

**Northbridge Retirement Board Minutes**  
**Date: November 21, 2023 - Time: 2:37 p.m.**  
**Place: Northbridge Retirement Office**

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The Northbridge Retirement Board met on Tuesday, November 21, 2023 at 2:37 p.m. in the Northbridge Retirement Office at the Northbridge Town Hall in Whitinsville. Board members present: John Meagher, Sharon Emerick, Sharon Susienka, and Tom Frieswyk. Board Administrators present: Scott McGrath, and Caitlin Leahey. George Murray was unable to attend.

**Public Comments:**

(None)

**Warrants:**

Warrants totaling \$324,627.74 for the month of November were carefully reviewed and approved by the Board. Bank Reconciliations for the month of October 2023 were carefully reviewed and approved by the Board. The Board was informed of a transfer of funds in October from PRIT to the Checking account in the amount of \$250,000.00. The Board was informed of a transfer of funds in October from the Money Market account to the Checking account in the amount of \$89,564.69.

**Minutes:**

Tom Frieswyk made a motion to accept the minutes from the October 25, 2023 Retirement Board meeting. The motion was seconded by Sharon Susienka.

**The Board voted 4-0 to accept the October 25, 2023 Retirement Board meeting minutes.**

Sharon Susienka made a motion to accept, and not release to the public, the executive session minutes from the October 25, 2023 Retirement Board meeting. The motion was seconded by Tom Frieswyk.

**The Board voted 4-0 to accept, and not release to the public, the September 20, 2023 Retirement Board meeting executive session minutes.**

**New Members:**

Sharon Susienka made a motion to deny membership for Brianna Gallagher and Kelly Haden because they do not meet the minimum 28 hour regularly scheduled work week. The motion was seconded by Sharon Emerick.

**The Board voted unanimously 4-0 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 Kristin Bolduc and Rebecca Pfeiffer. The motion was seconded by Sharon Emerick.

**The Board voted unanimously 4-0 to grant the membership to the above employees.**



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**New Retirees:**

The Board did not receive any applications for a superannuation retirement this month.

**Request for Buyback:**

The Board did not receive any requests for buyback this month.

**Request for Liability:**

The Board did not receive any requests for liability this month.

**Request for Withdrawal of Funds:**

The Board received an application for the withdrawal of funds from Mr. Cory Baldwin. Mr. Baldwin was an Assistant Plant Operator for the Town of Northbridge Treatment Plant. He has 3 years and 9 months of creditable service with a starting date of May 7, 2019. Sharon Susienka made a motion to approve the withdrawal for Mr. Baldwin in the amount of \$17,310.49. The motion was seconded by Tom Frieswyk.

**The Board voted unanimously 4-0 to approve the transfer of funds for Mr. Jonathan Shenian.**

The Board received an application for the withdrawal of funds from Ms. Nichole Cusson. Ms. Cusson was a Cook/Manager for the Town of Northbridge School System. She has 1 year and 1 month of credible service, with a starting date of September 1, 2022. Sharon Susienka made a motion to approve the withdrawal of funds for Ms. Cusson in the amount of \$3,543.30. The motion was seconded by Sharon Emerick.

**The Board voted unanimously 4-0 to approve the transfer of funds for Ms. Nichole Cusson.**

**Request for Transfer of Funds:**

The Board received a transfer of funds request from the Mass Teachers Retirement System on behalf of Mrs. Sylvie Clemente. Mrs. Clemente worked as an Instructional Aide for the Town of Northbridge School System. She has 5 months of credible service, with a starting date of March 11, 2019. Sharon Susienka made a motion to approve the transfer of funds for Mrs. Clemente in the amount of \$583.96. The motion was seconded by Tom Frieswyk.

**The Board voted unanimously 4-0 to approve the transfer of funds for Mrs. Sylvie Clemente.**

The Board received a transfer of funds request from the Worcester Regional Retirement System on behalf of Mr. Daniel Locke. Mr. Locke worked as Desktop Support for the Town of Northbridge School System. He has 2 years and 9 months of credible service, with a starting date of July 27, 2020. Sharon Susienka made a motion to approve the transfer of funds for Mr. Locke in the amount of \$14,303.96. The motion was seconded by Sharon Emerick.

**The Board voted unanimously 4-0 to approve the transfer of funds for Mr. Daniel Locke.**

**Deceased Retirees:**

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



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**Legal:**

There were no legal issues for the Board to discuss this month.

**Executive Session:**

The Board had no executive session issues to discuss.

**Discussion Items:**

The Board was given the Cash Books for October 2023. The Board reviewed the Cash Books. The documents included: the accounts receivables, accounts payables, the adjusting entries, general ledger, year to date trial balance, and the monthly trial balance. The Board was given copies of the updated revised Personnel Policy Manual. The Board reviewed the manual and agreed a few more adjustments had to be made as far as grammar and matching terminology. They will vote to approve the amended Personnel Policy Manual at the next meeting on December 20, 2023. The Board was updated on the ADR Applicant and the progress of the medical panel review. The Board received a copy of the Retirement Office's Annual Budget. The Board reviewed the Annual Budget and did not have any questions.

Sharon Susienka made a motion to approve the updated contracts for the 2 year extension of services for both Stone Consulting and Attorney Nick Poser. The motion was seconded by Sharon Emerick.

**The Board voted unanimously 4-0 to approve the updated contracts for the 2 year extension of services for Stone Consulting and Attorney Nick Poser.**

**New Business:**

There was no new business for the Board to discuss at the time of the meeting.

**Correspondence Out:**

There was no outgoing correspondence this month.

**PERAC:**

There were no new PERAC discussion items this month.

**PRIM:**

The Board reviewed the Summary Plan of Performance for October 2023.

**MACRS:**

There was nothing from MACRS this month.

**Retired State County and Municipal Employees Association of Massachusetts:**

The Voice Newsletter- November 2023

**Miscellaneous Correspondence:**

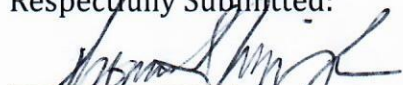
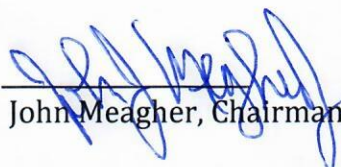
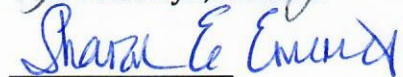
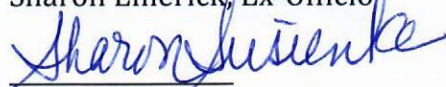
There were no correspondences this month.

Sharon Susienka made a motion to adjourn the meeting at 3:25 p.m. The motion was seconded by Tom Frieswyk.

**The Board voted 4-0 in support.**

The next meeting of the Northbridge Retirement Board will be at 2:30 p.m. on Wednesday, December 20, 2023 at the Northbridge Town Hall.

Respectfully Submitted:

  
Tom Frieswyk, Member  
John Meagher, Chairman  
Sharon Emerick, Ex-Officio  
Sharon Susienka, Member