Swampscott Retirement Board Meeting Minutes December 21, 2021

A meeting of the Contributory Retirement Board was held in the first-floor conference room of Town Hall on Tuesday, December 21, 2021.

Attendance:

Chair Thomas Driscoll, Vice Chair Behen, Kevin Breen, Robert Powell, and Amy Sarro.

The meeting was called to order by the Vice Chairman at 8:05 am.

Minutes

November 23, 2021 (Tabled not completed)

Acceptance of New Member Enrollments

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Kevin Breen to approve the following new members:

- Kellie Kraus SPS DOH 11/4/2021
- Angela Chamberlain SPS DOH 11/15/2021
- Yalexis Lopez SPS DOH 12/14/2021

Retirements

None

Deaths

The following death was noted:

• William Hyde, Jr. Retired Firefighter - DOD 12/12/2021

Administrative Reports Put on File:

The following administrative reports were put on file:

- PERAC Memo #32 Cybersecurity
- PERAC Memo #33 Tobacco List

Expenses/Financials:

The Board voted unanimously on a motion made by Amy Sarro and seconded by Kevin Breen to approve the following:

• Expense Warrant 12/2021

\$ 99,813.82

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Kevin Breen to approve the following:

• Payroll Warrant 12/31/2021

\$603,420.69

The Board voted unanimously on a motion made by Kevin Breen and seconded by Amy Sarro to approve the following:

People's Transfer to MM Account

\$500,000

The Board voted unanimously on a motion made by Robert Powell and seconded by Kevin Breen to approve the following:

PRIM Transfer to People's

\$500,000

October Financials were reviewed- Cash receipts, disbursements adjustments, trial balance & bank reconciliations.

Transfers/Refunds/Rollovers

The Board voted unanimously on a motion made by Amy Sarro and seconded by Robert Powell to approve the following:

Lisa Stone - refund, \$46,840.03

The Board voted unanimously on a motion made by Amy Sarro and seconded by Vice Chair Behen to approve the following:

Adrianna Armano - refund, \$3198.07

The Board voted unanimously on a motion made by Amy Sarro and seconded by Vice Chair Behen to approve the following:

Amanda Bondi – Transfer to Danvers (0 .0) years \$80.71

Buyback/Makeup Requests

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Robert Powell to approve the following make-up and to waive the interest because the member was incorrectly put into OBRA and not Town retirement:

• Jennifer Runyan – PT Service From 9/9/2016-11/22/2017

Old Business

None

New Business:

Vacation Buyback

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Kevin Breen to approve the vacation buyback for Nancy Lord (14 hours).

Staffing

The Board discussed hiring a part time assistant. The Administrator will draft a job description. The Board also discussed revisiting the existing contract with the Town which includes office support as well as rent.

Scanner

The Administrator updated the Board that the current office scanner may need to be replaced.

Preliminary Audit Results

The Administrator provided the Board with the preliminary PERAC audit results for 2015-2018.

Adjournment

The Board voted unanimously on a motion made by Amy Sarro and seconded by Vice Chairman Behen to adjourn the meeting at 9:20am.

A roll call vote was taken Driscoll "I," Behen "I," Breen "I" & Powell "I."

Respectfully submitted,

Nancy A. Lord	
Thomas H. Driscoll, Jr., Esq.	_ Chair, Appointed
John F. Behen, Jr.	Vice-Chair, Elected Member
Revin F. Breen	Elected Member
Robert J. Powell, III	Appointed Member
Amy L. Sarrio	Ex-Offico