



**Arlington Contributory Retirement Board
Meeting Minutes for September
October 5, 2023**

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 9 and 9T and the September 2023 Payroll Warrant

After review and discussion, Mr. Keshian made a motion to approve Expense Warrant #9 and 9T and the September Payroll Warrant for payment, seconded by Ms. Cody. 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 Trial Balance for June 2023

After review and discussion, Mr. Fantini made a motion to approve the June 2023 Trial Balance seconded by Ms. Cody. 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 August 31, 2023, Minutes.

After review and discussion, Mr. Keshian made a motion to approve the August 31, 2023, Minutes 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.

Motion and vote to approve Special September 19, 2023, Minutes.

After review and discussion, Ms. Cody made a motion to approve the Special September 19, 2023, Minutes 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

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. 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

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Ellen Contini	08-07-2023	9+2%	Co-Director of Kid Care

Alicia Hill	09-11-2023	9+2%	Principal Clerk for the Town Clerk
Katherine Luczai	08-23-2023	9+2%	Economic Development Coordinator
Paul Lussiano	09-05-2023	9+2%	Water System Craftsman
Eddy Maldonado	08-28-2023	9+2%	School Custodian

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 I.

	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Michael Axman	08-30-2023	9+2%	Special Ed. Teachers Assistant
Hallie Bakula	08-30-2023	9+2%	AASP Teachers Assistant
Christine Callahan	09-14-2023	9+2%	AASP Teachers Assistant
Ingrid Celestin Surpris	09-05-2023	9+2%	Paraprofessional
Savannah Centola	08-30-2023	9+2%	Paraprofessional
Alexandria Dalton	08-30-2023	9+2%	Teachers Assistant
Joan Duffy	08-22-2023	9+2%	Administrative Assistant
Lindsay Fischer	08-30-2023	9+2%	Special Ed. Teachers Assistant
Thais Gomes	08-30-2023	9+2%	Paraprofessional
Iklas Hamden	08-30-2023	9+2%	Paraprofessional
Michaiah Healy	09-05-2023	9+2%	Enrollment Engagement Specialist
Glorivit Baez Ives	08-30-2023	9+2%	AASP Teachers Assistant
Leslie Lewis	09-05-2023	9+2%	Paraprofessional
Gema Louis	09-18-2023	9+2%	Paraprofessional
Melanie Nicolazzo	08-30-2023	9+2%	AASP Teachers Assistant
Cameron O'Keefe	08-30-2023	9+2%	Paraprofessional
Timothy Shabarekh	08-30-2023	9+2%	Teachers Assistant
Mark Sullivan	08-30-2023	9+2%	Teachers Assistant
Shauna Singleton	08/30/2023	9+2%	Paraprofessional
Cheryl Sweeney	09-18-2023	9+2%	Operations Coordinator ACE
Steve Tashjian	08/30/2023	9+2%	T.A. Building Substitute
Ying Zhou	08-30-2023	9+2%	AASP Teachers Assistant

Acknowledgement of retiree’s survivors and employees who have passed since the last Board Meeting Adrienne Tashjian

The Chairman asked for a moment of silence.

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Adrienne Tashjian	09/04/2023	Selectboard/ Administrative Assistant	7/31/1993	Retiree

Motion and Vote on Refunds and Rollovers

After review and discussion, Mr. Jefferson made a motion to approve all the refunds and rollovers of accumulated deduction as listed, 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 Valerie Liberty in the amount of \$1,894.11. Ms. Liberty is the surviving spouse of Thomas Liberty who passed away as an inactive member. Mr. Liberty worked for the Arlington School Department as a Custodian.

Motion and vote for a refund of accumulated deductions for Stacey Parsons in the amount of \$367.76. Ms. Parsons is the surviving spouse of Maxwell Parsons Jr. who passed away as an inactive member. Mr. Parsons worked for the Town of Arlington as a Tree Climber.

Motion and vote for a refund of accumulated deductions for Patricia Murray in the amount of \$11,679.69. Ms. Murray is the surviving spouse of Keith Grant. who passed away as an active member with less than two years of creditable service. Mr. Grant worked for the Town of Arlington as an Electrician.

Motion and vote for a rollover of accumulated deductions for Ms. Maya Cohen in the amount of \$955.45 Ms. Cohen had 5 months of creditable service working for the Arlington School Department as a Teacher’s Assistant.

Motion and vote for a refund of accumulated deductions for Ms. Ethel Doyle in the amount of \$689.51. Ms. Doyle had 1 year and 8 months of creditable service working for the Arlington School Department as a Teacher’s Assistant.

Motion and vote for a refund of accumulated deductions for Mr. John Gallagher in the amount of \$1,507.94. Mr. Gallagher had 7 months of creditable service working for the Arlington School Department as a Teacher’s Assistant.

Motion and vote for a refund of accumulated deductions for Ms. Patricia Roach in the amount of \$1,673.90. Ms. Roach had 8 months of creditable service working for the Arlington School Department as a Teacher’s Assistant.

Motion and vote for a refund of accumulated deductions for Mr. Philippe Jordain in the amount of \$1,564.14. Mr. Jordain had 8 months of creditable service working for the for the Arlington School Department as a Teacher's Assistant.

Motion and vote for a refund of accumulated deductions for Ms. Aarika Newell in the amount of \$4,999.55. Ms. Newell had 2 years 6 months of creditable service working for the Arlington School Department as a Teacher's Assistant.

Motion and vote for a refund of accumulated deductions for Ms. Rachael Shirlock in the amount of \$9,501.93. Ms. Shirlock had 3 years 10 months of creditable service working for the Arlington School Department as a Teacher's Assistant.

Motion and vote for a refund of accumulated deductions for Ms. Julia Thacker in the amount of \$149.02. Ms. Thacker had 16 days of creditable service working for the Arlington School Department as a Teacher's Assistant.

New Business

DD214 question for Brady Howard

The Chairman instructed Mr. Greco To ask PERAC there opinion on Mr. Howard's veterans' status.

Direct Deposit Statements

Mr. Greco informed the Board that he and Mr. Freitas have been informally asking the retirees coming in to be notarized their opinion on going paperless.

Ken Steele Waiver

Mr. Steele was overpaid on his refund by \$24.58. After review and discussion, Mr. Jefferson made a motion to for the Board to forgive the error and not seek repayment based on Mr. Steele has signed a waiver that he was unaware of the error, seconded by Mr. Fantini 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

Stone final Report

After review and discussion Mr. Fantini made a motion to receive and approve the January 1, 2023, Stone Actuarial Report, 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

Mr. Greco then asked the Board for assistance as he reminded the Board that at the August 3 1, 2023 retirement meeting the Board voted to terminate Stone Consulting in favor of having PERAC do a bi-annual Actuarial report at no cost. Mr. Greco asked the Board for assistance with writing the termination letter.

Adjourn

At 5:25 Mr. Keshian made a motion to adjourn 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

Documents and/or Exhibits:

- Expense Warrants 9 and 9T and September Payroll Warrant
- June 2023 Trial Balance and Cash Books
- August 31, 2023, and September 19, 2023, draft meeting minutes
- Draft Funding Schedule from Stone Consultants
- Brady Howard's response to Veterans Agent Jeff Chunglo's response
- Ken Steel's waiver document
- Copy of Stone Consultants 1-1-2023 Actuarial Report