



**Arlington Contributory Retirement Board
Meeting Minutes
February 29, 2024**

Call to Order the Special Cola Meeting

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

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

Motion and Vote on 3% of \$15,000 FY 25 COLA increase for retirees

After review and discussion Ms. Cody made a motion to approve the new 3% of \$15,000 FY 25 COLA increase for retirees, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Adjourn

At 4:35 Mr. Fantini made a motion to adjourn seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Call to Regular Monthly Meeting

Chairman Hughes called the monthly meeting to order at 4:37 PM

Re-vote July to December 23 Minutes as amended.

After review and discussion, Mr. Keshian made a motion to approve the July to December 2023, Minutes as amended, seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Motion and vote to approve Expense Warrants 2, 2C and 2T and the February 2024 Payroll Warrant

After review and discussion, Ms. Cody made a motion to approve Expense Warrant #2, 2C and 2T and the February 2024 Payroll Warrant for payment, seconded by Mr. Fantini. The motion was approved by unanimous vote.

Motion and vote to approve December 2023 Pre-Close Cash Books and Trial Balance

After review and discussion, Ms. Cody made a motion to approve the November 2023 Trial Balance seconded by Mr. Keshian. The motion was approved by unanimous vote.

Motion and vote to approve 1-25-2024 Minutes.

After review and discussion, Ms. Cody made a motion to approve the January 25, 2024, Minutes seconded by Mr. Keshian. The motion was approved by unanimous vote.

Motion to approve new Town members.

After review and discussion Mr. Fantini made a motion to approve the new town members as listed, seconded by Mr. Keshian. The motion was approved by unanimous vote.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Janmarie Ault	01-22-2024	9+2%	Inspections Record Assistant
Daniel Brouillette	01-29-2024	9+2%	Motor Equipment Operator II
Donald Chestnut	02-13-2024	9+2%	Motor Equipment Operator II
Alex DiVito	02-12-2024	9+2%	Police Officer
Meredith Gallagher	02-12-2024	9+2%	Police Officer
Joseph Crowley-Gratton	01-29-2024	9+2%	Asst Excise Tax Collector
Charles O’Connell	01-08-2024	9+2%	Motor Equipment Operator II
Frances Sun	02-01-2024	9+2%	IT Production Coord/Enterprise

Motion to approve new School members.

After review and discussion Mr. Jefferson made a motion to approve the new school members as listed, seconded by Mr. Keshian. The motion was approved by unanimous vote.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Jazmyne Charles-Baln	12-18-2023	9+2%	District Registrar
Aparecida Burnett	01-29-2024	9+2%	Paraprofessional
Loredana Capilleri	01-02-2024	9+2%	Teachers Assistant
Zach Cohn	02-07-2024	9+2%	AASP Teachers Assistant
Dylan Cyprien	12-12-2023	9+2%	AASP Teachers Assistant
Osayaniriuwa Enagbare	01-18-2024	9+2%	Paraprofessional
Carissa Englert	01-02-2024	9+2%	Administrative Assistant
Katherine Fortuna	10-30-2024	9+2%	AASP Teachers Assistant
Chloe Hannon	02-08-2024	9+2%	AASP Teachers Assistant
Lisa Hersey	11-15-2023	9+2%	Teachers Assistant
Anya Olmstead Posey	01-29-2024	9+2%	AASP Teachers Assistant
Peter Roche	01-08-2024	9+2%	Paraprofessional
Sandra Lopez Rodriguez	01-29-2024	9+2%	AASP Teachers Assistant

Motion to approve new AHA member.

After review and discussion Mr. Fantini made a motion to approve the Housing Authority member as listed, seconded by Mr. Keshian. The motion was approved by unanimous vote.

<u>Name</u>	<u>Date of Membership</u>	<u>Percentage</u>	<u>Position</u>
Brittany Miller	1-12-2024	9+2%	Maintenance Coordinator

Motion and vote the retirement application for Timothy Devlin

After review and discussion Mr. Keshian made a motion to approve the retirement application for Timothy Devlin information listed below, seconded by Ms. Cody. The motion was approved by unanimous vote.

