

FRANKLIN REGIONAL RETIREMENT SYSTEM  
BOARD MEETING MINUTES  
September 30, 2015

A meeting of the Franklin Regional Retirement Board, duly posted to be held in the Board office, 278 Main Street, Suite 311, Greenfield, MA., on the above date was called to order at 8:01 a.m. by Board Chair, Sandra Hanks with Board Members Paula Light and Mary Stokarski. Paul Mokrzecki and David Gendron joined the meeting at 8:03 a.m. Also present were Executive Director Dale Kowacki, Assistant Director Susan Bobe, and Auditor Deb Frentzos. April Dupuis, Melanson Heath auditor joined the meeting at 8:34 a.m.

Prior to and during the meeting, the following items were available for the Board's review: monthly financial statements, current investment statements, invoices, and member and retiree files related to items on the agenda.

A permanent copy of the agenda, with the exception of those items that are restricted from public viewing, as presented to the Board is on file in the retirement office.

**Review and Acceptance of Meeting Minutes**

*On a motion made by M. Stokarski and second by P. Light, the Board voted unanimously to approve the minutes of the regular meeting held on August 26, 2015.*

Paul Mokrzecki and David Gendron arrived at 8:03 a.m.

**Payroll, Refunds, Transfers and Bills Warrants**

*On a motion made by P. Mokrzecki and second by M. Stokarski, the Board voted unanimously to approve the warrants as follows:*

<i>Retirees Payroll</i>		<i>\$707,510.01</i>
<i>Refunds</i>		<i>60,238.52</i>
<i>Transfers</i>		<i>69,831.37</i>
<i>Invoices 09-15W</i>		<i><u>38,674.77</u></i>
<i>Operating</i>	<i>35,167.84</i>	
<i>Investments</i>	<i>3,506.93</i>	
<i>3(8)c pmts to other Boards</i>		
<i>For a total of:</i>		<i>\$876,254.67</i>

**Cash Transfer between Investments and bank**

*On a motion made by D. Gendron and second by M. Stokarski, the Board, voted unanimously to transfer \$564,000 from PRIT Real Estate Fund to Unibank to cover next month's warrants.*

## Membership

*On a motion made by D. Gendron and second by M. Stokarski, the Board voted unanimously to approve the new and existing members as follows:*

### New Members

Anthony, Susan A	08/24/2015	100%	PNR	Admin. Asst.
Baldwin, Savannah	08/03/2015	100%	FCH	Leasing Representative
Betters, Paula D	07/13/2015	100%	ERV	Erving Senior/Community Ctr. Director
Beymer, Darrel	08/31/2015	100%	MOH	Para Professional
Bourassa, Kylee M	08/31/2015	100%	MOH	Sped Aide
Clark, Diane	08/24/2015	100%	FCH	Bookkeeper
Colborn, Olivia	09/01/2015	90%	PNR	Instructional Assistant
Dalzell, Sarah E	08/26/2015	100%	SND	Instructional Assistant
Dickinson, Ethan	09/01/2015	100%	LEV	Highway Laborer, Equip Operator, Truck Driver
Gondela, Jessica	09/01/2015	90%	PNR	Instructional Assistant
Grazioso, Barrett	09/01/2015	100%	NSW	Food Service Director
Hand, Katherine	TBD	100%	SND	Library Director
Hines, Matthew	07/27/2015	100%	OGE	Night Custodian
Kelly, Brittany	08/26/2015	100%	SND	Instructional Assistant
Kociela, Kim	08/26/2015	100%	FRN	LPN
Kolodziej, Jillian	08/31/2015	100%	ERV	Para Professional
Lapointe, Kerri	09/01/2015	100%	ERV	1:1 Aide
Leger, Jill S	09/01/2015	90%	PNR	Para Professional
Manica, Anthony	08/17/2015	100%	MOH	Maintenance
Miner, Brian	08/13/2015	100%	WCK	Truck Driver/Laborer
Momaney, Jennifer	09/01/2015	90%	PNR	Instructional Assistant
Newton, Craig	09/17/2015	100%	MHR	Para Professional
Norcross, Wendy	09/02/2015	100%	ROW	Para Professional
Pichette, Laurie	08/25/2015	100%	SND	Instructional Assistant
Ponce, Gary	06/17/2015	100%	DER	EMT
Ryan, Shirley	09/01/2015	90%	PNR	Instructional Assistant
Smith-Zeoli, Aimee	08/26/2015	90%	DER	Early Childhood After Care Coordinator
Sweitzer, Emma	09/01/2015	90%	PNR	Instructional Assistant (K)
Vitello, Robin	08/31/2015	90%	NSW	Teacher Aide
Wells, Jeremy	08/24/2015	100%	SND	Site Coord. OSP
White, Ellen	09/01/2015	90%	PNR	Instructional Assistant
Whitman, Todd	08/31/2015	100%	PNR	Custodian

### New Positions

Bartak, Jennifer	TBD	100%	DER	Police Officer
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### **New Retirees**

*On a motion made by P. Light and second by P. Mokrzecki, the Board voted unanimously to approve the following retirements:*

Olanyk, Elizabeth - the retirement package has been submitted to PERAC to retire Elizabeth Olanyk for a Superannuation Option B retirement allowance. Her last day of work was June 30, 2015, and her retirement benefit will begin on September 9, 2015. Ms. Olanyk was a group 1 member working as a cafeteria assistant for the Town of Sunderland elementary school, accruing 11 years of creditable service.

