

**HAMPDEN COUNTY REGIONAL
RETIREMENT BOARD**

**MINUTES OF MEETING
FEBRUARY 2, 2022**

The regular monthly meeting of the Hampden County Regional Retirement Board took place at the Agawam Corporate Center, 67 Hunt Street, Suite 116, Agawam, Massachusetts. The meeting was conducted through Zoom Remote Meeting and in person at the Retirement Board office. The Chairman called the meeting to order at 10:04 A.M.

THOSE BOARD MEMBERS IN ATTENDANCE:

Karl J. Schmaelzle, Chairman/Treasurer present in office
Robert Taylor, Member – present in office
Patrick E. O’Neil, Member – present in office
Michelle L. Hill, Member - present in office

BOARD STAFF IN ATTENDANCE:

Atty. Alfredo ViVenzio – Co-Counsel present in office
Karen Martin, Executive Director present in office

Also viewing the meeting via Zoom were various members of the public, including town officials from the members units.

1. **MINUTES:** Mr. O’Neil made a motion to approve and sign the minutes from the Dec 20, 2021, meeting, Mr. Schmaelzle seconded the motion, and the roll call was: Ms. Hill – Abstained; Mr. O’Neil – Yes; Mr. Taylor – Abstained and Chairman Schmaelzle – Yes. Motion approved 2-0 with 2 abstaining.

2. **WARRANTS:** Mr. O’Neil made a motion to reaffirm the warrants issued January 31, 2022, Mr. Taylor seconded the motion, and the roll call was: Ms. Hill – Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

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|-------------------------------------|-----------------|
| #01 Salary 1-4 | \$ 18,983.79 |
| Overtime | \$ 3,587.27 |
| Julianne's Buyout | \$ 65,848.07 |
| | |
| #02 Board Member's Compensation | \$ 2,583.33 |
| | |
| #03 Transfers to Other Systems | \$ 41,496.90 |
| | |
| #04 Refunds of Member's Accounts | \$ 35,899.47 |
| | |
| #05 Monthly Expenses | \$ 27,628.27 |
| | |
| #06 Investment Expenses | \$ 3,833.37 |
| | |
| #07 A Monthly Retirement Allowances | \$ 4,015,605.90 |
| #07 B Monthly Retirement Allowances | \$ 48,393.28 |
| #07 C 3 (8) (C) | \$ 267,691.26 |

Chairman Schmaelzle requested a motion to take item #15 out of order at this time. Mr. O'Neil made the motion and Mr. Taylor seconded and the roll call was Ms. Hill – Yes; Mr. O'Neil – Yes; Mr. Schmaelzle – Yes; Mr. Taylor – Yes. Motion approved 4-0

15. **PEOPLES BANK**- Tracy Scibaldi and Dave Thibault from Peoples Bank cash management were present at this time and spoke to the Board regarding the current accounts the Board had with the bank and about the bank transfers and interest rates.

3. **BALANCES**: The Board members reviewed copies of the checking & savings account statements from Peoples Bank that were provided in their packets along with reconciled records for the checking account. Mr. O'Neil made a motion to approve the account balances. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill - Yes; Mr. O'Neil – Yes; Mr. Taylor - Yes; Chairman Schmaelzle - Yes. Motion approved 4-0.

BALANCES: 12/31/2021 Reconciled Balances

PEOPLES BANK:

| | |
|----------------------|----------------|
| Money market Account | \$4,102,917.56 |
| Checking Account | \$2,150,119.89 |

4. **TRANSFER**: Mr. O'Neil made a motion to reaffirm the transfer amount of \$4,450,000.00 from the money market account to the checking account made on Jan. 28, 2022, to cover for warrants paid on January 31, 2022. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill - Yes; Mr. O'Neil – Yes; Mr. Taylor - Yes; Chairman Schmaelzle - Yes. Motion approved 4-0. Ms. Martin stated that on Jan. 3, 2022, the Board had received a transfer from PRIT in the amount of \$3,000,000.00 which was approved at the Dec.30, 2021 meeting. Further on the agenda is information regarding a transfer from PRIT for Feb. 1, 2022, to cover the Feb. 28, 2022, warrants to be paid.

