

Southbridge Retirement Board Meeting Minutes
Thursday, May 26, 2022, 9:00 A.M.
Veteran's Room
Town Hall 41 Elm Street Southbridge, MA 01550

1. Open meeting - 9:02 A.M
2. Roll Call - Present at the meeting were Mr. Cournoyer, Mrs. Peña, Mrs. Harnois and Ms. Leduc. Mrs. Ashleigh was excused. Also present, Mr. Metzger, Chief Human Resource and Mrs. Alvarado, Administrator.
3. Vote to accept the minutes from the following meetings:
 - o April 21, 2022
 - o May 18, 2022

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

4. Chairperson's Announcements – None noted.
5. Vote to approve the **superannuation retirement of William Bellerive**, of Bay Path Regional Vocational High School, effective July 1, 2022.

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

6. Vote to approve the **refund of accumulated deductions for Marcia Feliciano Garcia**, formerly of the Southbridge School Department.

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

7. Vote to approve the **refund of accumulated deductions for Alexis Brunsell**, formerly of the Southbridge School Department.

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

8. Vote to approve the **rollover of accumulated deductions for Leslie Clifford-Hoffman**, formerly of the Southbridge School Department.

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

9. Vote to approve the **refund of accumulated deductions for Michael Ciaramicoli**, formerly of the Town of Southbridge, DPW Department.

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

10. Vote to approve the **refund of accumulated deductions for Taylor Plumley**, formerly of the Town of Southbridge, Dispatch Department.

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

11. Vote to approve the **refund of accumulated deductions for Bridget Groh**, formerly of the Bay Path Regional Vocational High School.

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

12. Vote to approve the **refund of accumulated deductions for Kamila Skowron**, formerly of the Bay Path Regional Vocational High School.

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

13. Vote to approve the **refund of accumulated deductions for Kayla Soto**, formerly of the Town of Southbridge, Dispatch Department.

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

14. Vote to approve the **refund of accumulated deductions for Jessica Gonzalez**, formerly of the Southbridge School Department.

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

15. Vote to approve the **refund of accumulated deductions for Sarah Bird**, formerly of the Southbridge School Department.

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

16. Administrator's Forum:

- Roselli and Clark: Audit May 23 – 27, 2022: Audit is going well
- PERAC: John Boorack – Actuarial Valuation: He will be invited to our June meeting to go over the valuation.

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- Buy-back for Maria L Reyes from 2013: Member had requested a buy-back calculation in 2013, however did not pay within the time frame.
- Board's decision: Due to the member not responding to the timeframe of the original calculation, new calculations will be done if the member decides to do the buy-back.
- Shirley Yanka makeup interest calculation: this will be table till the next meeting.
- PBI information: to assist getting death records of retirees, not cost efficient due to the number of members we have in our system. The Clerk's office gives us a list every month.
- YTD Budget/Monthly Books: Books are up to date till April 2022
- PRIM Q1 2022 Board Quarterly Update: see attachment
- Office odor: purchase of an odor eliminator is to be purchase to assist with the smell in the office.

17. Vote to approve the Warrant for May W052022 in the amount of **\$546,185.29**

<u>Retiree Payroll</u>	<u>\$370,258.71</u>
<u>Payroll End Checks:</u>	<u>\$ 64,585.35</u>
<u>Accounts Payable:</u>	<u>\$111,341.23</u>

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

18. Discuss and vote audit finding of Judith Payeur's retirement calculation of an extra longevity pay in a 3-year average. The calculation of the overpayment since retirement is \$2,630.26.

Motion by Mrs. Harnois to waive the overpayment of \$2,630.26 with the monthly allowance adjustment and this is not a precedence case, this will be based on a case to case, second by Mr. Cournoyer. All members voted in favor of the motion. Motion carries.

19. Board Members' Forum:

- Mr. Cournoyer was glad that the Town Council voted the \$14,000 COLA base increase.
- Mrs. Harnois mentioned that PERAC needs to be contact for the COLA increase
- Ms. Leduc asked for an update on the dental insurance, Mrs. Alvarado mentioned that she has been emailing the representative with no correspondence.

20. Retirement System Members' Forum – None noted.

21. School Department Forum:

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- Mr. Metzger inquired about pay code 51, it was explained that the pay code is not cleared in the payroll reports and that a description will be good to have to know what is pensionable or not.
- Ms. Leduc suggested that the school should contact the Administrator to discuss when a new code is being added.
- Mr. Metzger also mentioned that the department of HR has had a 100% turnover since January. A new employee is going to start soon.
- The school HR dept is going to have MUNIS training in payroll.

22. Meeting Schedule: Thursday, June 30, 2022 at 9:00 AM at the Veteran's Room.

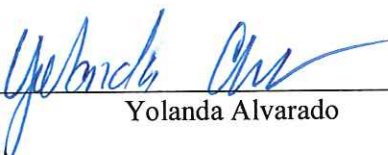
23. Vote for adjournment:

Motion by Mr. Cournoyer, second by Ms. Leduc, to adjourn the meeting at 9:55 A.M.
All members present voted in favor of the motion. Meeting adjourned.

FYI

PERAC: Public Hearing – Electronic Signature Regulations Draft 840 CMR 28.00

Respectfully submitted:



Yolanda Alvarado

