

**Minutes of the
Franklin Regional Retirement Annual Advisory Council Meeting
Wednesday, October 28, 2020**

An Annual meeting of the Franklin Regional Retirement Advisory Council, duly posted to be held via remote participation, using the online videoconferencing program Zoom, by members of the Board to stem the spread of COVID-19 on the above date was called to order at 9:44 A.M. by Board Chair Angel Bragdon. Also present in the Board office located at 278 Main Street, Suite 311, Greenfield MA was Executive Director Dale Kowacki. Jan Warner joined the meeting at 10:03 A.M. Barbara Hancock left the meeting at 10:27 A.M.

Members present were:

Angel Bragdon	Hawlemont, Mohawk, Shelburne Treasurer; Advisory Council Chair (3 units, 3 votes), Board Member
Inna Stytsenko	Frontier Regional School Treasurer
Virginia Gabert	BFW, Hawley
Susan Bobe	Bernardston, Leyden Treasurer; Assistant Director (2 units, 2 votes)
Gina Govoni	F.C. Housing Executive Director
Barbara Hancock	Deerfield Treasurer, Collector, Town Clerk
Melissa Murphy	Northfield Treasurer, Collector
Megan Young	New Salem Wendell School Payroll/Personnel
Gabriele Voelker	Orange Town Administrator, Treasurer; New Salem, Mahar Treasurer, Board Member
Terry Green	Rowe Treasurer
Becky Herzog	Ashfield Treasurer
Jan Warner	Conway Treasurer

Retirement Board present:

Sandra Hanks	Chair, First Member, Treasurer, Appointed by Board
Paul Mokrzecki	Vice Chair, Fifth Member, Appointed by Board
Mary Stokarski	Third Member, Elected by Membership

Retirement staff present:

Dale Kowacki	Executive Director, Secretary of Advisory Council
Patricia Hume	Data Maintenance Clerk

Minutes Accepted

On a motion by Susan Bobe and seconded by Barbara Hancock, the Council voted to accept the minutes of the Advisory Council Election Meeting held on Thursday, October 24, 2019. Roll Call Susan Bobe, Barbara Hancock, Megan Young, Angel Bragdon--All ayes, the remainder abstained as they were not in attendance at the Thursday, October 24, 2019 meeting.

On a motion by Susan Bobe and seconded by Barbara Hancock, the Council voted to accept the minutes of the Advisory Council Annual Meeting held on Thursday, October 24, 2019. Roll Call Susan Bobe, Barbara Hancock, Megan Young, Angel Bragdon--All ayes, the remainder abstained as they were not in attendance at the Thursday, October 24, 2019 meeting.

Presentation of the CY2021 Budget

Dale Kowacki, Executive Director presented the CY2021 Budget (see Addendum B). After a question regarding increases of the Management fees, Chair Angel Bragdon called for a motion to certify the Budget.

A motion was made by Becky Herzog and seconded by Melissa Murphy, that the Council certify the CY2021 Budget (see attached). The motion passed with all ayes, Gina Govoni abstained.

Answer to change Chairman to Chair

On a motion by Gabriele Voelker and Seconded by Gina Govoni, the Council voted to change the Bylaws at the next Council Meeting to change the title of "Chairman" to "Chair" and "Vice Chairman" to "Vice Chair". The motion passed with all ayes.

Answer to allow write-ins on the Ballot

After a lengthy discussion concerning legal action if a write-in line is not available, lack of the proper process afforded write-ins, as well as Perac having no regulations at this time in regard to write-ins on board elections and does not foresee a change in regulations for a considerable time as they have just updated their regulations about five years ago,

Melissa Murphy made a motion to allow write-ins for this year's Election Meeting and revisit next election, if we have more than one candidate. Gina Govoni seconded the motion.

An objection to targeting just this election was raised by Jan Warner and Gabriele Voelker, who prefers an all-or-none opinion for write-ins, and having already voted for the newly elected Third Member on the Board in the previous Election Meeting held via Zoom on Wednesday, October 28, 2020, Melissa Murphy withdrew her motion and Gina Govoni withdrew her second to the aforementioned motion.

A new motion was made by Gabriele Voelker and seconded by Virginia Gabert to shelf this discussion if we cannot remove the highlighted portion in green (referring to Agenda Memorandum 1-Review and certification of nomination signatures for an election to the Retirement Board) (see addendum A) and contact and wait for PERAC to make a decision. The motion was passed with all ayes.

New Business

No new business.

Adjournment

On a motion by Gabriele Voelker and seconded by Melissa Murphy, the Council voted to adjourn the meeting at 11:22 am. All ayes.

Respectfully submitted,

Accepted at the November 17, 2021 Advisory Council Meeting

Dale Kowacki
Advisory Council Secretary
DCK:pah

October 28, 2020 Election Meeting of the
Advisory Council
of the
Franklin Regional Retirement Board

AGENDA MEMORANDUM

1 – Review and certification of nomination signatures for an election to the Retirement Board

From Dale:

You might recall that we are running an election to (re)elect to Mary Stokarski's seat on the retirement board. You'll read in the description below that it's the role of the council to conduct the election, but in reality we (staff) do the heavy lifting, and you (council) keep an eye on us throughout the process and at the end some of you count the ballots together with us.