Name	Creditable Service	Department/ Position	Retirement Option	Retirement Date
Timothy Devlin	23 Years 2 Months	Public Works/ Water Mechanic	A	3/19/2024

Motion and vote the retirement application for Edward Savill

After review and discussion Ms. Cody made a motion to approve the retirement application for Edward Savill information listed below, seconded by Mr. Fantini. The motion was approved by unanimous vote.

Name	Creditable Service	Department/ Position	Retirement Option	Retirement Date
Edward Savill	35 years 0 months	Police/ Patrolman	C	3/3/2024

Acknowledgement of retiree’s survivors and employees who have passed since the last Board Meeting Ann Radochia, Mary Valerio Florence McMahon, Corinne Rainville, and Joel Seully. The Chairman asked for a moment of silence.

Deceased	Date of Death	Department/ Position	Retirement Date	Status
Ann Radochia	01-26-2024	School/ Traffic Supervisor	01-06-2010	Retiree
Mary Valerio	2-6-2024	School/ Secretary	12/16/1987	Retiree
Florence McMahon	2-10-2024	AHA/ Clerk	N/A	Employee
Corinne Rainville	2-15-2024	Town/ Elected Town Clerk	4/8/2011	Retiree
Joel Seully	2-22-2024	Fire / Fire Lieutenant	3/8/2004	Retiree

Motion and vote for a rollover of accumulated deductions for Ms. Shahara Butler in the amount of \$1,797.09. Ms. Butler had 5 months of creditable service working for the Arlington School Department as a Cafeteria Helper/Bus Monitor.

After review and discussion, Ms. Cody made a motion to approve the rollover for Ms. Shahara Butler, seconded by Mr. Keshian. The motion was approved by unanimous vote.

Motion and vote for a refund of accumulated deductions for Mr. Michael Castro in the amount of \$15,946.27. Mr. Castro had 3 years and 3 months of creditable service working for the Arlington School Department as a School Custodian.

After review and discussion, Ms. Cody made a motion to approve the refund for Mr. Michael Castro, seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Motion and vote for a refund of accumulated deductions for Ms. Simone Dupont in the amount of \$8,497.94. Ms. Dupont had 2 years and 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 for Ms. Simone Dupont, seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Motion and vote for a refund of accumulated deductions for Ms. Katreina Vick Baker in the amount of \$2,058.69. Ms. Baker 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 for Ms. Katreina Vick Baker, seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Follow- Up Discussion

Sample job postings.

After review and discussion, Mr. Keshian made a motion to approve the updated job postings for February 2024 seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Discuss suspension of non-compliant Teacher Assistants and Paraprofessionals

Mr. Greco presented the Board with a list of 4 non-compliant Teacher Assistants and Paraprofessionals, after review and discussion, Mr. Jefferson made a motion that if these employees were not compliant by March 22, 2024, then they will need to suspend under M.G.L. c. 32 §18 (1) *states that failure to complete the application* within thirty days such employee shall be suspended without compensation and such suspension shall *remain in force until such required statement or record is so filed.*, seconded by Mr. Fantini. The motion was approved by unanimous vote.

PTG Proposal

Mr. Greco updated the Board that he was on a PERAC Webinar and the topic about pre-payment came up and PEACR Deputy Chief Auditor Scott Henderson said there was nothing in Chapter 32 that prevented Board's from prepaying. Greco asked if the Board wanted to have him ask PTG for another proposal and they did.

New Business

Motion and Vote on Medical Panel results for Charles Zuccala

Chairman Hughes at 5:15 PM proposed the Board go into Executive Session to discuss Mr. Zuccala's Executive Session for Medical Panel results Vote. The Chairman called for a roll-call vote. Mr. Keshian Yes, Ms. Cody Yes, Mr. Jefferson Yes, Mr. Fantini Yes and the Chairman Yes.

At 5:25 The Board resumed the open meeting.

Adjourn

At 5:28 Mr. Fantini made a motion to adjourn seconded by Mr. Jefferson. The motion was approved by unanimous vote.

Documents and/or Exhibits:

- PERAC MEMO 6/2024 COLA (Special Meeting)
- Expense Warrant #2, 2C and 2T
- February 2024 Payroll Warrant
- December 2023 Pre-Trial Balance and Cash Books
- January 25, 2024, Draft Minutes
- February 2024 Sample Job Posting
- List of non-compliant Paraprofessionals and Teacher Assistants