5. **NEW ALLOWANCES**: Mr. O'Neil made a motion to approve the new retirement allowances. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill – Yes; Mr. O'Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes; Motion approved 4-0.

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|------------------------|-----------|------------|----------|-----------|-----------|
| PALEOLOGOPOULOS, Debra | Agawam | 10/23/2021 | 2,618.40 | 5,311.92 | 7,930.32 |
| CAMEROTA, Carol | Brimfield | 10/21/2021 | 5,103.00 | 11,887.56 | 16,990.56 |
| | | | 3,402.00 | 7,925.04 | 11,327.04 |
| BENJAMIN, Peter | East Long | 10/22/2021 | 7,234.92 | 16,611.60 | 23,846.52 |
| OUELLETTE, John | Hampden | 11/01/2021 | 9,993.12 | 19,507.92 | 29,501.04 |
| LOCKHART, Kerri | Long | 10/29/2021 | 2,056.68 | 3,064.08 | 5,120.76 |
| MOURA, Marianne | Ludlow | 11/04/2021 | 5,918.88 | 13,124.88 | 19,043.76 |
| RAMAH, Ruth | Swck/Toll | 10/06/2021 | 2,525.76 | 7,213.80 | 9,739.56 |
| GIBSON, Robert | Wilb | 10/25/2021 | 8,698.32 | 19,616.52 | 28,315.84 |

ACCIDENTAL DISABILITY

| | | | | | |
|----------------|--------|------------|----------|-----------|-----------|
| SEVIGNE, James | Ludlow | 11/27/2021 | 8,179.68 | 56,024.78 | 64,204.44 |
|----------------|--------|------------|----------|-----------|-----------|

6. **APPLICATIONS FOR RETIREMENT**: Mr. O'Neil made a motion to accept the applications for retirement. Mr. Taylor seconded the motion and the roll call vote was: Ms. Hill - Yes; Mr. O'Neil – Yes; Mr. Taylor - Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

| <u>Name</u> | <u>Unit</u> | <u>Date</u> | <u>Group</u> | <u>Age</u> | <u>Service</u> |
|---------------------|-------------|-------------|--------------|------------|----------------|
| JOANIDES, Gregory | Long | 01/31/2022 | 1 | 62-01 | 16-06 |
| STARK, Karen | Long | 02/02/2022 | 1 | 63-00 | 21-11 |
| VIERTHALER, Richard | Wilb | 01/21/2022 | 1 | 60-04 | 20-02 |

7. **INVESTMENT TRANSACTIONS:** The Board reviewed the December 31, 2021, investment statement for the PRIT Fund cash account and general allocation account as provided in the monthly packets each received prior to this meeting. The Chairman asked that the PRIT Fund information be filed.
8. **NOTICES OF INJURY:** Mr. Taylor made a motion to file the notices of injury received in January 2022. Mr. O'Neil seconded and the roll call vote was: Ms. Hill – Yes; Mr. O'Neil - Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

| <u>Name</u> | <u>Unit</u> | <u>Department</u> | <u>Injury Date</u> |
|-------------------|-------------|-------------------|--------------------|
| ROXO, Andrew | Ludlow | Police | 1/7/2022 |
| WESTCOTT, Michael | Swck | Police | 1/5/2022 |
| FARROW, Patrick | Wilb | Fire | 12/31/2021 |
| ROBIDOUX, Victor | Wilb | Fire | 12/31/2021 |

9. **NEW MEMBERS:** Mr. Taylor made a motion to accept and file the new members as listed below. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Hill – Yes; Mr. O'Neil- Yes, Mr. Taylor – Yes. Chairman Schmaelzle – Yes. Motion approved 4-0