Phillips, Sally - the retirement package has been submitted to PERAC to retire Sally Phillips for a Superannuation, Option B retirement allowance. Her last day of regular compensation was paid on April 2, 2009 and her retirement benefit will begin on July 6, 2015. Mrs. Phillips was a group 1 member working as an aide for the Mohawk Regional School District, accruing 16 years, 1 month of creditable service.

### **Accept Liability for Buybacks and Makeups Through Other Systems:**

*On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to approve the following buybacks:*

Boucher, Nicole R. – Leominster Retirement Board has asked FRRS to accept creditable service liability if their current member, Nicole Boucher, re-deposits a refund taken from this system. Service was with the Frontier Regional School District as an instructional aide. The refund, taken on 11/30/2009 was for \$1071.67 in regular deductions, \$13.91 in interest and creditable service was determined to be 1 year of service, 9/4/2002-6/30/2003, with the 12 months given for 10 months of the school year.

Paton, Andrew – Greenfield Retirement System, on behalf of former member requests FRRS to accept liability for service upon redeposit of a refund taken on 9/30/99 for \$6,495.38. He was employed as a night custodian with the Mahar Regional School District between 10/24/94 and 6/17/99. Service liability for FRRS is 4 years, 6 months, 24 days.

Tillona, Carl – Massachusetts Teachers' Retirement has asked FRRS to accept creditable service liability if their current member, Carl Tillona, re-deposits two refunds taken from this system. Service was with the Town of Deerfield as an instructional aide, substitute teacher and After School Program Director. The refund, taken on 8/25/95 was for \$526.87 in regular deductions, \$0 in interest and creditable service was determined to be 7 months, 25 days of service, 10/1/1994-6/30/1995, with the 12 months given for 10 months of the school year. The second refund, taken on 10/20/99 was for \$5,130.73 in regular deductions, \$0 in interest and creditable service was determined to be 3 years, 7 months, 8 days of service, from 10/1/1995-9/15/1999 plus 2 days in October 1994. Total service 4 years, 3 months, 5 days.

### **Buybacks and Makeups**

Bragdon, Angelina – current member in the Mohawk Regional School District has requested a make-up of part-time non-membership service prior to membership eligibility between December 13, 2008 and May 31, 2009. Service was with the Mohawk Regional School District as Treasurer. Payroll records have been obtained which detail the hours worked and wages paid. Allowable service is calculated using hour for hour, for a total of 436.09 hours equal to 2 months, 21 days of creditable service at a cost of \$787.07 if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

In addition, information provided indicates that she was eligible for membership June 1, 2009 but was not enrolled due to administrative error until July 1, 2009. Total service allowed at 50% creditable service is 15 days. Cost of the purchase is \$120.96, deductions only, if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

Sumner, Hilma – current member in the Town of Heath, has requested a make-up of her elected service prior to enrollment as of 8/1/2015 for the period beginning 1/1/1996 through 7/31/2015. Hilma served on the Selectboard beginning 5/24/1994 and paid deductions through 12/31/1995. She continued as a Selectboard member until 1999 when she was elected to the Town Clerk's position. Upon her recent re-election on 5/8/2015 she re-enrolled in the system with deductions starting 8/1/2015. Service purchase is 19 years, 7 months for \$16,667.25 if paid by 10/31/2015; otherwise interest will continue to accrue as allowed by law.

Lang, Linda – current member in Mohawk Trail Regional School District withdrew funds from the Montague Retirement Board on 4/30/2004 in the amount of \$1503.02 for the school year service period of 8/26/2002 through 6/16/2003. Montague Retirement Board will accept 9 months 20 days of service if Ms. Lang re-deposits the refund plus interest at the 7.75% actuarial rate for a total purchase cost of \$3,571.52 if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

Purinton, Sammy – current member in the Town of Buckland has non-membership service as the Animal Inspector with the Town of Buckland eligible for purchase from July 1, 1993 through June 30, 2000 for a total of 1 month, 12 days, actual hours worked. The Treasurer has provided payroll records. Creditable service has been determined by actual hours worked using the gross wages divided by 2 times the Massachusetts minimum hourly wage for each year of data provided.

