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**Northbridge Retirement Board Minutes**  
**Date: November 20, 2019 - Time: 2:35 p.m.**  
**Place: Retirement Board Office, Northbridge Town Hall**

The Northbridge Retirement Board met on Wednesday, November 20, 2019 at 2:35 p.m. in the Northbridge Retirement Office at the Northbridge Town Hall in Whitinsville. Board members present: Neil Vaidya, Tom Frieswyk, George Murray, Sharon Susienka and John Meagher. Also present, Scott McGrath, Board Administrator.

**PUBLIC COMMENTS:**

(None)

**WARRANTS:**

Warrant totaling \$287,142.24 for the month of November was carefully reviewed and approved by the Board. Bank Reconciliations for the month of October were carefully reviewed and approved by the Board. The Board was informed of a transfer of funds in October from PRIT to checking of \$143,006.02. The Board was informed of a transfer of funds in October from Money Market acct. to Checking of \$102,095.14.

**MINUTES**

Sharon Susienka made a motion to accept the minutes of the October 23, 2019 Retirement Board meeting. The motion was seconded by Neil Vaidya.

**The Board voted 4-0 to accept the October 23, 2019 Retirement Board meeting minutes.**  
**George Murray was not present at the last meeting and abstained.**

**NEW MEMBERS:**

George Murray made a motion to deny membership for John Bonati, Kelly Cofske, Renee Costello, Krystal Couto, Michael Latino, and Deborah Vanderwell because they do not meet the minimum 28 hour regularly scheduled work week. The motion was seconded by Neil Vaidya.

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

Sharon Susienka made a motion to accept membership for Dominique Arsenault, Leslie Claudio, Scott Gobar, Aidan Gould, Kyleigh Plante, and Elizabeth Zanchi. The motion was seconded by Neil Vaidya.

**The Board voted unanimously 5-0 to grant the membership to this employee.**

**NEW RETIREES:**

The Board received an application for a superannuation retirement from Brian Castell. Mr. Castell is age 63 with 23 years and 8 months of creditable service with the Northbridge Fire Department as a Firefighter/EMT. He has chosen an option "C" benefit with a retirement date of November 30, 2019. Neil Vaidya made a motion to accept the application of Mr. Castell and George Murray seconded the motion.

**The Board voted unanimously 5-0 to approve the Option "C" benefit for Mr. Castell.**

**REQUEST FOR BUYBACK**

The Board received no requests for buyback this month.

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**REQUEST FOR LIABILITY:**

There were no requests for liability this month.

Handwritten notes in blue ink: "JF", "JAM", "SUS", "JAN".

**REQUEST FOR WITHDRAWAL OF FUNDS:**

The Board received an application for the withdrawal of funds from Michele Brown. Ms. Brown was a Teacher's Aide with the Northbridge School Dept. She had 2 years and 9 months of creditable service. George Murray made a motion to approve the withdrawal of funds for Michele Brown in the amount of \$4,371.54. The motion was seconded by Sharon Susienka.

**The Board voted unanimously 5-0 to approve the withdrawal of funds for Michele Brown.**

The Board received an application for the withdrawal of funds from Renee Costello. Mrs. Costello was a ParaProfessional with the Northbridge School Dept. She had 2 years and 10 months of creditable service. George Murray made a motion to approve the withdrawal of funds for Renee Costello in the amount of \$4,201.78. The motion was seconded by Sharon Susienka.

**The Board voted unanimously 5-0 to approve the withdrawal of funds for Renee Costello.**

**REQUEST FOR TRANSFER OF FUNDS:**

The Board received a request from the Worcester Regional Retirement Board for the funds of Michelle Laramée. Ms. Laramée worked as the Assistant Town Accountant for the Northbridge Accounting Department and had 13 years and 9 months of creditable service. Sharon Susienka made a motion to approve the transfer of funds of Michelle Laramée in the amount of \$47,739.65. The motion was seconded by Tom Frieswyk.