NEW MEMBERS: -

| <u>Unit/Name</u> | <u>Group</u> | <u>Position</u> | <u>Salary</u> |
|--------------------------|--------------|------------------|---------------|
| <u>AGAWAM</u> | | | |
| ALKAN, Ayla | 1 | Paraprofessional | 526.68 b/w |
| BEAUVAIS, Olivia | 1 | Paraprofessional | 856.15 b/w |
| DUBE, Madison | 1 | Paraprofessional | 865.15 b/w |
| GALLUZZO, Vanessa | 1 | Paraprofessional | 764.77 b/w |
| GIBERSON-ACEVEDO, Alexis | 1 | Paraprofessional | 749.69 b/w |
| GLADYSH, Liliana | 1 | Paraprofessional | 802.69 b/w |
| JEDRYKOWSKI, Beth | 1 | Paraprofessional | 909.62 b/w |
| LOTTER, Elizabeth | 1 | Civil Engineer | 2,144.72 b/w |
| MCDONALD, Rachel | 1 | Paraprofessional | 749.69 b/w |
| PHILIPS, Samantha | 1 | Paraprofessional | 802.69 b/w |
| POTTS, Elizabeth | 1 | School Nurse | 1785.46 b/w |
| SABA, Katya | 1 | Paraprofessional | 802.69 b/w |

| | | | |
|------------------|---|------------------|------------|
| SENKE, Kianna | 1 | Paraprofessional | 764.77 b/w |
| SHEA, Catherine | 1 | Paraprofessional | 865.15 b/w |
| SULLIVAN, Keegan | 1 | Paraprofessional | 711.35 b/w |

BRIMFIELD

| | | | |
|-------------------|---|-----------------|-------------|
| ARBOGAST, Jenna | 1 | | |
| COFSKE, Theresa | 1 | Admin Assistant | |
| DOROS, Benjamin | 1 | DPW | |
| FAGERSTROM, Debra | 1 | Town Clerk | 1187.20 b/w |
| JACOBS, Michael | 1 | | |
| KINCAID, Rod | 1 | Treasurer | 2808.80 b/w |
| REED, Richard | 1 | Driver | 1,744 b/w |

HAMPDEN/WILBRAHAM

| | | | |
|--------------------|---|------------------|--------------|
| ALDRICH, AMANDA | 1 | Paraprofessional | 796.20 b/w |
| ALVARADO, Jalaisy | 1 | Paraprofessional | 1,925.86 b/w |
| ANDERSEN, Mallary | 1 | Paraprofessional | 829.85 b/w |
| BELIEU, Shelia | 1 | Cook | 472.50 b/w |
| BELKIN, Brittany | 1 | RN | 2,409.50 b/w |
| BERNECHE, Brianna | 1 | Admin Assistant | 1,137.38 b/w |
| BLAIN, Sarah | 1 | Paraprofessional | 807.92 b/w |
| BURKE, Danielle | 1 | Paraprofessional | 800 b/w |
| CHAMPAGNE, Maureen | 1 | Payroll Analyst | 2038.40 b/w |
| COELHO, Paige | 1 | Paraprofessional | 754.81 b/w |
| COSTONIS, Marc | 1 | Inspector | 2787.20 b/w |
| COSTA, Candee | 1 | Admin Assistant | 1086.88 b/w |
| CROTEAU, Donna | 1 | Admin Assistant | 1,213.58 b/w |
| DAVIGNON, Kristina | 1 | Paraprofessional | 754.82 b/w |
| DESORCY, Abbie | 1 | Paraprofessional | 1,359.43 b/w |
| DRISCOLL, Kimberly | 1 | Paraprofessional | 953.00 b/w |
| DVORCHAK, Kayla | 1 | Paraprofessional | 714.57 b/w |
| GOULD, CHRISTINE | 1 | COTA | 989.77 b/w |
| HAGEMAN, Jaime | 1 | Paraprofessional | 848.12 b/w |
| HERRICK, Adam | 1 | Paraprofessional | 711.90 b/w |
| IONATA, Lillain | 1 | Paraprofessional | 870.76 b/w |
| LADUKE, Hannah | 1 | Paraprofessional | 799.81 b/w |
| LAMBERT, Carol | 1 | Paraprofessional | 839.77 b/w |
| LAMBERT, William | 1 | Custodian | 1,468.46 b/w |
| LANE, Jessica | 1 | Athletic Trainer | 1,730.77 b/w |
| LEWKO, Adam | 1 | Tech Support | 1,846.15 b/w |
| LONCZAK, Melissa | 1 | Nurse Case Coord | 41.00/hr |

