

**SAUGUS RETIREMENT BOARD MEETING**  
**December 14, 2017**

The regular meeting of the Saugus Retirement Board duly posted to be held in 1st Floor Conference Room, at 298 Central St, Town Hall, Saugus, MA on the above date was called to order at 11:39 p.m. by Chairman Cross, with Board Members Decareau, DiBari, Gannon and Matarazzo present.

In addition, present at this meeting were Theresa Richards, Administrative Assistant and Ann Quinlan, Board Administrator.

**Minutes**

- A motion was made by Board Member DiBari and seconded by Board Member Gannon to approved the November 28, 2017 Open Meeting Minutes and sign them into the records. The Board voted unanimously in favor.

**Payments**

- A motion was made by Board Member Gannon and seconded by Board Member Matarazzo to issue payment for Retirement Board Expense Voucher #137-145 for the month of December 2017 for \$61,938.09. The Board voted unanimously in favor.
- Another motion was made by Board Member Gannon and seconded by Board Member Matarazzo to issue payment for Retirement Allowance Payment and Vendor Payment Warrant for the month of December 2017 for \$669,782.71. The Board voted unanimously in favor.
- The Board noted that \$500,000.00 was wire transferred from PRIT Investment Funds to Saugus Retirement System's bank account on 12/20/17 to cover retirement allowances and expenses for December 2017.

**New Member**

A motion was made by Board Member Gannon and seconded by Board Member Matarazzo to include for membership in the Saugus Retirement System the following new employee. The Board voted unanimously in favor.

- Angie Garcia, Paraprofessional - Date of Hire & Membership is 11/2/17- Contribution rate is 9%.
- Gina Vozzella, Paraprofessional - Date of Hire & Membership is 11/27/17- Contribution rate is 9%.
- Yaser Samerraei, Assistant DPW Director - Date of Hire & Membership is 12/18/17- Contribution rate is 9% & additional 2% over \$30,000.

**Refund to Member** - None

**Transfers Out**

The Board noted that the following members had their accounts transferred to other MA Retirement Systems, as approved on this month's expense voucher:

- Anna Vigorito, inactive member, transfer to Melrose Retirement Board. Saugus Retirement Board will accept 5 years and 5 months liability for her service with the School Dept. from 9/1/11-6/30/17.
- Stephen Cole, Town Planner, transfer to the Plymouth Retirement Board. Saugus Retirement Board will accept 1 year and 1 month liability for his service with the Planning Dept. from 9/20/16-11/17/17.
- Thomas Wilson, Police Officer already transferred to State Retirement Board had additional retirement deductions withheld from a retroactive check from the Town of Saugus. This was due to a contract settlement that was paid out after his initial transfer was made. No additional service is granted.

Transfers In

- Elena Riccioli, School Department, Transfer in from the Arlington Retirement Board. The transfer in includes her prior service with the Everett Retirement Board too. The Everett Retirement Board will accept 2 years and 7 Months liability for her service from 11/30/09-6/28/13. The Arlington Retirement Board will accept 3 years and 6 months liability for her service from 10/27/14-6/23/17. Board Member Gannon made a motion, seconded by Board Member Matarazzo and passed 5-0 to accept the transfer in as stated. All parties involved will be notified of the Board's action.

Deceased/Retirement Benefits – Anne Gioiosa, spouse of retired member Linda Stiles on 10/25/17. The passing of Ms. Gioiosa established and Option C Pop-up benefit for Ms. Stiles. Ms. Stiles has filed all documents required for the benefit. Board Member Gannon made a motion, seconded by Board Member Matarazzo and passed 5-0 to approve the Option C Pop-up benefit and submit the paperwork to PERAC for approval. All parties involved will be notified.

