

**Arlington Contributory Retirement Board
Meeting Minutes for April 28, 2016
At the Town Hall Annex
Second Floor Meeting Room**

Board members present: Chairman John Bilafer, Richard Keshian, Kenneth Steele, Kenneth Hughes and Richard Viscay

Call to order Regular Monthly Meeting

Chairman Bilafer called the regular meeting to order at 4:30 P.M

Motion and vote to approve Expense and Payroll Warrants 10, 11 and 12

After review and discussion, Mr. Hughes made a motion to approve the Expense and Payroll Warrants 10,11 and12 for payment, seconded by Mr. Steele. The motion was approved by unanimous vote.

Motion and vote to approve Minutes for March 2016

After review and discussion Mr. Steele made a motion to approve the March 2016 Minutes, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote to approve February 2016 Trial Balance

After review and discussion Mr. Steele made a motion to approve the February 2016 Trial Balances, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion to approve new school members

After review and discussion Mr. Steele made a motion to approve the new school members, seconded by Mr. Viscay. The motion was approved by unanimous vote

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|-----------------|---------------------------|-------------------|--------------------|
| Nicky Sousa | 05-02-2016 | 9+2% | Payroll Specialist |
| Michael Troiano | 04-25-2016 | 9+2% | Payroll Specialist |

Motion to approve new town members

After review and discussion Mr. Steele made a motion to approve the new town members, seconded by Mr. Viscay. The motion was approved by unanimous vote

| <u>Name</u> | <u>Date of Membership</u> | <u>Percentage</u> | <u>Position</u> |
|------------------|---------------------------|-------------------|-----------------------|
| Lisa Canelio | 04-25-2016 | 9+2% | Account Clerk Cashier |
| Michael Powderly | 04-04-2016 | 9+2% | Electrician |
| Matthew Shaw Jr. | 04-25-2016 | 9+2% | Parks |

Motion to approve retirement application for Ms. Marilyn Forde and Jo-Martha Glushko

After review and discussion Mr. Viscay made a motion to approve Ms. Forde's and Ms. Glushko's applications for retirement, seconded by Mr. Steele. The motion was approved by unanimous vote.

| Name | DOB | Creditable Service | Group | Dept/Pos | Veteran Status | Retirement Option | Date |
|-------------------|-----------|----------------------|-------|--------------------------|----------------|-------------------|------------|
| Marilyn Forde | 5-11-1948 | 18 years 5 months | 1 | School/ Food Services | N | A | 06-18-2016 |
| Jo-Martha Glushko | 3-06-1946 | 15 years 6 months | 1 | Planning/ Planner | N | C | 06-30-2016 |

Motion and Vote on Accidental Disability Retirement Medical Panel results for James Downs

The Board reviewed the medical panel's decisions and instructed Mr. Greco to ask the PERAC medical unit for clarification on the Board's options regarding the conclusion of the dissenting doctor. Mr. Hughes stated he thought the Board should approve the application based on the majority opinion but there was no second. Mr. Viscay also stated he was concerned that the member and or his attorney did not attend the hearing despite being invited. Mr. Keshian made a motion to table the vote until the May 26, 2016 Board Meeting when Mr. Greco can update the Board on their options based on his discussion with PERAC, seconded by Mr. Steele. The motion was approved by a 4-1 vote with Mr. Hughes opposing the motion.

Motion and vote a refund of accumulated deductions for Marie Sakai in the amount of \$1,254.63 Ms. Sakai had 10 months of creditable service working as a Teacher Assistant.

After review and discussion Mr. Steele made a motion to approve the refund for Ms. Sakai, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote a refund of accumulated deductions for Ms. Diane Swift in the amount \$ 1,689.98 Ms. Swift had 1 year 4 months of creditable service working for the School Department as a Teacher Assistant.

After review and discussion Mr. Keshian made a motion to approve the refund for Ms. Swift, seconded by Mr. Viscay. The motion was approved by unanimous vote.

Motion and Vote on Chapter 32 Section 4(1)(c) for Jenny Arch

Ms. Arch was on unpaid leave from December 17, 2015 to April 8, 2016 and returned April 11, 2016. 4(1)(C) allows the Board to vote one month creditable service. After review and discussion Mr. Keshian made a motion to approve one month creditable service, seconded by Mr. Steele. The motion was approved by unanimous vote.

Update on Offices Space

Mr. Greco told the Board that he and Mr. Keshian were given a tour of the potential office space in the Weatherization Department on the second floor of the Senior Center on April 22nd by Mr. Jack Jones from Weatherization. There are two separate offices totaling 234 square feet and the current office space is 378 square feet plus storage. There is some potential storage space that could make up for the lost square footage but nothing was definite. Mr. Jones showed Mr. Greco and Mr. Keshian larger spaces on the third and fourth floor but the rent for those spaces were in excess of \$150,000 a year. Mr. Jones then showed Mr. Greco and Mr. Keshian the ground floor office space that was going to vacant as July 1, 2016 when the Arlington Housing Corporation leaves for their own building. The ground floor office space has approximately 775 square feet of space and his handicapped accessible. Mr. Greco said he was told by a representative of the Arlington Housing Corporation that they do pay rent and have a lease that they are not renewing and will expire June 30, 2016. After a discussion Mr. Steele made a motion to have Mr. Greco respond to the RFP in order for the Board to be considered for the ground floor office space in the Senior Center, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Adjourn

At 5:45 PM Mr. Viscay made a motion to adjourn the meeting, seconded by Mr. Steele. The motion was approved by unanimous vote.