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**Northbridge Retirement Board Minutes**

**Date: December 20, 2023 - Time: 2:39 p.m.**

**Place: Northbridge Retirement Office**

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The Northbridge Retirement Board met on Wednesday, December 20, 2023 at 2:39 p.m. in the Northbridge Retirement Office at the Northbridge Town Hall in Whitinsville. Board members present: John Meagher, Sharon Emerick, Sharon Susienka, George Murray, and Tom Frieswyk. The Board Administrator; Caitlin Leahey was present.

**Public Comments:**

(None)

**Warrants:**

Warrants totaling \$522,420.71 for the month of December were carefully reviewed and approved by the Board. Bank Reconciliations for the month of November 2023 were carefully reviewed and approved by the Board. The Board was informed of a transfer of funds in November from PRIT to the Checking account in the amount of \$250,000.00. The Board was informed of a transfer of funds in November from the Money Market account to the Checking account in the amount of \$74,625.28.

**Minutes:**

Tom Frieswyk made a motion to accept the minutes from the November 21, 2023 Retirement Board meeting. The motion was seconded by Sharon Emerick.

**The Board voted 4-0 to accept the November 21, 2023 Retirement Board meeting minutes. George Murray did not attend the November board meeting.**

**New Members:**

George Murray made a motion to deny membership for Steven French, Sarah Kilkenny, and Elizabeth Valle because they do not meet the minimum 28 hour regularly scheduled work week. The motion was seconded by Sharon Susienka.

**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 Sarah Stolarczyk and Dawn Burt. The motion was seconded by Sharon Emerick.

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

**New Retirees:**

The Board received an application for a superannuation retirement from Sheryl Nicoletti. Mrs. Nicoletti is 56 years of age with 15 years and 8 months of creditable service within the Northbridge School Department. Mrs. Nicoletti was a Teacher's Aide. She has chosen an option "A" benefit with a retirement date of November 30, 2023. Sharon Susienka made a motion to accept the application of Mrs. Nicoletti's and Tom Frieswyk seconded the motion.



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

**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 no applications for the withdrawal of funds.

**Request for Transfer of Funds:**

The Board received a transfer of funds request from Middlesex County Retirement Board on behalf of Mr. Arthur Fenno. Mr. Fenno worked as a Firefighter/EMT for the Town of Northbridge Fire Department. He has 15 years and 8 months of credible service, with a starting date of July 12, 2021. Sharon Susienka made a motion to approve the transfer of funds for Mr. Fenno in the amount of \$136,415.72. The motion was seconded by George Murray.

**The Board voted unanimously 5-0 to approve the transfer of funds for Mr. Arthur Fenno.**

The Board received a transfer of funds request from the MASS Teachers Retirement System on behalf of Mrs. Elizabeth Harris. Mrs. Harris worked as a Social Worker for the Town of Northbridge School System. She has 4 months of credible service, with a starting date of April 4, 2022. Sharon Susienka made a motion to approve the transfer of funds for Mrs. Harris in the amount of \$1,566.74. The motion was seconded by George Murray.

**The Board voted unanimously 5-0 to approve the transfer of funds for Mrs. Elizabeth Harris.**

The Board received a transfer of funds request from Worcester Regional Retirement on behalf of Mrs. Kimberly Lloyd. Mrs. Lloyd worked as a Secretary for the Town of Northbridge School System. She has 2 years and 8 months of credible service, with a starting date of October 28, 2020. Sharon Susienka made a motion to approve the transfer of funds for Mrs. Lloyd in the amount of \$7,406.31. The motion was seconded by George Murray.

**The Board voted unanimously 5-0 to approve the transfer of funds for Mrs. Kimberly Lloyd.**

The Board received a transfer of funds request from The Plymouth Country Retirement Association on behalf of Mr. William Austin. Mr. Austin worked as a Firefighter/EMT for the Town of Northbridge Fire Department. He has 12 years and 9 months of credible service, with a starting date of November 16, 2018. Sharon Susienka made a motion to approve the transfer of funds for Mr. Austin in the amount of \$73,175.76. The motion was seconded by George Murray.

**The Board voted unanimously 5-0 to approve the transfer of funds for Mr. William Austin.**

**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 November 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 a brief update on the ADR applicant and the progress of the medical panel review. The Board voted on the amended Personnel Policy Manual.

George Murray made a motion to accept the Personnel Policy Manual as presented as amended. The motion was seconded by Tom Frieswyk.

**The Board voted unanimously 5-0 to approve the amended Personnel Policy Manual.**

**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 November 2023, PRIM Board Quarterly Update and they were given an electronic copy of the Annual Comprehensive Financial Report-FY Ended June 30, 2023 and 2022 for their review.

**MACRS:**

There was nothing from MACRS this month.

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

There was nothing new to report this month.

**Miscellaneous Correspondence:**

There were no correspondences this month.

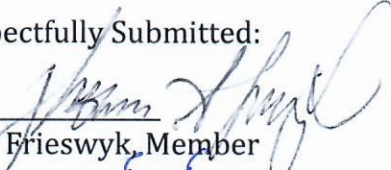
George Murray made a motion to adjourn the meeting at 3:10 p.m. The motion was seconded by Sharon Susienka.

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



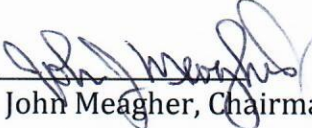
The next meeting of the Northbridge Retirement Board will be at 2:30 p.m. on Wednesday, January 24, 2024 at the Northbridge Town Hall.

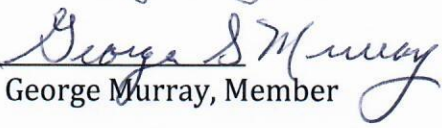
Respectfully Submitted:

  
Tom Frieswyk, Member

  
Sharon Emerick, Ex-Officio

  
Sharon Susienka, Member

  
John Meagher, Chairman

  
George Murray, Member