

**Minutes of the
Franklin Regional Retirement Third Member Emergency
Election Advisory Council Meeting Thursday,
December 19, 2024**

An Emergency Third Member Election meeting of the Franklin Regional Retirement Advisory Council, duly posted to be held via remote participation, using the online videoconferencing program Zoom, on the above date, was called to order at 9:31 A.M. by Board Chair Angel Bragdon. Present in the Board office located at 101 Munson Street, Suite 108, Greenfield MA was Executive Director Kristine Mathis and Assistant Director Ashley Manley, Data Maintenance Clerk Patricia Hume joining remotely. Angel turned the meeting over to Executive Director Kristine Mathis.

Carolyn Manley joined at 9:32 AM and Sandra Hanks joined at 9:33 AM

Members present were:

Angel Bragdon	Shelburne Treasurer; Advisory Council Chair; Bd. Member
Susan Bobe	Bernardston, Leyden Treasurer (2 units, 2 votes)
Paula Harrison	Colrain Treasurer
Jan Warner	Conway Treasurer
Jessalyn Zaykoski	New Salem Wendell School Payroll/Personnel
Cara Leach	Buckland Treasurer/Tax Collector
Carolyn Manley	Wendell Treasurer
Michael DeBarge	Frontier Regional School
Brenda Hill	South Deerfield Fire District Treasurer

Retirement Board present:

Sandra Hanks	Board Chair
Angel Bragdon	Second Member

Retirement staff present:

Kristine Mathis	Executive Director
Ashley Manley	Assistant Director
Patricia Hume	Data Maintenance Clerk

Visitors present: None

Review and certify nomination signatures for the remainder of the 3-year term for the elected third member's seat on the retirement board.

Executive Director Kristine Mathis began the meeting by informing the Council that staff had verified that nomination papers from Paula Light, Carolyn Manley, and Diana (Schindler) Parsons met the minimum requirement of 5 signatures from active, or retired Franklin Regional Retirement System members. The term will be from February 1, 2025, through December 31, 2026.

Susan Bobe made a motion to certify the nomination papers from Paula Light, Carolyn Manley and Diana (Schindler) Parsons and approve them as candidates for the position of Third Member Seat. Paula Harrison seconded the motion.

Roll Call vote was taken—Mike DeBarge—aye, Paula Harrison—aye, Jan Warner—aye, Susan Bobe (2 votes)—aye, Cara Leach—aye, Angel Bragdon—aye, Jessalyn Zaykoski—aye, Carolyn Manley—abstained

Review and approve the sample ballot.

A sample ballot was presented for approval (Attachment A.)

A motion was made by Jessalyn Zykoski to approve the sample ballot. Jan Warner seconded the motion.

Upon further discussion, Susan Bobe brought it to the council's attention that there was a formatting error to correct. Paula Harrison also made a suggestion to add the word "Third" to the ballot position title for clarity.

Jessalyn Zykoski made an amendment to approve the sample ballot with suggested changes. Jan Warner seconded the amended motion.

Roll Call vote was taken—Mike DeBarge—aye, Paula Harrison—aye, Jan Warner—aye, Susan Bobe (2 votes)—aye, Cara Leach—aye, Angel Bragdon—aye, Jessalyn Zaykoski—aye, Carolyn Manley—abstained

At this time, Susan Bobe inquired if one of the candidates was related to one of the staff members. And if so, if that warrants a conflict of interest.

Candidate Carolyn Manley explained she contacted the Ethics Committee and received a written approval letter stating the position of the Third Board Member has no direct oversight of Board staff, so she could fill the open seat if elected. It also stated she may need to recuse herself from some topics. Carolyn will share the letter with the Board if she is elected.

Select election date.

After some discussion concerning concerns of inclement weather, and the need to allow a couple of days to receive mail posted on January 23, 2025, which is the 20-day due date to have the ballots postmarked and returned after a January 3, 2025 mailing date of the ballots—*A motion was made by Paula Harrison to make the election date Monday, January 27, 2025 at 1 PM. The motion was seconded by Jessalyn Zaykoski.*

Roll Call vote was taken—Mike DeBarge—aye, Paula Harrison—aye, Jan Warner—aye, Susan Bobe (2 votes)—aye, Cara Leach—aye, Angel Bragdon—aye, Jessalyn Zaykoski—aye, Carolyn Manley—abstained

Election Officer Position.

Executive Director Kristine Mathis asked the Council members if they approved of her signing the candidacy approval letters as the Election Officer for this election. The majority approved. No vote was taken.

Adjournment

A motion was made by Susan Bobe and seconded by Jan Warner to adjourn the meeting at 9:49 AM. All ayes.

Respectfully submitted,

/s/ Patricia Hume

Patricia Hume
Advisory Council Secretary

MINUTES WERE APPROVED AT THE WEDNESDAY, NOVEMBER 5, 2025, ANNUAL
ADVISORY COUNCIL MEETING.

(Attachment A copy)

Franklin Regional Retirement System¶
Official Ballot for Elected Third Board Member¶
Term of Office¶
March 1, 2025 to December 31, 2026¶
REMAINDER OF 3-YEAR TERM¶
¶
VOTE FOR ONE ONLY¶

- | | | |
|---|--------------------------|---|
| → | ☐ | PAULA LIGHT¶ |
| → | | Retired Bookkeeper, Frontier Regional School District¶ |
| → | | ¶ |
| → | ☐ | DIANA M. PARSONS (SCHINDLER)¶ |
| → | | Incumbent, Town Administrator/Treasurer, Town of Colrain¶ |
| → | ☐ | CAROLYN U. MANLEY¶ |
| → | | Incumbent, Treasurer, Town of Wendell¶ |