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|--------------------------|---|--------------------|--------------|
| MAHAR, Alissa | 1 | Paraprofessional | 754.81 b/w |
| MCKEON, Sharon | 1 | Kitchen Worker | 939.60 b/w |
| MICHEL, Judith | 1 | Cook | 1,107.60 b/w |
| MORNSON, Crystal | 1 | Paraprofessional | 933.69 b/w |
| MOSES, Katherine | 1 | Paraprofessional | 802.59 b/w |
| NOWICKI, Kimberly | 1 | Paraprofessional | 505.41 b/w |
| RAU, Wendy | 1 | Admin Assistant | 834.00 b/w |
| ROBERTS, Debra | 1 | Paraprofessional | 645.88 b/w |
| ROST, Jaemi | 1 | Paraprofessional | 823.81 b/w |
| SKIPTON, Joanne | 1 | Paraprofessional | 971.00 b/w |
| STARZYK, Mary | 1 | LPN/ED Coach | 2,062.67 b/w |
| STRETCH, Alyson | 1 | BCBA | 2651.92 b/w |
| WILSON, Brianna | 1 | Paraprofessional | 715.49 b/w |
| ZENO, Samantha | 1 | Paraprofessional | 704.56 b/w |
| ZOLLMANN, Catherine | 1 | Paraprofessional | 734.00 b/w |
| <u>HOLLAND</u> | | | |
| CONTOIS, Kristin | 1 | Paraprofessional | 901.53 b/w |
| COOLEY, Stephanie | 1 | Paraprofessional | 832.18 b/w |
| DEGNAN, Mackenzie | 1 | Paraprofessional | 832.18 b/w |
| PALMER, Jacob | 1 | Driver | 1903.20 b/w |
| <u>LONGMEADOW</u> | | | |
| CAIZZI, Brodie | 1 | DPW | 1533.60 b/w |
| FORTUNE, Lauren | 1 | Paraprofessional | 879.16 b/w |
| GERWECK, Thomas | 1 | Paraprofessional | 1,313.20 b/w |
| PEREZ, Angel | 1 | Custodian | 1446.40 b/w |
| SHEIKH, Sana | 1 | Paraprofessional | 990.04 b/w |
| SQUIRES, Kasey | 1 | Athletic Trainer | 2227.27 b/w |
| <u>LUDLOW</u> | | | |
| FLEURY, Athena | 1 | Paraprofessional | 816.88 b/w |
| HAWKINS, Denielle | 1 | Paraprofessional | 1,191.44 b/w |
| LOPES, Palmira | 1 | Cook | 15.27/hour |
| MCCARTHY, Laura | 1 | Paraprofessional | 1,165.86 b/w |
| MERCERI, Samantha | 1 | Paraprofessional | 30 hour week |
| RICHARDSON, Ashley | 1 | Security Officer | 15.75/hour |
| <u>MONSON</u> | | | |
| ARBOUR, Robert | 1 | Instructional Aide | 972.50 b/w |
| BELANGER, Alex | 1 | Instructional Aide | 1013.75 b/w |