Items for Discussion

- The Retirement Board will discuss the IT services at the January meeting when all 4 proposals will have been received.
- PERAC has approved the Board's travel regulations. A copy is on file in the Retirement Board Office.
- The Board received copies of the 2017 Expense report, a Board Salary Survey and an estimated Budget for FY19. These items will be reviewed and discussed in the new year.
- The RFP closing date has passed. The Board received 3 submissions, which were from Dahab, FIA and Wainwright. After some discussion, the Board will hold interviews with all 3 consultants on January 18<sup>th</sup> starting at 12:00pm if schedules allow. All Board members will be notified of the interview times and any changes needed for the scheduled date and time. The Board would like to meet on January 23<sup>rd</sup> at 8:30am to hold their regular monthly meeting. Attorney Sacco will be contacted to attend the January 18<sup>th</sup> meeting to assist in the RFP process.
- The Board was notified by PERAC they are conducting a Comprehensive Medical Evaluation for Richard Nuzzo. This is a customary process upon retirement.
- The Board received the PERAC Actuarial Report for January 1, 2017. A copy will be added to the Board's website once a pdf version becomes available on the PERAC website. A copy of the report will be sent to the Chairman of the Finance Committee as he or a member had requested a copy through the Town Accountant. Board Member Matarazzo will forward her copy to the Chairman.
- The Retirement Board is not able to access the MUNIS payroll system to review reports or deduction history despite requests to have access. The access is crucial to the function of the office to verify percentage rates, pull reports for retirement and buyback purchases. The Board can currently complete these functions on the old ACS system but this is only through the year 2016. From 1/1/2017 on, the Board must request these documents through the Town Accountant, which places more time burden on her and her office. This also causes undo delay in the Board's requirement to accomplish tasks within a time restraint. 35 Boards responded to a survey about their access to the MUNIS system in their communities along with whether they had a separate Federal Tax ID. The survey found that about 40% of the Board have full access to the MUNIS system in their Town and have their own Federal Tax ID. Of the 21 Boards, remaining 6 had full access and 4 had read only limitations of the MUNIS system. After some discussion, the Board asked a letter be sent to the Town Manager asking for assistance in this matter with the hope of reaching an agreement on read only access. The Board members will be kept updated on this situation.
- Chairman Cross read a letter from Sergeant Shawn Flynn addressed to the Board, which is requesting the Board's assistance in receiving creditable service for his time worked at the Essex County Sheriff's Department prior to becoming a Police Officer. When he transferred from Essex to Saugus, he received

10 months service but it was not until years later his former coworker did tell him that his start date was incorrect. He states two other people whom he worked with during this time were able to purchase this time back after appealing to the Essex County Retirement Board. He attached a letter from Matt Pzenny who is the scheduler for Payroll at the Essex Country Correctional Facility showing his work history and pay. He also included a recent decision he believes is similar to his case (Worcester Regional Retirement Board vs, CRAB & Others). The decision came down on 11/29/17 and granted an employee who had switched municipalities the right to buy back time from his original start date in the first town he worked in. The court in this decision ruled, "the omission of (the employee) from the system from his date of hire was an error of the WRRB which must be corrected pursuant MGL. C.32, s20 (5) © (1)." Attorney Sacco was contacted previously about Sgt. Flynn's issue in which he stated he could not comment specifically as he represents the Essex Regional Retirement Board too. He say generally that probationary periods cannot be purchased after separation from service and that the Saugus Retirement Board would not be liable either as the Board only has to accept liability outside of Saugus service rendered in a substitute, temporary or provisional capacity, and where the individual was excluded from membership. His option was based upon the "Herrick" case. Board Member Decareau made a motion, seconded by Board Member Matarazzo and passed 5-0 to send the new information provided from Sgt. Flynn to Attorney Sacco for his assistance in Sgt. Flynn's request.

**Miscellaneous**

- Injury and status reports were submitted to the Board for review for Kevin Olsen, a member of the Saugus Fire Department.
- There were various news articles about the forfeiture of Mr. Bisignani's pension in local papers, which Board members received a copy.

**Copies of the following were included for review and/or discussion:**

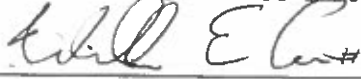
- PERAC Notice of CME for Richard Nuzzo
- PERAC Memoranda #34/2017 & #35/2017
- PERAC Actuarial Report – January 1, 2017

The next meeting is scheduled for January 18, 2017 at 12:00p.m for the RFP interviews and January 23, 2017 at 8:30am for the regular monthly meeting.

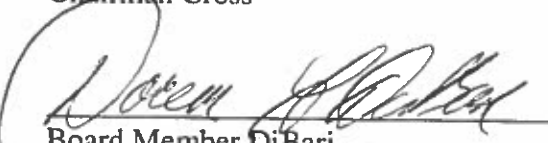
**Adjournment of Open Meeting**


There being no further business to come before the Board, at 12:14 p.m., a motion was made by Board Member Gannon and seconded by Board Member Decareau, and voted unanimously in favor of adjourning the Open Meeting.

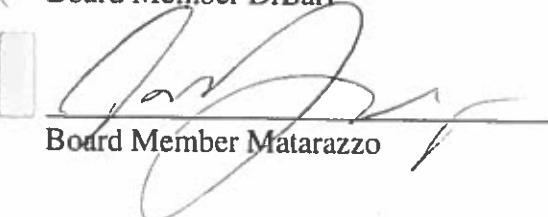
**APPROVED BOARD OF RETIREMENT**

  
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Chairman Cross

  
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Board Member Decareau

  
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Board Member DiBari

  
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Board Member Gannon

  
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Board Member Matarazzo

  
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Board Administrator