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Northbridge Retirement Board Minutes
Date: November 15, 2017 - Time: 2:40 p.m.
Place: Retirement Board Office, Northbridge Town Hall

The Northbridge Retirement Board met on Wednesday, November 15, 2017 at 2:40p.m. in the Northbridge Retirement Office at the Northbridge Town Hall in Whitinsville. Board members present: Neil Vaidya, Sharon Susienka, Tom Frieswyk, and George Murray. John Meagher was sick. Also present, Scott McGrath, Board Administrator.

PUBLIC COMMENTS:

(None)

WARRANTS:

Warrants totaling \$ 249,676.64 and Non-Contributory \$733.60 for the month of November were 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 \$69,929.77.
The Board was informed of a transfer of funds in October from Money Market acct. to Checking of \$182,867.15.

MINUTES

Neil Vaidya made a motion to accept the minutes of the October 25, 2017 Retirement Board meeting.
The motion was seconded by George Murray.

The Board voted 4-0 to accept the October 25, 2017 Retirement Board meeting minutes.

NEW MEMBERS:

Neil Vaidya made a motion to deny membership for Johanna Dowd, Jami Flauto, Michele Guerad, Evette Hanna, Eric Lavallee, Rebecca Pilla, Lanie Schwendenman, Jennifer Strafer, Nicholas Urso, and Heather Yates because they do not meet the minimum 28 hour regularly scheduled work week. The motion was seconded by George Murray.

The Board voted unanimously 4-0 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 Kirk Akeley, Christopher Bessette, Victoria Brady, and Jason Melinski. The motion was seconded by Tom Frieswyk.

The Board voted unanimously 4-0 to grant membership to this employee.

NEW RETIREES:

The Board received an application for a superannuation retirement from Theresa DeYoung. Mrs. DeYoung is age 62 with 16 years and 3 months of creditable service with the Northbridge School Dept. as a custodian. She has chosen an option "A" benefit with a retirement date of October 31, 2017.

Neil Vaidya made a motion to accept the application of Mrs. DeYoung and George Murray seconded the motion.

The Board voted unanimously 4-0 to approve the Option "A" benefit for Mrs., DeYoung.

REQUEST FOR BUYBACK

The Board did not receive a request for buyback this month.

REQUEST FOR LIABILITY:

There were no requests for liability this month.

REQUEST FOR WITHDRAWAL OF FUNDS:

The Board received an application for the withdrawal of funds from Michael Choquette. Mr. Choquette was a Dispatcher with the Northbridge Police Dept. with 4 year and 8 months of creditable service.

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George Murray made a motion to approve the withdrawal of funds for Michael Choquette in the amount of \$21,565.92. The motion was seconded by Neil Vaidya.

The Board voted unanimously 4-0 to approve the withdrawal of funds for Michael Choquette.

REQUEST FOR TRANSFER OF FUNDS:

The Board received a request from the State Board of Retirement for the funds of Rachael Gallant. Ms. Gallant worked as an Instructional Aide with the Northbridge Public Schools and had 3 yrs. and 8 months of creditable service.

George Murray made a motion to approve the transfer of funds of Rachael Gallant in the amount of \$6,449.95.

The motion was seconded by Neil Vaidya.

The Board voted unanimously 4-0 to approve the transfer of funds for Rachael Gallant.

DECEASED RETIREES:

There were no reported passings of retirees this month.

LEGAL:

There were no legal issues to discuss.

EXECUTIVE SESSION:

There was no need for executive session today.

DISCUSSION ITEMS:

Neil Vaidya brought up the annual review with the Board, which had been given to the Board Administrator. The Board had been given the opportunity to examine the review previously. The Board was in agreement that the Administrator had been doing a good job and agreed with the written review. The Board would like to see a Newsletter done for the retirees quarterly with any updated information.

George Murray made a motion to shelf any discussion of an increase in salary for the Board Administrator until the next meeting. The Board would like a full attendance for any increase discussions. The motion was seconded by Sharon Susienka.

The Board voted unanimously 4-0 in support.

The Board Administrator was asked at the last meeting to reach out to PERAC with their concerns about the type of doctors being used for the current ADR medical panel.

The Board was informed that PERAC responded with the names of the doctors and their specialties.

NEW BUSINESS:

There was no new business to discuss.

CORRESPONDENCE OUT:

The Board was told of the letters sent out to the ADR applicant concerning medical panel appointments.

PERAC:

PERAC Memo# 33 New Fraud Prevention Poster

PERAC Memo# 34 Administrator's Training (November 14, 2017) Location Change

PERAC- Auditors' Review Report

The Board was told of the report and its contents. The Auditors had no Audit findings and only a few recommendations. The Auditors would like to see the Board review all bank reconciliations and the monthly Cash books. There were a few journal entries that need to be done also.

PRIM:

The statement was not available for this meeting.

MACRS:

There was nothing to discuss from MACRS this month.

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RETIRED STATE COUNTY AND MUNICIPAL EMPLOYEES ASSOC. OF MA:

There was nothing to discuss this month.

MISCELLANEOUS CORRESPONDENCE:

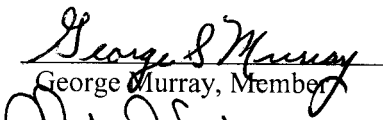
There was no miscellaneous correspondence this month.

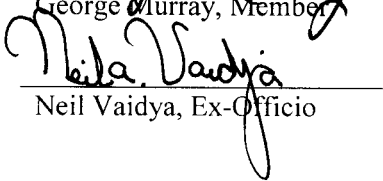
Neil Vaidya made a motion to adjourn the meeting at 3:00 p.m. The motion was seconded by George Murray.

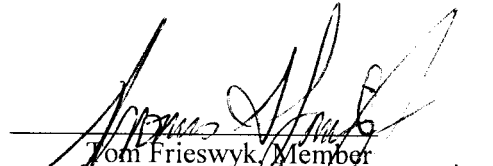
The Board voted unanimously 4-0 in support.

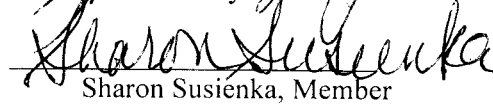
The next meeting of the Northbridge Retirement Board will be held at 2:30 p.m. on December 20, 2017 at the Northbridge Town Hall.

Respectfully Submitted:


George Murray, Member


Neil Vaidya, Ex-Officio


Tom Frieswyk, Member


Sharon Susienka, Member