**The Board voted unanimously 5-0 to approve the transfer of funds for Michelle Laramée.**

**DECEASED RETIREES:**

There were no reported deaths of 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 told the Cash Books for September 2019 were not available and will be given out at the next meeting. The Board reviewed the budget analysis and estimates for 2020. The Board had no questions on the reports.

**NEW BUSINESS:**

There was no new business to discuss.

**CORRESPONDENCE OUT:**

Amendment to PTG Support and Hoisting Agreement

**PERAC:**

PERAC: Pension News No. 53- November 2019



**PRIM:**

The Board was told the Summary of Plan Performance for September 2019 was not available and will be handed out at the next meeting.

**MACRS:**

There was nothing to discuss.

**RETIRED STATE COUNTY AND MUNICIPAL EMPLOYEES ASSOC. OF MA:**

There was no correspondence this month.

**MISCELLANEOUS CORRESPONDENCE:**

There was nothing to discuss this month.

**DISCUSSION ITEMS: (Part 2 of 2)**

Neil Vaidya spoke again concerning the Retirement Administrator's Review and potential salary increase. This was a continuation from last month's discussion as to where the position stood mainly in terms of compensation as there was concern he may have exceeded the schedule. The Board was given an updated salary schedule that Mr. Vaidya was able to compile back to and reconcile with the original schedule the Board was given as a basis from FAA back in 2007. This was the last time the Board had done any kind of salary benchmark. Neil explained he had looked at other boards' salaries based on information he had received from the Administrator through various inquiries that come out on what cities and towns pay their staff. Mr. Vaidya told the Board their schedule was in line with other Boards' administrators' schedules and that if anything the Board would need to think about changing exactly what grade the current administrator sits in. The reason is his position is similar to other town departments that are classified as assistants or that run their own department without any additional staff. As this position is considered similar to that, it would be wise for the Board to consider re-classification of the position not only for now but for future potential employees taking that position. There was some discussion the implication of moving the position, however the Board felt this would make sense and would allow more flexibility in determining a new salary. The Board concluded that a 2 1/2 percent increase would be appropriate following the steps on the salary schedule. Mr. Vaidya informed the Board that would put the Administrator close to the top of the grade 8 scale. George Murray asked the Board if in the future, they could increase the salary above the top of the scale. The Board decided to re-class the position to a grade 9 to give the Administrator room to advance. George Murray made a motion to grant the Administrator a 2 1/2 increase and re-class the position to a grade 9 retroactive to July 1, 2019. The motion was seconded by Sharon Susienka.


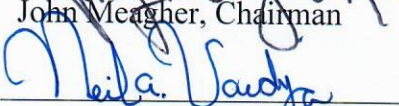
**The Board voted unanimously 5-0 to approve the increase of 2 1/2 to the Board Administrator's salary and to re-classify the position to Grade 9 retroactive to July 1, 2019.**

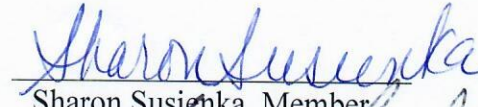
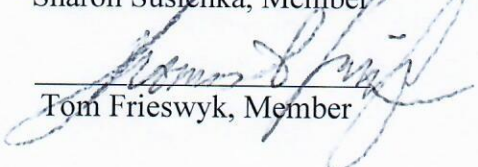
George Murray made a motion to adjourn the meeting at 3:07 p.m. The motion was seconded by Tom Frieswyk.

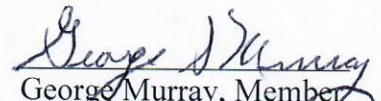
**The Board voted 5-0 in support.**

The next meeting of the Northbridge Retirement Board will be held at 2:30 p.m. on December 18, 2019 at the Northbridge Town Hall.

Respectfully Submitted:

  
John Meagher, Chairman  
  
Neil Vaidya, Ex-Officio

  
Sharon Susienka, Member  
  
Tom Frieswyk, Member

  
George Murray, Member