

The regular meeting of the Gardner Contributory Retirement Board was called to order by the Chairperson, Denise Merriam, on Tuesday, April 26, 2022, at 10:00 AM in Room #128, 1st Floor, City Hall, Mayor’s Conference Room. All Board Members were present.

ANNOUNCEMENT - Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the Chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents referenced or used during the meeting must be submitted in duplicate to the Retirement Board Administrator pursuant to the Open Meeting and Public Records Law. All documents shall become part of the official record of the meeting.

On a motion by Kevin McNerney, seconded Robert Newton, the Board unanimously voted to approve the minutes of the regular and executive session meeting of March 29, 2022. The Board then signed the permanent minutes of the regular meeting minutes of February 22, 2022.

On a motion by John Richard, seconded by Robert Newton, the board unanimously voted to approve the Trial Balances and General Ledger Histories for January and February 2022 and to accept the City Treasurer’s bank reconciliations for January 2022 and February 2022.

On a motion by John Richard, seconded by Robert Newton, the Board unanimously voted to approve Warrant #04/22 dated April 29, 2022, totaling \$702,272.81.

Vendor	For	Amount
W.B. Mason	Invoice #228529001	\$ 69.70
Stone Consulting, Inc	Invoice #48-032022	\$ 7,300.00
Law Offices of Michael Sacco	Invoice #6765	\$ 2,820.00
Marlborough Ret. Board	3(8)(c) for 2021	\$ 4,076.37
MACRS	Spring Conf. Merriam & Bosse	\$ 835.12
State Retirement Board	Trsf ASF Jeffrey Legros	\$ 37,007.84
Framingham Ret. Board	Trsf ASF Marta Leitao	\$ 2,865.09
Worcester Reg'l Ret. Board	Trsf ASF Katie Medina	\$ 47,715.81
Great-West Trust FBO Cyleste Johnson	Rollover ASF	\$ 10,520.76
Pension Payroll #04/22	Annuity Paid	\$ 102,421.41
	Pension Paid	\$ 479,290.10
	Veteran's Benefits Paid	\$ 273.75
	Dependents Paid	\$ 204.19
		\$ 6,872.67
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TOTAL WARRANT #04/22		\$ 702,272.81

Page 1184
Gardner Contributory Retirement Board
April 26, 2022

The Board next reviewed the PRIM statement for the Gardner Retirement System for the month of March 2022, noting a positive \$1,163,233.09 Net Change in Investment Value for the month. The Management Fees for the month were \$82,346.38. The Board Members also reviewed the Prim Board Quarterly Update for the fourth quarter of 2021.

Under “Correspondence” the Board reviewed PERAC Memo #10/2022 and PERAC memo #11/2022.

The Board Members read an email received on April 3, 2022, from the Law Office of Michael Sacco regarding a change in staffing at their offices.

The Board then reviewed Mass Retirees 20th Revised Edition, Retirement Boards of the Commonwealth booklet. All Board Members reviewed *The Voice, May 2022*.

Under “Old Business”, the Board Administrator, Cheryl Bosse, updated the Board Members on the status of the disability retirement application currently in process:

The Retirement Board office received a copy of a letter that disability Applicant #3 had sent to Contributory Retirement Appeal Board, (CRAB) of her notice of appeal. The letter was dated April 8, 2022 and received in the retirement board office on April 11, 2022. The Board Administrator, Cheryl Bosse, notified the Retirement Board’s Attorney, Christopher Collins, with the Law Offices of Michael Sacco. Attorney Collins informed the Board Administrator that their office will take care of all communications with CRAB regarding the appeal. All Board Members had a copy of the notice of appeal and a copy of the letter received from the Division of Administrative Law Appeals (DALA), with the Docket Number of CR-22-0149. The letter from DALA was received on April 15, 2022.

Under “New Business”, the Board Members and the Board Administrator reviewed and discussed the Annual Review and Contract for the Board Administrator. The Board Members and Board Administrator were able to agree on a salary for the next three years for the Board Administrator’s contract. Board Chairperson, Denise Merriam, will type up the new three-year contract for the Board Administrator for the May 2022 Board Meeting.

The Board Members then reviewed a quote for auditing services received from Melanson. The Board Administrator, Cheryl Bosse, informed the Board that the Retirement Board is able to “piggyback” off from the auditing services that the City of Gardner utilizing without doing an RFP. City Auditor and Ex-Officio Member, John Richard, confirmed that the City of Gardner has renewed their contract with Melanson for the Cites auditing services. The quote from Melanson was for auditing services for the years of 2021, 2022, 2023 and 2024.

On a motion by John Richard, seconded by Neil Janssens, the Board unanimously voted to accept the quote for auditing services from Melanson for the years of 2021, 2022, 2023 and 2024. The Board Administrator will inform Melanson and request a formal contract for the May 2022 Board Meeting.

Under “New Business” the Board Administrator, Cheryl Bosse, updated the Board on the matter of Cheryl Slack, a current employee with animal control. Mrs. Slack was first employed with the City of Gardner from May 30, 2006, to November 11, 2006, and she took a refund for the five months on February 29, 2008. Mrs. Slack would like to do a buyback of the previously refunded time.

On a motion by Robert Newton, seconded by Neil Janssens, the Board unanimously voted to approve Mrs. Slack’s request to buyback her five months of creditable service with the Gardner Retirement Board that she had previously taken a refund on.

On a motion by Robert Newton, seconded by Kevin McInerney, the Board unanimously voted to grant superannuation retirement benefits to Paul A. Herr, Option B, effective March 14, 2022.

The Board then recognized the death of Bernard DiPasquale, retired Police Officer, Superannuation Retirement Option B, who passed away on March 31, 2022.

The Board Administrator, Cheryl Bosse, reminded the Board Members that Laura Strickland, Senior Client Service Office from MASS Prim will be at the May 2022 Board Meeting to introduce herself and give the Board Members an update on PRIM and the performance of PRIM.

Page 1186
Gardner Contributory Retirement Board
April 26, 2022

The next regular meeting is scheduled for Tuesday, May 24, 2022, at 2:00 PM.

All meetings are scheduled to be held in City Hall, 1st Floor, Room 128, Mayor's Conference Room.

There being no further business, a motion to adjourn at 11:07 A.M. was made by John Richard, seconded by Kevin McInerney, passing unanimously.

The meeting adjourned at 11:07 A.M.

APPROVED:

John Richard, Ex-Officio

Kevin McInerney, Appointed

Denise M. Merriam, Elected (Ends 6/30/2023)
Chairperson

Robert W. Newton, Elected (Ends 6/30/2023)

Neil W. Janssens, Appointed (Ends 1/1/2024)