



## **Arlington Contributory Retirement Board**

Date: August 26, 2020

Time: 4:30 p.m.

Location: Conducted by remote participation.

### **Minutes**

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

**Board Members not present:** Ida Cody

**Chairperson Kenneth Hughes called the regular meeting to order at 4:30 and read the required introduction per the Governors Order for remote participation.**

### **Motion and vote to approve Expense Warrants # 16 and August 2020 Payroll Warrant**

After review and discussion, Mr. Keshian made a motion to approve the Expense Warrants # 16 and the August 2020 Payroll Warrant for payment, seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

### **Motion and vote to approve Minutes for July 22, 2020**

After review and discussion, Mr. Keshian made a motion to approve the July 22, 2020 Minutes, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

### **Motion and Vote June 2020 Trial Balance**

After review and discussion, Mr. Steele made a motion to approve the June 2020 Trial Balances, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

### **Motion to approve new town members**

After review and discussion Mr. Keshian made a motion to approve new town members, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
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Ashley Jean	08/03/2020	9+2%	BOH Health Compliance
Ann-Maria Messuri	07/27/2020	9+2%	Police Dispatcher
Wai Ying Tse	07/27/2020	9+2%	COA Superv. of Volunteer

**Motion to approve new school members**

After review and discussion Mr. Steele made a motion to approve new school members, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Claudia Bertoli	07/27/2020	9+2%	Manager of websites
Kiela Lyons	07/01/2020	9+2%	Administrative Assistant
Nora Mana	08/10/2020	9+2%	District Registrar IT
Rachel Oliveri	07/13/2020	9+2%	Sustainable Coordinator

**Motion to approve the retirement application for Anita Botolino**

After review and discussion Mr. Keshian made a motion to approve Anita Botolino Retirement Application, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

Name	Creditable Service	Department/ Position	Retirement Option	Date
Anita Botolino	27 years 4 months	AHA/Maintenance Coordinator	B	7/31/2020

**Acknowledgement of a retiree who have passed since the last Board Meeting**

The Chairman asked for a moment of silence for Richard Bowler.

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Richard Bowler	7-28-2020	Public Works/ Director	7-31-1993	Member

**Motion and Vote on Medical Panel Results for Robert Snell.**

After review and discussion Mr. Jefferson made a motion to approve Mr. Snell's retirement based on the unanimous medical panel results that supports that Mr. Snell is unable to perform his essential duties due to his work related injury, seconded by Mr. Steele. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

**Refunds and Rollovers of Accumulated Deductions**

**Motion and vote of a rollover of accumulated deductions for Kelly Fassett in the amount of \$2,986.50. Ms Fassett had 1 year 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 rollover of accumulated deductions for Ms.Fassett, seconded by Mr. Jefferson, The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

**Motion and vote of a refund of accumulated deductions for Victoria Good in the amount of \$3,736.27. Ms. Good had 11 months of creditable service working for the School Department as a Clerk**

After review and discussion Mr. Keshian made a motion to approve the refund of accumulated deductions for Ms. Good, seconded by Mr. Steele, The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

**Motion and vote of a rollover of accumulated deductions for Natalia Marques in the amount of \$ 463.24. Ms. Marques had 2 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 rollover of accumulated deductions for Ms. Marques, seconded by Mr. Keshian, The motion was approved by unanimous vote. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Steele I and Chairman Hughes I.

**Office Lease and Move Update**

Mr. Jefferson updated the Board that at this point he has no response from the Planning Director or Town Manager on a long term leases

**New Business**

**Election Results Update**

Mr. Greco informed the Board that no one except Mr. Jefferson and Mr. Hughes had turned in nomination papers so, Mr. Jefferson and Mr. Hughes are declared the winner and will begin their new three year terms 9/30/2020.

**Adjourn**

Mr. Keshian made motion to adjourn the meeting at 5:15 PM, seconded by Mr. Steele. The motion was approved by unanimous vote