



Arlington Contributory Retirement Board

Date: March 28, 2019

Time: 4:30 PM

Location: Senior Center Ground Floor Conference Room

Minutes

Board Members present: Chairperson Kenneth Hughes, Richard Keshian, Kenneth Steele, Ida Cody and Robert Jefferson

Chairperson Kenneth Hughes called the regular meeting to order at 4:30

Motion and vote to approve Expense Warrants # 6, 7 and 8-2019 and Payroll Warrant March 2019

After review and discussion, Mr. Steele made a motion to approve the Expense Warrants # 6,7 and 8-2019 and March 2019 Payroll Warrant for payment, seconded by Ms. Cody. The motion was approved by unanimous vote

Motion and vote to approve Minutes for February 28, 2019

After review and discussion Mr. Steele made a motion to approve the February 28, 2019 Minutes, seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Motion to approve new town members

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

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Jennifer O'Rourke	02-28-2019	9+2%	Assessors Senior Clerk
Christopher Rockwell	03-25-2019	9+2%	MEO II
Christopher Rouse	03-18-2019	9+2%	Electrician

Motion to approve new school members

After review and discussion Ms. Cody made a motion to approve the new school members listed below, seconded by Mr. Keshian. The motion was approved by unanimous vote.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
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Kasie Costopulos	02-11-2019	9+2%	Teacher Assistant
David Dufault	02-11-2019	9+2%	Teacher Assistant
Alicia Edwards	03-08-2019	9+2%	Teacher Assistant
Ashley Fortier	03-11-2019	9+2%	Teacher Assistant
Charles Hill	11-01-2018	9+2%	Teacher Assistant
Shiei Kuida	02-25-2019	9+2%	Teacher Assistant
Kayla Murphy	01-28-2019	9+2%	Teacher Assistant
Zachary Semel	02-04-2019	9+2%	Teacher Assistant

Motion to approve the retirement application for Maryann O'Brien John Tracey, Theresa Devito and Denice Goreham-Dupont

After review and discussion Mr. Jefferson made a motion to approve the retirement application of Ms. Maryann O'Brien, John Tracey, Theresa Devito and Denice Goreham Dupont, seconded by Mr. Steele. The motion was approved by unanimous vote

Name	Creditable Service	Department/ Position	Retirement Option	Date
Maryann O'Brien	23 Years 1 Month	School/ Food Services	A	4-1-2019
John Tracey	32 Years 0 Months	Fire/ Firefighter	C	4-07-2019
Theresa Devito	18 Years 3 Months	Town Clerk/ Senior Clerk	A	4-23-2019
Denice Goreham Dupont	30 Years 7 Month	Treasurer/ Real Estate Assistant Collector	B	4-28-2019

Motion and vote on ADR application for Stephen Rae.

After review and discussion, Mr. Keshian made a motion to approve Mr. Rae's ADR Retirement Application, seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Motion and vote of a refund of accumulated deductions for Janice Flett in the amount of \$16,387.09. Mrs. Flett 16 years and 7 months of creditable service working for the School Department in Food Services.

After review and discussion Ms. Cody made a motion to approve the refund of accumulated deductions for Ms. Flett seconded by Mr. Keshian, The motion was approved by unanimous vote.

Motion and vote of a refund of accumulated deductions for Christopher Leduc in the amount of \$ 788.99. Mr. Leduc had 4 months of creditable service working for the School Department as a Teacher Assistant.

After review and discussion Mr. Steele made a motion to approve the refund of accumulated deductions for Mr. Leduc seconded by Mr. Keshian, The motion was approved by unanimous vote.

Motion and vote of a refund of accumulated deductions for Anthony Pena in the amount of \$ 2,715.16. Mr. Pena had 6 months of creditable service working for the School Department IT. After review and discussion Ms. Cody made a motion to approve the refund of accumulated deductions for Mr. Pena seconded by Mr. Keshian, The motion was approved by unanimous vote.

Motion and vote of a refund of accumulated deductions for Kerryn Plant in the amount of \$ 8,174.12. Ms. Plant had 5 years and 9 months of creditable service working for the School Department as a Teacher Assistant. After review and discussion Mr. Steele made a motion to approve the refund of accumulated deductions for Ms. Plant seconded by Mr. Keshian, The motion was approved by unanimous vote.

Motion and vote of a rollover of accumulated deductions for Gary Maynard in the amount of \$28,138.25. Mr. Maynard 5 years and 6 months of creditable service working for the Facilities Department as a Carpenter. After review and discussion Mr. Steele made a motion to approve the rollover of accumulated deductions for Mr. Maynard seconded by Mr. Keshian, The motion was approved by unanimous vote.

Motion and vote of a rollover of accumulated deductions for Elizabeth McLaughlin in the amount of \$ 6,190.38. Ms. McLaughlin had 3 years and 9 months of creditable service working for the School Department as a Teacher Assistant. After review and discussion Ms. Cody made a motion to approve the rollover of accumulated deductions for Ms. McLaughlin seconded by Mr. Keshian, The motion was approved by unanimous vote.

Motion and vote on a Chapter 32 §4(1)(c) for Willie Smith a Traffic Enforcement Officer who was on unpaid leave from 12/01/2018 to 2/25/2019 and returned to work 2/26/2019 After review and discussion Ms. Cody made a motion to approve the Board grant Mr. Smith one month of creditable service seconded by Mr. Keshian, The motion was approved by unanimous vote.

New Business

Mr. Jefferson made a motion to authorize the retirement staff to pay an amount not to exceed \$250 per request for the release of medical records on warrant prior to any monthly meeting of the Board. The purposes of such authorization are to expedite the collection of medical records and minimize delay in the assignment of an

independent medical panel. seconded by Mr. Steele, The motion was approved by unanimous vote.

Lease and Motion

Mr. Greco gave the Board a copy of the letter from Planning Director Jenny Raitt to the Board regarding the extending the lease for two more years and the purposed space for the Retirement Board Office. The Board instructed Mr. Greco to ask Ms. Raitt for a specific date of the move and what if any preparations will be done to the office space.

The Board unanimously agreed to the May 2019 and June 2019 Meeting dates as Thursday May 31, 2019 and June 27, 2019 at 4:30 in the Ground Floor Conference Room

Adjourn

Mr. Steele made motion to adjourn the meeting at 5:40 PM, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Respectfully submitted,

Richard S. Greco
Retirement Administrator

Kenneth Hughes, Elected, Chairman

Richard Keshian Appointed

_____ **Ken Steele, Board Appointed**

Ida Cody Comptroller, Ex-Officio

Robert Jefferson, Elected