At this point nomination papers have been returned by just one person, so it's time for the council to perform its next function – certify the nomination papers – which will be a quick and simple process at the meeting.

Patty Leveille has everything organized and attached below so that before the meeting you will have the opportunity to look-over the nomination papers. Then, during the meeting, the entire council will vote to certify that the signatures on the nomination papers are valid. Given that there is just one person's nomination papers, if the signatures are valid then that person is declared elected (and there is no need to send out ballots).

Elections provision of the Advisory Council

MGL 34b §19(h) The regional retirement board advisory council, which shall serve as the election board, shall supervise the election of the elected members of the retirement board. The council shall make available nomination papers to any member in or retired from service so requesting and shall require that such nomination papers be signed by the candidate and be returned to the office of the retirement board for safekeeping until the election board shall meet. The chairman of the council shall give a duplicate receipt for such nomination papers to each candidate. Completed nomination papers shall contain the signatures and addresses of at least five active or retired members of said retirement system. The election board shall determine whether each candidate has filed nomination papers containing the requisite signatures and addresses. If, after investigation, the election board determines that a candidate has filed nomination papers containing less than five signatures as required, the election board shall declare said nomination papers invalid and shall notify the candidate of such determination. If, after investigation, the election board determines that only one candidate has filed the requisite number of signatures, the election board shall declare said candidate to be the elected member of the county retirement board. If, after investigation, the election board determines that more than one candidate has obtained the requisite number of valid signatures, the election board shall notify said candidates of such

Addendum B:

		2019 Expended	2020 Budget	2020 Annualized Expenditures	2021 Proposed Budget
Salaries & Payroll Expenses					
Board Stipends	5118-000	28,692.00	29,066.00	29,112.00	29,544.00
Salaries and Wages	5119-000	329,057.94	351,070.00	345,981.00	362,217.00
Benefits - Employer Share	5120-000	39,666.39	44,196.00	38,680.00	46,292.00
Total Salaries & Payroll Expenses		397,416.33	424,332.00	413,773.00	438,053.00
Administration					
Legal	5308-000	25,381.05	30,000.00	30,000.00	30,000.00
Insurance	5310-000	12,246.00	12,895.00	12,634.00	13,250.00
Service Contracts-Admin	5311-001	2,080.00	2,210.00	2,210.00	2,400.00
Rent Expense	5312-000	19,039.68	19,040.00	19,040.00	20,000.00
Actuarial Study Expense	5316-000	3,500.00	17,150.00	17,500.00	4,000.00
Accounting, Audit Expense	5317-000	18,500.00	18,500.00	18,500.00	18,500.00
Education and Training	5320-000	2,866.00	5,000.00	0.00	5,000.00
Administrative Exp. - Various	5589-001	1,886.29	3,010.00	1,835.00	3,010.00
Dues	5589-003	600.00	600.00	610.00	625.00
Office Supplies	5589-004	3,006.18	3,900.00	2,746.54	3,800.00
Postage	5589-005	3,319.26	5,250.00	5,250.00	5,400.00
Utilities	5589-007	5,868.36	7,970.00	6,770.00	8,150.00
Board Election	5589-012	3,611.61	4,505.00	4,505.00	0.00
Travel	5719-000	5,246.98	6,800.00	500.00	6,800.00
Total Administration		107,151.41	136,830.00	122,100.54	120,935.00
Equipment					
Service Contracts-Admin & Equipment	5311-000	33,162.77	34,526.00	34,500.00	36,850.00
Equipment & Software Maint. Services	5589-002	13,400.18	21,050.00	21,050.00	21,050.00
Furniture & Equipment purchases	5599-001	840.71	1,500.00	1,500.00	1,500.00
Computers	5599-111	12,301.63	1,000.00	0.00	1,000.00
Online Resources	5599-706	3,073.90	2,800.00	2,703.00	3,130.00
COVID-19	5599-800	0.00	0.00	15,500.00	0.00
Total Equipment		62,779.19	60,876.00	75,253.00	63,530.00
Total Operations		567,346.93	622,038.00	611,126.54	622,518.00
Investments					
Management Fees	5304-000	778,854.81	883,111.00	760,000.00	880,000.00
Custodial Fees	5305-000	20,033.61	30,000.00	30,000.00	35,000.00
Investment Consultant	5307-000	38,499.87	42,000.00	42,000.00	45,000.00
Total Investments		837,388.29	955,111.00	832,000.00	960,000.00
Total Investment Expenses		837,388.29	955,111.00	832,000.00	960,000.00
Grand Total		1,404,735.22	1,577,149.00	1,443,126.54	1,582,518.00