



Arlington Contributory Retirement Board

Date: July 26, 2018

Time: 4:30 PM

Location: Senior Center Ground Floor Conference Room

Minutes

Board Members present: Acting Chairman Richard Keshian, Kenneth Steele, Kenneth Hughes and Ida Cody

Acting Chairman Richard Keshian called the regular meeting to order at 4:30 P.M

Acting Chairman Keshian asked the Board to observe a moment of silence in memory of former Chairman and Elected Board Member John Bilafer who passed away July 10, 2018, after serving on the Retirement Board for almost 46 years. The Board then discussed the many accomplishments of Mr. Bilafer over his time on the Board. Acting Chairman Keshian noted that Mr. Hughes letter to Your Arlington's website was thoughtful and was a nice tribute to Mr. Bilafer. Acting Chairman Keshian then suggested the letter be part of the record as tribute to Mr. Bilafer. Mr. Steele made a motion to have Mr. Hughes letter be part of the minutes, seconded by Ms. Cody. The motion was approved by unanimous vote

Motion and vote to approve Expense Warrants #11-2018 and Payroll Warrant July 2018

After review and discussion, Mr. Hughes made a motion to approve the Expense Warrants # 11-2018, and July 2018 Payroll Warrants for payment, seconded by Ms. Cody. The motion was approved by unanimous vote

Motion and vote to approve Minutes for June 2018

After review and discussion Mr. Hughes made a motion to approve the June 28, 2018 Minutes, seconded by Ms. Cody. The motion was approved by unanimous vote.

Motion and vote to approve May 2018 Trial Balances

After review and discussion Mr. Steele made a motion to approve the May 2018 Trial Balance, seconded by Ms. Cody. The motion was approved by unanimous vote

Motion to approve new town members

After review and discussion Ms. Cody 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>
Benjamin Haggerty	07-19-2018	9+2%	Carpenter
Kathryn Kania	07-25-2018	9+2%	Library Head of Teen Svc.
Diane Welch	07-02-2018	9+2%	Animal Control Officer

Motion to approve new school member Terri Chabak

After review and discussion Mr. Steele made a motion to approve the new school member Terri Chabak, seconded by Ms. Cody. The motion was approved by unanimous vote.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Terri Chabak	07-16-2018	9+2%	School Bus Driver

Motion to approve retirement applications for Maryanne Caggiano and Claire Anderson After review and discussion Ms. Cody made a motion to approve the retirement application of Maryanne Caggiano and Claire Anderson, seconded by Mr. Steele. The motion was approved by unanimous vote.

Name	DOB	Creditable Service	Group	Dept/Pos	Veteran Status	Retirement Option	Date
Claire Anderson	10/07/1942	32 years 0 months	1	Library/Senior Library Assistant	N	C	8/11/2018
Maryanne Caggiano	8/14/1953	18 years 0 months	1	Treasurer /Treasurer Assistant	N	C	8/14/2018

Motion and vote a rollover of accumulated deductions for Leila Givens in the amount of \$ 20,664.81. Ms. Givens had 5 years 5 months of creditable service working for the Weatherization Department as a Coordinator of Weatherization. After review and discussion Mr. Hughes made a motion to approve Ms. Given's rollover, seconded by Ms.Cody. The motion was approved by unanimous vote.

Motion and vote a refund of accumulated deductions for Trevor Busfield in the amount of \$ 14,304.51. Mr. Busfield had 6 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 Mr. Busfield's refund, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Motion and vote a refund of accumulated deductions for Maya Fraser in the amount of \$ 1,286.58. Ms. Fraser had 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 Ms.Fraser's refund, seconded by Mr. Steele. The motion was approved by unanimous vote.

Motion and vote a refund of accumulated deductions for Michael Logue in the amount of \$ 3,511.79. Mr. Logue had 8 months of creditable service working for the Department Public Works. After review and discussion Mr. Steele made a motion to approve Mr. Logue's refund, seconded by Ms.Cody. The motion was approved by unanimous vote.

Motion and vote a refund of accumulated deductions for Catherine O'Rourke in the amount of \$ 5,368.60. Ms. O'Rourke had 5 year 9 months of creditable service working for the School Department in Food Service. After review and discussion Ms.Cody made a motion to approve Ms. O'Rourke refund, seconded by Mr. Steele. The motion was approved by unanimous vote.

Motion and vote a refund of accumulated deductions for William Wolf in the amount of \$ 1,608.21. Mr. Wolf had 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 Mr. Wolf's refund, seconded by Mr. Steele. The motion was approved by unanimous vote.

New Business

Appoint an Election Officer and set dates for Election to complete John Bilafer's remaining term.

Ms.Cody made a motion to approve Mr. Greco as Election Officer, seconded by Mr. Steele. The motion was approved by unanimous vote.

Election Calendar

Mr. Steele made a motion to approve the election calendar with nomination paper due at noon time Friday September 14, 2018 at noon time and Ballots will be counted October 30, 2018, seconded by Ms.Cody. The motion was approved by unanimous vote.

Future Board Meetings

Mr. Steele made a motion to approve the future Board Meeting on Thursday August 23,2018, Thursday September 13, 2018, Thursday October 25,2018, Thursday November 29, 2018 and Thursday December 20, 2018, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Vice Chairman

Acting Chairman Keshian recommended that Mr. Steele because of seniority on the Board be Acting Vice Chairman until the new Elected Board Member is elected and the Board has five members and a Chairman and Vice Chairman can be appointed. Mr. Hughes made motion to appoint Mr. Steele Acting Vice Chairman, seconded by Ms.Cody. The motion was approved by unanimous vote.

Adjourn

Mr. Steele made motion to adjourn the meeting at 5:20 PM, seconded by Mr. Hughes. The motion was approved by unanimous vote.

Respectfully submitted,

**Richard S. Greco
Retirement Administrator**

Richard Keshian, Acting Chairman Appointed

Ken Steele, Board Appointed

Kenneth Hughes, Elected

Ida Cody Comptroller, Ex-Officio

Open

Elected