



**Arlington Contributory Retirement Board  
August 31, 2023  
Meeting Minutes**

**Call to Regular Monthly Meeting**

Chairman Hughes called the monthly meeting to order at 4:30 PM

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

**Motion and vote to approve Expense Warrants 8 and the August 2023 Payroll Warrant**

After review and discussion, Ms. Cody made a motion to approve Expense Warrant #8 and the August Payroll Warrant for payment, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

**Motion and Vote May 2023 Trial Balance**

After review and discussion, Ms. Cody made a motion to approve the May 2023 Trial Balance seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

**Motion and vote to approve June 22, 2023, Minutes**

After review and discussion, Ms. Cody made a motion to approve the June 22, 2023, Minutes seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

**Motion and vote to approve July 27, 2023, Minutes**

After review and discussion, Mr. Jefferson made a motion to approve the June 22, 2023, Minutes seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I

**Motion to approve new Town members.**

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

<b>Name</b>	<b>Date of Membership</b>	<b>Percentage</b>	<b>Position</b>
Ayşe Bayram	08-07-2023	9+2%	Asst. Collector Excise
Wolfgang Kirstein	08-14-2023	9+2%	Junior Civil Engineer

Jamie Lamy	08-14-2023	9+2%	Children Librarian
Brett Marifiote	07-17-2023	9+2%	Police Officer
Petros Pavilis	07-26-2023	9+2%	DPW MEO II
Maureen Smith	07-31-2023	9+2%	IT Project Manager

**Motion to approve new School members.**

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

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Morgan Anderson	08-30-2023	9+2%	Paraprofessional
Ryan Barker Barrett	08-30-2023	9+2%	Board Certified Behavior Analyst
Julia Beneck	08-30-2023	9+2%	Paraprofessional
David Bettencourt	08-30-2023	9+2%	Paraprofessional
Michela Connors	08-30-2023	9+2%	Paraprofessional
Kelly Fong	08-30-2023	9+2%	Paraprofessional
Nadia Gardner	08-30-2023	9+2%	TA Special Education
Wayne Gethers	08-30-2023	9+2%	Teacher Assistant
Lawrence Hill	08-30-2023	9+2%	Paraprofessional
Henry Knowlton	07-31-2023	9+2%	Technical Theater Manager
Sylvia Rodriguez	07-31-2023	9+2%	Family Liaison Gibbs School
Kaitlyn Schmitt	08-30-2023	9+2%	Paraprofessional
Saffron Schober	08-30-2023	9+2%	Paraprofessional
Nora Stein	08-30-2023	9+2%	TA Special Education
Julia Vitagliano	07-24-2023	9.2%	Mental Health Initiative

**Motion and vote the retirement application for Jamie Wright**

After review and discussion, Mr. Keshian made a motion to approve the retirement application for Ms. Jamie Wright, seconded by Mr. Fantini. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

Name	Creditable Service	Department/ Position	Retirement Option	Retirement Date
Jamie Wright	12 Years 11 Months	School/ Teachers Assistant Tutor	A	09-15-2023

**Motion and vote the retirement application for Whitney Hawker**

After review and discussion, Mr. Fantini made a motion to approve the retirement application for Ms. Whitney Hawker, seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

Whitney Hawker	17 Years 4 Months	School/ Teachers Assistant Tutor	C	10-04-2023
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**Acknowledgement of retiree's survivors and employees who have passed since the last Board Meeting Peter Cannon and Lorraine Boudreau**

The Chairman asked for a moment of silence.

