Viator. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to grant the membership to these employees.

NEW RETIREES:

The Board received an application for a superannuation retirement from Bernice Malcolm. Mrs. Malcolm is age 66 with 15 years of creditable service at the Northbridge School Department. Mrs. Malcolm was a Teachers' Aide. She has chosen an option "B" benefit with a retirement date of August 30, 2022. Neil Vaidya made a motion to accept the application of Mrs. Malcolm and Tom Frieswyk seconded the motion.

The Board voted unanimously 3-0 to approve the Option "B" benefit for Mrs. Malcolm

REQUEST FOR BUYBACK

The Board received no requests for buyback this month.

REQUEST FOR LIABILITY:

There were no requests for liability this month.

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REQUEST FOR WITHDRAWAL OF FUNDS:

The Board received an application for the withdrawal of funds from Ms. Crystal Newell. Ms. Newell was an Instructional Aide with the Northbridge School Department. She had 2 years and 8 months of creditable service and a start date of October 7, 2019.

Neil Vaidya made a motion to approve the withdrawal of funds for Crystal Newell in the amount of \$4,459.59. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to approve the withdrawal of funds for Crystal Newell.

The Board received an application for the withdrawal of funds from Ms. Fotini Karabinas. Ms. Karabinas was an Instructional Aide with the Northbridge School Department. She had 8 months of creditable service and a start date of September 4, 2020.

Neil Vaidya made a motion to approve the withdrawal of funds for Fotini Karabinas in the amount of \$1,619.31. These funds will be rolled over to an IRA. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to approve the withdrawal of funds for Fotini Karabinas.

REQUEST FOR TRANSFER OF FUNDS:

The Board received a request from the Mass Teachers Retirement Board for the funds of Codi Bennett. Ms. Bennett worked as an Instructional Aide for the Northbridge School Department and had 3 months of creditable service.

Neil Vaidya made a motion to approve the transfer of funds of Codi Bennett in the amount of \$669.48. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to approve the transfer of funds for Codi Bennett.

The Board received a request from the Wellesley Retirement Board for the funds of Chris McGrath. Mr. McGrath worked as an Athletic Director/Library Clerk for the Northbridge School Department and had 11 months of creditable service.

Sharon Susienka made a motion to approve the transfer of funds of Chris McGrath in the amount of \$3,969.69. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 3-0 to approve the transfer of funds for Chris McGrath.

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:

The Board was told the Cash Books for August 2022 would be available at the next meeting.

The Board was provided with guidelines for remote participation which mirrored the guidelines provided by PERAC in 940 CMR 29.10(5).

There are 5 reasons that a member would be able to use to participate remotely and the Board chair or person chairing the meeting would need to decide if one is permissible. The reason would need to be stated during the meeting and reflected in the minutes. The Board Member who wishes to participate remotely, shall, as soon as reasonably possible prior to a meeting, notify the Chair of their desire to do so and reason for the request. All votes taken during any meeting in which a Board Member participates remotely shall be by roll call vote.

Tom Frieswyk made a motion to accept the Guidelines for Remote Participation and Sharon Susienka seconded the motion.

The Board voted unanimously 3-0 to accept the Guidelines for Remote Participation.

NEW BUSINESS:

The Board had no new business to discuss this month.

CORRESPONDENCE OUT:

There was no outgoing Correspondence this month.

PERAC:

The Board was informed that PERAC 2021 Annual Report was available for their inspection.

PRIM:

Summary of Plan Performance August 2022 will be available at the next meeting.

MACRS:

There was nothing to discuss from MACRS this month.

RETIRED STATE COUNTY AND MUNICIPAL EMPLOYEES ASSOC. OF MA:

2023 Planners and Calendars were passed out to the Board.

MISCELLANEOUS CORRESPONDENCE:

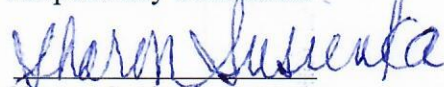
There were no correspondences this month.

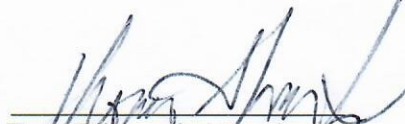
Neil Vaidya made a motion to adjourn the meeting at 3:20 p.m. The motion was seconded by Tom Frieswyk.

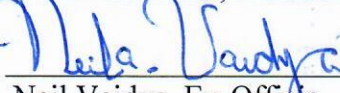
The Board voted 3-0 in support.

The next meeting of the Northbridge Retirement Board will be at 2:30 p.m. on Wednesday October 26, 2022 at the Northbridge Town Hall.

Respectfully Submitted:


Sharon Susienka, Member


Tom Frieswyk, Member


Neil Vaidya, Ex-Officio