

**Swampscott Retirement Board  
Meeting Minutes  
July 28, 2020**

A meeting of the Contributory Retirement Board was held via Zoom conference call on Tuesday, July 28, 2020.

Attendance – Chair, Thomas H. Driscoll, Jr., Vice Chair, John Behen. Jr., Kevin Breen & Robert Powell.

Guests - Harvey Rowe, Retiree.

The meeting was called to order by the Chairman at 8:02am.

**Approve Minutes:**

The Board voted on a motion made by Kevin Breen and seconded by Robert Powell to approve the meeting minutes of June 23, 2020.

A roll call vote was taken Driscoll "I", Breen "I" & Powell "I". Vice Chair Behen abstained. Voted 3-0 with 1 abstention.

**Expenses/Financials:**

In reviewing the monthly expenses there was a brief discussion on why the quarterly reimbursement due the Town included the Ex-Officio stipend when it had not yet been set by the Board. By statute, the Board can vote to pay the Ex-Officio member a stipend of \$200 up to \$3,000 annually. Chairman Driscoll informed the Board he would speak with the Town Administrator. The Board voted on a motion made by Kevin Breen and seconded by Robert Powell to table the reimbursement of the Ex-Officio's wages until the next meeting and to approve the amended expense warrant of 7/2020 in the amount of \$159,607.20 (reduced by \$526.74). A roll call vote was taken Driscoll "No", Behen "I", Breen "I" & Powell "I". Voted 3-1.

**Administrative Reports Put on File:**

- PERAC Memo #23 - Tobacco Company List
- PERAC Memo #24 - Prosper Security Update
- PERAC Memo #25 - Mandatory Retirement Board Member Training
- PERAC Memo #26 – Reinstatement to Service

**Old Business:**

\*\*The Board voted unanimously on a motion made by Robert Powell and seconded by Kevin Breen to take the agenda out of order to discuss Mr. Rowe's veteran's pay.

- Harvey Rowe-Retiree-Veteran's Status/Veteran's Pay (tabled at previous meeting):

Mr. Rowe had previously inquired with the Retirement Administrator why he was not receiving the veteran's benefit. Mr. Rowe retired in 1996 but there was not a copy of his DD214 in his file when his retirement allowance was calculated. Mr. Rowe has subsequently supplied the office with a copy of his DD214. After careful review of Mr.

Rowe's files, it was determined that Mr. Rowe was in fact eligible for the benefit but had not in fact received in since his date of retirement. The Board voted on a motion Kevin Breen and seconded by Vice Chair Behen to approve the veteran's pay to Mr. Rowe retroactive to Mr. Rowe's date of retirement in the amount of \$3,966.42 plus interest. The Administrator will confirm with PERAC on the interest rate due. A roll call vote was taken Driscoll "I", Behen "I", Breen "I" & Powell "I".

Mr. Rowe thanked he Board for their assistance in the matter and left the meeting.

**Expenses/Financials (cont.):**

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

- Payroll Warrant 7/31/2020 \$563,677.35

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

- The Board reviewed the financials for May 2020.

**Refunds, Transfer, Rollovers:**

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

- Maria Messina, former ABA Tutor to MTRS with 6.75 years of service

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

**Application for Section 101 Survivor Benefits:**

The Board voted on a motion made by Kevin Breen and seconded by Robert Powell to approve the section 101 application for a spousal benefit to:

- Sheila Armstrong, spouse of deceased retiree, James Armstrong-DOD 6/20/2020

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

**New Business:**

Member Robert Powell suggested that the Board provide information from the actuary at the next Town Meeting.

The Board voted unanimously on a motion made Robert Powell and seconded by Kevin Breen to form a sub-committee consisting of Vice Chair, Behen and Kevin Breen to negotiate the Administrator's new contract for July 1, 2021. A roll call vote was taken Driscoll "I", Behen "I", Breen "I" & Powell "I".

**Administrator Updates:**

The Administrator informed the Board that she had received the FY'21 appropriation due from the Town as well as a partial (1/2) payment due from the Housing Authority. The

Administrator informed the Board that the Director of the Housing Authority did not feel they would be able to pay the remainder due until the end of the year. The Board voted on a motion made by Kevin Breen and seconded by Vice Chair Behen to have a representative for the SHA come to the next meeting to discuss. A roll call vote was taken Driscoll "I", Behen "I", Breen "I" & Powell "I".

The Administrator informed the Board that she had been preparing a budget based on the fiscal year but would like to switch to calendar year beginning in 2021 to be in line with PERAC and the Annual Statement process.

**Adjournment:**

The Board voted unanimously on a motion made by Vice Chair Behen and seconded by Robert Powell to adjourn the meeting at 8:58am.

Respectfully submitted,

Nancy A. Lord  
Retirement Administrator

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

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

\_\_\_\_\_ Elected Member  
Kevin F. Breen

\_\_\_\_\_ Appointed Member  
Robert J. Powell, III

\_\_\_\_\_ Ex-Officio  
Amy L. Sarro