In addition, he has elected service prior to his enrollment as of July 16, 2001 as the assessor for the Town of Buckland eligible for purchase from July 1, 2000 through July 15, 2001. Total service eligible for purchase is 1 year, 15 days.

Total creditable service allowed for both make-ups is 1 year, 1 month, 27 days at a cost of \$573.67 if paid by October 31, 2015; otherwise interest will accrue as allowed by law.

**Change of service previously approved:**

*On a motion made by P. Light and a second by D. Gendron, the Board voted unanimously to change service for the following service previously transferred/approved:*

Burgess, Michael – In 2008 the Board transferred funds and service for this member to the Teachers' Retirement Board. Service was with the Town of Deerfield as an Out of School Time Teacher, Summer Camp Counselor and Instructional Aide. Total service accepted was 3 years, 3 months, 20 days of service. A review of his history and documentation of hours worked from the unit indicate that the service accepted in 2008 should be revised down to 2 years, 9 months, 0 days due to breaks in service.

Dorval, Kathleen – current member of MTRB, Ms. Dorval was a member of this system intermittently beginning in 1994 through October 1997 as a substitute teacher in the Frontier District. In 2008 her record was transferred to Mass Teachers' with FRRS accepting 11.5 days of service. After researching this service, it is recommended that the FRRS liability be increased to 23 days. The increase in service is due to recognizing that school year employees be granted the 12 month equivalent of a 10 month school year. MTRB will be notified of the service correction upon Board approval.

**General Business:**

**Pay second third of the past due State 3(8)C bill**

The 2014 State Board invoice has been received with a new contact name on the cover letter and PERAC continues to make progress on the recalculations of 3(8)c liabilities. An email has been sent to the new contact in hopes of moving this invoice along. There has been no update from the State or further contact. The goal is to have significant corrections made to the invoice so that a payment can be made in December.

No action, or votes, taken at this time.

**Progress Report on Elizabeth Bell benefit application (David Bell)**

Susan Bobe, Assistant Director reported to the Board that a letter was sent to the Cardiology Unit of Baystate Medical Center requesting an independent review of David Bell's medical records for the purpose of determining whether Mr. Bell's death was the natural and proximate result of the same personal injury or hazard undergone on account of which he was retired.

No action, or votes, taken at this time.

**Candidate Statements – PERAC opinion**

At the November 24, 2014 Board meeting the Board was made aware of

inquiries asking if information would be made available about the candidates running for the Board. After some discussion the Board asked staff to review legally what the possibilities are for making candidate statements available. Dale Kowacki, Executive Director asked for a legal opinion from PERAC. PERAC's opinion is that the Advisory Council has jurisdiction over candidate statements during Board elections.

The Board agreed that it is the responsibility of the Advisory Council to determine the avenue for making candidate statements available during Board elections.

#### Audit exit conference

April Dupuis, Audit Supervisor of Melanson Heath joined the meeting at 8:34 a.m. to review with the Board the results of an independent audit of calendar year 2014. April talked about what an audit is, went over the Financial statement, the auditing of the GASB 67 report produced by our actuary, Linda Bournival, and the Management letter. No issues reported other than booking the money owed to the State Retirement Board in 3(8)C reimbursements for prior years to be recorded in the system's general ledger as a liability.

#### 2016 Second Draft Proposed Budget

The Board was presented with a second draft of the proposed budget for 2016. Additions added to next year's budget: \$3,500 to the line item Actuarial Expense for the requirements of the new GASB 67 mandate and a line item under Online Resources for LastPass a password protection program for \$150.

No action, or votes, taken at this time.

#### Schedule Advisory Council annual meeting

The Board discussed the possibility of scheduling the annual fall Advisory Council meeting prior to the Hampshire Franklin Collector Treasurer's meeting which is Tuesday, November 10, 2015 at the Greenfield Country Club (Terrazza). Dale Kowacki, Executive Director will coordinate with the events planner at the Greenfield Country Club and Margaret Sullivan, the Advisory Council Chair.

In addition, the Board members agreed that Board and Staff would be "paid for" by the System.

#### Board Education Credits

Each Board Member was presented a record of their education credits to review.

The Board discussed and requested that staff ask PERAC to offer more on-line education credits as well as offering classes in this area.

#### Daruma Ginkgo (SCC)

The Board expressed their concerns around Daruma's performance, and after some discussion the Board decided to discuss their concerns with our Investment Consultant, Greg McNeille at the November board meeting.

**Adjournment**

*On a motion made by D. Gendron and a second by P. Light, the Board voted to adjourn the meeting at 9:40 a.m.*

Respectfully submitted,

**THESE MINUTES WERE APPROVED ON OCTOBER 27, 2015**

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Dale C. Kowacki, Executive Director

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Sandra A. Hanks, Chair and Treasurer

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Paula J. Light, Council Member

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David R. Gendron, Vice Chair

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Mary A. Stokarski, Board Member

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Paul J. Mokrzecki, Board Member

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