



Arlington Contributory Retirement Board

Date: December 16, 2021

Time: 4:30 p.m.

Location: Conducted by remote participation.

Minutes

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

Board Members present: Chairperson Kenneth Hughes I, Richard Keshian I, Ida Cody I, Robert Jefferson I, and Fred Fantini I

Motion and vote to approve Expense Warrants 16 and 17 December 2021 Payroll Warrant

After review and discussion, Ms. Cody made a motion to approve the Expense Warrant # 16 and 17, 2021 and December 2021 Payroll Warrant for payment, seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Fantini I, Ms. Cody I, Mr. Keshian I and Chairman Hughes I.

Motion and vote to approve Minutes for November 2021

After review and discussion, Mr. Fantini made a motion to approve the November 18, 2021, Minutes, seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Fantini I, Ms. Cody I, Mr. Keshian I and Chairman Hughes I

Motion and Vote October 2021 Trial Balances

After review and discussion, Ms. Cody made a motion to approve the October 2021 Trial Balances, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Fantini I, Ms. Cody I, Mr. Keshian I and Chairman Hughes I

Motion to approve new town members.

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

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Shannon Lindlau	11-01-2021	9+2%	Wastewater Compliance
James Morgan	11-08-2021	9+2%	Environmental Planner
Stephen Prochet	11-15-2021	9+2%	Librarian
Ana Terrell	12-06-2021	9+2%	Deputy Treasure Collector

Motion to approve new school members.

After review and discussion Board agreed to waive the reading of the names of the new school employees. Mr. Keshian made a motion to approve the new, school employees seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Fantini I, Ms. Cody I and Chairman Hughes I.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Jordan Arnold	09-01-2021	9+2%	Teacher Assistant
August Darula	11-15-2021	9+2%	Teacher Assistant
Adriana Deluca	11-12-2021	9+2%	Teacher Assistant
James Keane	12-01-2021	9+2%	Teacher Assistant
Erika Kuno	12-06-2021	9+2%	Teacher Assistant
Robert Lawless	12-02-2021	9+2%	Teacher Assistant
Eamon Manning	09-01-2021	9+2%	Teacher Assistant
Patrick McGarrity	11-15-2021	9+2%	Teacher Assistant
Anna Power	10/26/2021	9+2%	Teacher Assistant
Lindsay Randall	10/25/2021	9+2%	Teacher Assistant
Nicol Condrey-Simeonov	11-19-2021	9+2%	Teacher Assistant
Cameron Thrower	11-01-2021	9+2%	Teacher Assistant
Sara Thompson	10-06-2021	9+2%	Teacher Assistant
Gisela Vera	11-04-2021	9+2%	Teacher Assistant
Savion Wade	10-20-2021	9+2%	Teacher Assistant
Meredith Wall	09-01-2021	9+2%	Teacher Assistant
Malika Whitley	12-01-2021	9+2%	Teacher Assistant

Edwin Woods	11-29-2021	9+2%	Teacher Assistant
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Acknowledgement of retirees and survivors who have passed since the last Board Meeting. Laura Wright and Joseph Gordon, Eleanor Mendes and James Wright

The Chairman asked the Board to have a moment of silence for the deceased members

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Laura Wright	12-1-2021	School/Survivor	04-04-2017	Survivor
Joseph Gordon	12-03-2021	School/Electrician	03-07-2006	Retire
Eleanor Mendes	12-05-2021	School/Administrative Assistant	10-14-2000	Retire
James Wright	12-10-2021	Town/DPW Foreman	06-28-2008	Retire

Motion and vote on Office Lease Extension

After review and discussion Ms. Cody made a motion to approve the new lease and terms by the planning department, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Fantini I, Ms. Cody I and Chairman Hughes I.

Discussion and vote on Retirement Administrator and Assistant Administrator's job classification

After discussion Mr. Fantini made the following motion, The Arlington Contributory Retirement Board, ACRB, Retirement Administrator shall have a salary based upon and commensurate with the Town of Arlington M Schedule Classification plan. The Retirement Administrator's salary shall be awarded by the ACRB based upon the salary schedule set forth in the M1 classification as may be amended from time to time. The ACRB may consider the experience, qualification and knowledge of the Administrator and required by the position. Other benefits such as, but not limited to, time off, sick leave, longevity, shall also be comparable to M Schedule employees and in accordance with the Town HR by-laws. A complete list of benefits will be found in the job description to be updated and approved by the ACRB in early 2022,

seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Fantini I, Ms. Cody I and Chairman Hughes I.

After further discussion Mr. Fantini made the following motion, The Arlington Contributory Retirement Board, ACRB, Assistant Retirement Administrator shall have a salary based upon and commensurate with the Town of Arlington SEIU 4 Schedule Classification plan. The Assistant Retirement Administrator's salary shall be awarded by the ACRB based upon the salary schedule set forth in the SEIU 4 Step Plan classification as may be amended from time to time. The ACRB may consider the experience, qualification and knowledge of the Administrator and required by the position. Other benefits such as, but not limited to, time off, sick leave, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Keshian I, Mr. Fantini I, Ms. Cody I and Chairman Hughes I.

Discussion and Vote on 2022 Calendar Year Budget

After review and discussion, Mr. Jefferson made a motion to approve the 2022 Calendar Year Budget including an increase for the Administrator to \$122,466 and the Assistant Administrator to \$ 65,280, seconded by Ms. Cody. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Fantini I, Ms. Cody I, Mr. Keshian I and Chairman Hughes I

Decide Future Board Meeting dates for 2022

After discussion the Board agreed to meet at 4:30 PM on the following Thursdays 1/27/22,2/24/22,3/31/22,4/28/22,5/26/22,6/30/22.

Adjourn

Mr. Jefferson made motion to adjourn the meeting at 5:35 PM, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Mr. Fantini I, Ms. Cody I, Mr. Keshain and Chairman Hughes I.