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|----------------------------|---|----------------------|--------------|
| GIORFANO, Tanya | 1 | DPW | 1003.20 b/w |
| GUSTAFSON, Penny | 1 | Admin. Assistant | |
| HOGAN, Alan | 1 | Dir of Food Services | 2222.20 b/w |
| JOHNSON, Bethany | 1 | Instructional Aide | 972.50 b/w |
| LASKY, Darlene | 1 | DPW | 1074.40 b/w |
| NEWSOME, Julia | 1 | Instructional Aide | 1013.75 b/w |
| ROCKETFIELD-SIAS, Jennifer | 1 | Admin. Assistant | 1204.04 b/w |
| ST MARIE, Kyle | 1 | Laborer/Operator | |
| WATSON, Prescott | 1 | Maintenance | 1,520.80 b/w |
| WOLOWICZ, Jennifer | 1 | Town Admin | |

PALMER

| | | | |
|-----------------|---|------------------|------------|
| DART, Daniel | | | |
| DUGRE, Nicholas | 4 | Police Officer | |
| JOYCE, Kathleen | 1 | Paraprofessional | 715.63 b/w |
| LATOURE, John | 1 | Development Dir | |
| RUSSO, Marcia | 1 | Paraprofessional | |

PATHFINDER

| | | | |
|------------------|---|--|-------------|
| GANCORZ, Shana | 1 | | |
| SULLIVAN, Taylor | 1 | | 1460.80 b/w |

SOUTHWICK

| | | | |
|-------------------|---|-----|-------------|
| GODDARD, Jonathan | 1 | DPW | 1760.00 b/w |
| SACCHETTI, Sandra | 1 | DPW | 2049.68 b/w |

SOUTHWICK/TOLLAND

| | | | |
|----------------------|---|------------------|-------------|
| HASKINS, Ryder | 1 | Custodian | 1668.00 b/w |
| POGGI, Christina | 1 | Paraprofessional | 682.50 b/w |
| RICHARDSON, Katerina | 1 | Paraprofessional | 682.50 b/w |
| ROBICHAUD, Arthur | 1 | Paraprofessional | 682.50 b/w |
| SOUCY, Gretchen | 1 | Paraprofessional | 1002.00 b/w |

WALES

| | | | |
|-----------------|---|-----|-------------|
| DUVERGER, Colby | 1 | DPW | 1893.60 b/w |
|-----------------|---|-----|-------------|

WESTCOMM

| | | | |
|-------------------|---|------------|-------------|
| BOUDREAU, Jared | 1 | Dispatcher | 1620.00 b/w |
| CARLIN, Kayla | 1 | Dispatcher | 1600.00 b/w |
| CHAMBERS, Allison | 1 | Dispatcher | 1620.00 b/w |
| COSTELLO, Konner | 1 | Dispatcher | 1620.00 b/w |

| | | | |
|------------------|---|---------------------|--------------|
| EATMON, Chelsea | 1 | Dispatcher | 1620.00 b/w |
| WILBRAHAM | | | |
| CUTTO, Kevin | 1 | DPW | 17.36/hr |
| SMITH, Jeffrey | 1 | Dir of developments | 80,041.00/yr |

10. **DISABILITY REPORT & EXPENSE BUDGET BREAKDOWN** – Mr. O’Neil made a motion to file the disability update report and expense budget breakdown worksheet received prior to the meeting in the monthly packet. Mr. Taylor seconded, and the roll call was Ms. Hill – Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

11. **AUDIT COMMITTEE REPORT** – Paul Pasterczyk spoke on the Audit Committee update and procedures which was provided in the monthly board member packet prior to this meeting. The chairman thanked Mr. Pasterczyk for his update. Mr. Taylor made a motion to add Michelle Hill as a member of the audit committee. Mr. O’Neil seconded, and the roll call vote was Ms. Hill – Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

12. **DIRECTOR’S REPORT** – Mr. O’Neil made a motion to file the directors report as received in the monthly packet and reviewed by Ms. Martin. Mr. Taylor seconded, and the roll call was Ms. Hill – Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

13. **TRIAL BALANCE REPORT**- Mr. O’Neil made a motion to approve and sign the trial balance from November 2021. Mr. Taylor seconded the motion, and the roll call vote was Ms. Hill -Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

14. **PERAC MEMOS** – The Board reviewed PERAC Memo #4A, #6-8 which were provided prior to the meeting in their monthly packets. The chairman asked that these memos be filed.