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Peter Cannon	7-26-2023	PW/ Park Maintenance Craftsman	8-16-2016	Retiree
Lorraine Boudreau	8-05-2023	DPW/ Option C Survivor of James	9-01-2006	Survivor

**Motion and vote for a refund of accumulated deductions for Ms. Jeanne-Marie Fraser in the amount of \$1,653.65. Ms. Fraser had 9 months of creditable service working for the Arlington School Department as a Teacher's Assistant.**

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

**Motion and vote for a refund of accumulated deductions for Ms. Amaya Vazquez in the amount of \$2,044.73 Ms. Vazquez had 1 year of creditable service working for the Arlington School Department as a Teacher's Assistant.**

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

**Motion and vote for a refund of accumulated deductions for Ms. Eliza So in the amount of \$1,785.85. Ms. So had 9 months of creditable service working for the Arlington School Department as a Teacher's Assistant.**

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

**Motion and vote for a refund of accumulated deductions for Ms. Anastasia Mechan in the amount of \$1,730.40. Ms. Mechan had 9 months of creditable service working for the Arlington School Department as a Teacher's Assistant.**

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

**Motion and vote for a refund of accumulated deductions for Ms. Nkeihuka Opara in the amount of \$16,701.90. Ms. Opara had 2 years 7 months of creditable service working for the Town of Arlington AYCC as a Homeless Outreach Coordinator**

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

## **New Business**

### **OPEB Investing**

The board unanimously agreed to put the 2.1 million dollars appropriation into a short-term MMDT Account until it can be transferred to PRIM based on Meketa's recommendation.

### **Motion and Vote to accept January 1, 2023, Funding Schedule**

After review and discussion, Mr. Keshian made a motion to adopt the Funding Schedule of 7% rate of return and 5.5% increase annually as agreed to by the Town and is anticipated to fully fund the Board by 2034 seconded by Mr. Jefferson. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

### **DD214 question for Brady Howard**

Mr. Greco sent an email to Jeff Chunglo with Mr. Howard's updated DD214 to review the information and determine if Mr. Howard has veterans' status now. After Mr. Chunglo's the Town Veteran's Agent reviewed the information, he determined Mr. Howard does not. Have veteran status. Chairman Hughes instructed Mr. Greco to send the response to Mr. Howard.

### **Election results**

Mr. Greco, as Election Officer informed the Board that Mr. Hughes and Mr. Jefferson were the only Retirees/Members to return nominations papers and are to be declared the election winners. Mr. Keshian made a motion as adopted that after each election the Board will nominate a Chairman and Vice Chairman to serve until the next election Mr. Keshian nominate Mr. Hughes as Chairman and Mr. Jefferson as Vice Chairman seconded by Ms. Cody. The motion was approved by unanimous vote.

### **PERAC Actuarial Study**

Ms. Cody told the Board that PERAC has two open spots and can-do Arlington's Actuarial Study for free. The studies will be done every two years. After discussion, Mr. Fantini made a motion that Mr. Greco and Ms. Cody would speak to the PERAC Actuary and ask him the Board's concerns and if the questions are answered satisfactory then Board should have PERAC do the studies, seconded by Mr. Keshian The motion was approved by unanimous vote.

### **Direct Deposit Statements**

Mr. Greco told the Board that over 25 Direct Deposit Statement were return statements were returned and no phone calls looking for them. Mr. Jefferson suggested the Retirement Staff do an informal survey with the retirees who bring in their affidavits to see their thoughts on going paperless and if PTG develops the ability possibly emailing the direct deposit statement.

**Future Meeting Dates**

Thursday October 5,2023 at 4:30 PM

Thursday October 26,2023 at 4:30 PM

Thursday November 30,2023 at 4:30 PM

**Adjourn**

At 6:02 motion to adjourn by Mr. Jefferson and, seconded by Mr. Keshian. The motion was approved by unanimous roll call vote Mr. Jefferson I, Ms. Cody I, Mr. Fantini I, Mr. Keshian I and Chairman Hughes I.

**Documents and/or Exhibits:**

- Expense Warrant 8 and August Payroll Warrant
- May 2023 Trial Balance and Cash Books
- June 22, 2023, and July 27, 2023, draft meeting minutes
- Draft Funding Schedule from Stone Consultants
- Brady Howard's DD214 and Jeff Chunglo's response
- Copies of returned Direct Deposits