

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.

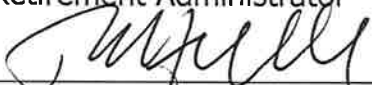
Adjournment

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
Retirement Administrator



Thomas H. Driscoll, Jr., Esq. Chair, Appointed




John F. Behen, Jr. Vice-Chair, Elected Member



Kevin F. Breen Elected Member



Robert J. Powell, III Appointed Member



Amy L. Sarro Ex-Officio