16. **ELECTION** – Mr. Taylor made a motion to discuss and vote on the election process. Mr. O’Neil seconded, and the roll call was Ms. Hill -Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

At this point the Board revised both the 840 CMR regulations and Chapter 34B of the Acts of 1998 regarding the election of a member’s representative to serve a 3-year term on the Board. After discussing the content of both, the Chairman made a motion to supply a notice dated Feb. 4, 2022, to all member units for posting that will contain information regarding taking out and returning of nomination papers for the elected member’s position. The nomination papers will be available in the retirement board office from 9:00 A.M. – 3:00 P.M. Monday through Friday. The time frame for taking out and returning papers will be from Monday, Feb. 7, 2022, to Friday, March 18, 2022. All papers must be returned no later than 3:00 P.M. on Friday, March 18, 2022, per the retirement board office time stamp.

The chairman stated he would like to have legal counsel compose regulations and a policy for the Board to review and potentially adopt at a future meeting which set forth a procedure to follow for future member elections. Atty. Vivencio stated he would work on that for the board. Mr. Taylor made a motion to accept the election process. Ms. Hill seconded, and the roll call was Ms. Hill -Yes; Mr. O’Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

17. **PRIT FUND TRANSFER** – Ms. Martin informed the board that in February 2022 a transfer of \$6,000,000.00 will be made from the PRIT Fund to Peoples Bank Money Market account to cover the expenses for the March warrants.

18. **LEGAL UPDATE** – Atty. ViVenizio at this point stated that he was still waiting on a DALA decision regarding the Soulier matter; he negotiated for the Board a share of the workers compensation settlement to be paid to Mr. Griswold and that the board would receive a check in February or March for that share. In addition, he was still waiting for information from Atty Balin who settled 3rd party claims for Daniel Carr & James Sevine. He stated he may need to have a hearing regarding these third-party settlements. Once we receive the information a memo would be provided to the board on the matter. Also, PERAC had remanded to the Board for further consideration and action regarding an approval for a disability retirement of a member. A copy of the remand letter was sent to the member's attorney along with a request for more information to help clarify the situation and provide more information for the Board to submit to PERAC as requested in the remand letter.

19. **OLD BUSINESS** – The chairman stated that the staff was still in the process of updating our website which is a work in progress. On Jan 19, 2022, one person applied for the position of Senior Administrative Assistant. Melissa Melendez with over 25 years of experience working in a public pension system in Massachusetts. Ms. Melendez came into the office and Chairman Schmaelzle, Karen Martin and Erica LeCours interviewed her and offered her the job; she will start on Feb 14, 2022. The chairman also stated he attended a 2-hour PRIM Investment meeting. In addition, the Board will be asking Powers and Sullivan to look into doing a Policies and Procedures and an Internal Control Plan. Information from PERAC from the State was also received regarding policies and procedures and internal control plan.

We are looking into quotes for updating our phone system. Also, the staff is working with IT to suggest a laptop and email account for the Chairman, Karl Schmaelzle for HCRB.

20. **NEW BUSINESS** – The chairman stated that a new water supplier will be sought and that the current supplier, Ready Refresh will be terminated. He said a possible choice may be individual water bottles to be kept in the office.

There being no further business before the Board, Mr. O'Neil made a motion to adjourn the meeting at 11:32 a.m. Mr. Taylor seconded the motion and the roll call vote was: Ms. Hill – Yes; Mr. O'Neil – Yes; Mr. Taylor – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0








