

Jul 10 2023 4:29 pm

**April 25, 2023 10:00 a.m.**

A public meeting of the Fitchburg Retirement Board was held in the North Meeting Room located on the 3<sup>rd</sup> floor of Fitchburg City Hall at 718 Main Street, Fitchburg, MA 01420.

Fitchburg Retirement Board members present: Calvin D. Brooks (Chair), John Brown, Mary Cringan, Anna Farrell and Thomas Dateo Jr., remote via telephone.

Staff present: Tina Schneider, Retirement Administrator

Attendees: Jacquelyn Cronin, Deputy Auditor

**Review and Approval of Warrant and Meeting Minutes:**

Retirement Administrator Tina Schneider provided the April 2023 Warrant to the Board for review and advised that the meeting minutes for the March 28, 2023 meeting were not yet completed. The Board reviewed and discussed the April 2023 Warrant. On a motion made by Anna Farrell and seconded by Mary Cringan, to approve the May 2023 Warrant. Voted roll call: John Brown, YES; Anna Farrell, YES; Mary Cringan YES, Thomas Dateo Jr., YES; Calvin Brooks, YES. Voted unanimous (5-0).

**Review and Approval of Bank Statement and Accounting:**

Ms. Schneider advised the Board that the March 2023 Bank Statements and Accounting would need to be deferred to the May 23, 2023 meeting.

**Review and Approval of Retirement Applications and Calculations:**

Ms. Schneider advised the Board that there were no retirement applications for the month of April 2023.

**Notification of Member(s) Passing:**

- Jane Archambault, Section 101 Survivor of Donald Archambault, DOD: 03.07.23
- Nora Peterson, School Department, Option B, Retirement: 09/04/92, DOD: 04.06.23
- Christine Jeanne Bellabarba, School Nutrition Services, Option B, Retirement: 08/04/00, DOD: 04.08.23

**Review and Approval of New Members:**

Ms. Schneider advised the Board that the list of new members for April 2023 would need to be deferred to the May 23, 2023 meeting.

**Annual Reviews of Retirement Office Staff:**

Chair Calvin Brooks informed the Board that Administrator Assistant Steffani Santiago had gone out on Family Medical Leave and would be out of the office for a period of time.

Mr. Brooks advised the Board that he would like to begin the review process for both the Administrator and Administrator Assistant so the matter could be placed on the May 23, 2023 agenda for discussion. Mr. Brooks circulated copies of the applicable review forms and advised

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Ms. Schneider that she would need to prepare the annual review for the Administrator Assistant.

**Discussions regarding succession planning for the Board Chair position:**

In preparation of the upcoming retirement of current Board Chair and City Auditor Calvin Brooks, the Board discussed succession planning and discussed the possibility for a vice chairperson. The Board briefly discussed and then deferred the matter to the May 23, 2023 meeting for further discussion.

**New Business:**

**Home Rule Petition for Personal Time Buybacks:**

Anna Farrell advised the Board that copies of the Home Rule Petition had been mailed to State Senator John Cronin and State Representative Michael Kushmerek and that they planned to follow-up with their respective offices in the coming months for a status update.

Board discussed the process the petition would take at the legislature. Mr. Thomas Dateo Jr., thanked the Board for their support in pursuing the Home Rule Petition for Personal Buybacks and thanked Anna Farrell for her assistance throughout the process.

John Brown advised the Board that Mass Retirees supports Fitchburg in their endeavor to create parity between the recognition of Personal Time Buyback and Vacation Buybacks.

Mr. Dateo Jr., stated he had spoken with John Parsons, Executive Director at PERAC and advised him of the Home Rule Petition's status. Mr. Dateo Jr., informed the Board that Mr. Parsons advised that he was comfortable with the Board's pursuit as it pertains to the PTO Home Rule Petition as there are sunset provisions in place.

**Annual Statement:**

Ms. Schneider circulated copies of the Annual Statement to Board members prior to the April 25, 2023 meeting for their review and consideration. At the meeting, Ms. Schneider briefly reviewed the Annual Statement with the Board and circulated the original for signature. Ms. Schneider advised the Board that they would also need to log into Prosper to sign the Annual Statement electronically so the same could be submitted accordingly to PERAC.

On a motion made by John Brown and seconded by Anna Farrell, to accept and approve the 2022 Annual Statement as prepared. Voted roll call: John Brown, YES; Anna Farrell, YES; Mary Cringan YES, Thomas Dateo Jr., YES; Calvin Brooks, YES. Voted unanimous (5-0).

**MACRS 2023 Spring Conference**

Ms. Schneider followed up with the Board regarding her April 10, 2023 email in which she notified the Board members of the registration requirements and hotel accommodations for the MACRS Spring conference scheduled for June 4, 2023 – June 7, 2023.

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On a motion made by John Brown and seconded by Anna Farrell to adjourn the April 25, 2023 meeting of the Fitchburg Contributory Retirement Board. Voted unanimous (5-0). Voted roll call: John Brown, YES; Anna Farrell, YES; Mary Cringan YES, Thomas Dateo Jr., YES; Calvin Brooks, YES. Voted unanimous (5-0).

The next public meeting of the Fitchburg Contributory Retirement Board is scheduled for May 23, 2023 at 10:00 a.m.

Meeting Adjourned 10:22 a.m.

The following payment was approved for the April 2023 warrant:	\$2,008,414.08
Applications for withdrawal of accumulated deductions were:	\$22,243.12
Transfers to other systems were:	\$111,337.89
Management fees for April 2023 were: PRIT Core Fund	\$31,592.74

Respectfully submitted,



Tina M. Schneider  
Board Administrator

The Retirement Board attest to the accuracy of the minutes.





