

Southbridge Retirement Board Meeting Minutes
January 27, 2022, 9:00 A.M.
Town Hall 41 Elm Street Southbridge, MA 01550
REMOTE

1. Open meeting- Chairperson Harnois called the meeting at 9:05 am
2. Roll Call - Present at the remote meeting were Mr. Cournoyer, Mrs. Peña, Mrs. Harnois, Ms. Leduc and Mrs. Ashleigh. Also present, Mrs. Gullekson, School Representative, and Mrs. Alvarado, Administrator
3. Vote to accept the minutes from the following meeting:
 - o December 22, 2021
Motion by Mrs. Peña, second by Mr. Cournoyer, with changes on item #3, adding Cournoyer after Mr. All members voted in favor of the motion. Motion carries.
4. Chairperson's Announcements
 - o Welcomed the new Appointee Board Member, Sharon Ashleigh, Treasurer/Collector
5. Reorganizing of the Board:
 - o Vote for Chairperson – Mr. Cournoyer nominated Mrs. Peña. Mrs. Peña accepted. Motion by Ms. Leduc, second by Mr. Cournoyer. All members voted in favor of the motion. Motion carries.
 - o Vote for Vice-Chairperson – Mr. Cournoyer nominated Ms. Leduc, Ms. Leduc nominated Mrs. Harnois. Mrs. Harnois withdrew her name, Ms. Leduc accepted. Motion by Mr. Cournoyer, second by Mrs. Harnois. All members voted in favor of the motion. Motion carries.

Former Chair, Mrs. Harnois passed the meeting to the new Chair, Mrs. Peña.

6. Vote to approve the **superannuation retirement of Michael Comeau**, of the Southbridge School Department effective February 12, 2022.

Motion by Mr. Cournoyer, second by Mrs. Harnois. All other members in favor of the motion. Motion carries.
7. Vote to approve the **refund of accumulated deductions for Andrew Gullekson**, formerly of the Southbridge School Department.

Motion by Mrs. Harnois, second by Mr. Cournoyer. All other members in favor of the motion. Motion carries.
8. Vote to approve the **refund of accumulated deductions for Marissa Cote**, formerly of the Southbridge School Department.

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Motion by Mrs. Peña, second Mrs. Ashleigh. All other members in favor of the motion. Motion carries.

9. Vote to approve the **transfer of accumulated deductions for Glenna Cloutier**, formerly of the Bay Path Regional Vocational Technical High School, to the State Retirement Board, Creditable Service .75 Years.

Motion by Mrs. Harnois, second by Ms. Leduc. All other members in favor of the motion. Motion carries.

10. Vote to approve the **transfer of accumulated deductions for Keith Vezeau**, formerly of the Southbridge Jacob Edwards Library, to the State Retirement Board, Creditable Service 0.0833 Years.

Motion by Ms. Leduc, second by Mrs. Harnois. All other members in favor of the motion. Motion carries.

11. Vote to approve the **transfer of accumulated deductions for Megan Dillion**, formerly of the Southbridge School Department, to the Worcester Regional Retirement System, Creditable Service 0.3333 Years.

Motion by Mr. Cournoyer, second by Mrs. Ashleigh. All other members in favor of the motion. Motion carries.

12. Administrator's Forum:

- Benefit Verification forms – discussed on 1/12/22 with Chair, Mrs. Peña if signature should be notarized. The forms were mailed 1/13/22 without having the signature notarized due to COVID cases. After audit, these forms will be filed in each retiree's folders.
- Election Results – Mr. Cournoyer won the election, Town Manager appointed Sharon Ashleigh, Treasurer/Collector
- Refund error – Ms. Leduc requested to contact the person and offer options for payment. Will discuss in the next meeting if no response.
- 2022 Board Member credits – reminded Board Members to look at PERAC for how many credits they need to take for 2022 as 18 credits are needed per year. An email reminder will be sent out as well.
- Dental Insurance – meeting with HR on 1/13/2022, looking into retirees having a separate plan separate from the Town's, as premiums for employees will be increased as retirees have higher usage.

13. Vote to approve 2022 Budget

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Mrs. Harnois requested a change, add \$500 more to Professional Services as an increase may take place for 2022 and to start looking for quotes. Also suggested to revise the Administrators' salary at the time of evaluation. Motion to accept with

revisions by Mr. Cournoyer, second by Ms. Leduc. All other members in favor of the motion. Motion carries.

14. Vote to approve the Warrant for January 27, 2022 W012022 in the amount of **\$494,200.12**

<u>Retiree Payroll</u>	<u>\$355,815.98</u>
<u>Payroll End Checks:</u>	<u>\$ 62,202.96</u>
<u>Accounts Payable:</u>	<u>\$ 76,181.18</u>

Motion by Mr. Cournoyer, second by Mrs. Harnois. All other members in favor of the motion. Motion carries.

15. Board Members' Forum:

Chairperson Mrs. Peña:

- Refund/transfer letters – would like to see the word “termination” changed to “separation”
- Thank Mrs. Gullekson for making the School work together with the Town

Mr. Cournoyer:

- COLA – revisit cost of the increment of Actuary for April's meeting
- Thanked Mrs. Gullekson for her involvement with the board
- Thanked every member who voted for him on the elections
- Requested to the administrator to provide PROSPER contact information

16. Retirement System Members' Forum - None

17. School Department Forum:

Mrs. Gullekson announced that her last day working for the school is March 4th. The new HR Director, William (Bill) Metzger will attend the Retirement Board meetings when possible.

18. Meeting Schedule – Thursday, February 24, 2022 via Remote, unless Town Council votes in the next meeting that it could be in person. If via remote, information will be provided in advance via email to board members/school and website for any member that will like to join.

19. Vote for adjournment

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Motion made by Mrs. Harnois, second by Mrs. Ashleigh, to adjourn the meeting at 9:50 a.m. All members present voted in favor of the motion. Meeting adjourned.

FYI

PERAC MEMO 34/2021: 2021 Disability Data
PERAC MEMO 35/2021: 840 CMR 10:10(3) & 10:15(1)(c)-Annual Review of Medical Testing Fee
PERAC MEMO 1/2022: Fraud Attempt
PERAC MEMO 2/2022: 2022 Limits under Chapter 46 of the Acts of 2002
PERAC MEMO 3/2022: 2022 Limits under Section 23 of Chapter 131 of the Acts of 2010
PERAC MEMO 4/2022: COLA Notice
PERAC MEMO 4a/2022: Clarification of Previous COLA Notice Memo
PERAC MEMO 5/2022: 2022 Interest Rate set at 0.1%
PERAC MEMO 6/2022: Mandatory Retirement Board Member Training – 1st Quarter 2022
PERAC MEMO 7/2022: Buyback and Make-up Repayment Worksheets

Remote Access

Monthly Board Meeting- January 2022
Thu, January 27, 2022 9:00 AM - 11:00 AM (EDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/967456301>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073

United States: +1 (646) 749-3129

Access Code: 967-456-301

Respectfully submitted:


Yolanda Alvarado






