

Barnstable County Retirement Association

A regularly scheduled meeting was held on June 25, 2019, at 9:00 a.m. in the office of the Retirement Association – 750 Attucks Lane, Hyannis, MA 02601.

Board Members Present: Elizabeth Braccia – Chairman/Treasurer, Judith Sprague – Advisory Member, Robert F. Rolanti – Elected Member, Ronald Bergstrom, Commissioner’s Appointee, Harold S. Brunelle – Elected Member

Other Present for Board: Christine A. Tetreault – Executive Director , James H. Quirk, Jr. – Board Counsel

Chairman Braccia called the meeting to order at 9:10 a.m.

Executive Session:

Chairman Braccia announced pursuant to M.G.L. chapter 30A, section 21 (a)(1) the Board will convene in executive session to review, discuss and/or vote on the disability retirement applications of Matthew Mills, Luis Ribas, James Flanagan and Thomas Swartz as these matters involve the physical and/or mental health of the individuals. Chairman Braccia announced the open meeting will reconvene after Executive Session.

On a motion by Judith Sprague, seconded by Robert Rolanti, it was voted by roll call vote 5-0 to enter into Executive Session at 9:12 a.m. Roll Call: Judith Sprague – Yes, Robert Rolanti – Yes, Ronald Bergstrom – Yes, and Harold Brunelle – Yes, Elizabeth Braccia – Yes

Return to Open Session at 10:13 a.m.

Prior Minutes:

On a motion by Judith Sprague and second by Robert Rolanti the May 28, 2019 regular and executive session meeting minutes were approved as submitted. Motion unanimously passed.

Warrants:

On a motion from Judith Sprague, seconded by Robert Rolanti, the Board Voted 5-0 to approve the following Warrants as submitted.

| | | | | |
|---------|---------|-------------|--------------------|----------------|
| 1905PA2 | 5/28/19 | Exp. Fd. | Office Payroll | \$19,630.41 |
| 1905RET | 5/31/19 | RA & Agency | Retiree Payroll | \$7,803,824.69 |
| 1905SPE | 5/31/19 | Refund | Rollover/Trans | \$3,169.32 |
| 1906EX1 | 6/03/19 | Exp. Fd. | Admin/Rent/Legal | \$39,777.35 |
| 1905PA1 | 6/13/19 | Exp. Fd. | Office Payroll | \$17,628.33 |
| 1906EX2 | 6/13/19 | Exp. Fd. | Admin/Legal/Office | \$44,539.18 |
| Jun2819 | 6/28/19 | Refund | Ref/RO/Trans | \$468,919.12 |

Membership/PERAC Approvals:

On a motion from Judith Sprague, seconded by Robert Rolanti, the Board Voted 5-0 to approve the following new members and retirees.

New Members

| <u>Name</u> | <u>Rate</u> | <u>Unit</u> | <u>Position</u> | <u>Group</u> |
|--------------------|-------------|---------------------------------|----------------------------|--------------|
| Lyndsey Allen | 9 | Nauset Regional School District | IA | 1 |
| Emily Bacchiocchi | 9 | Town of Bourne | Natural Resources Officer | 2 |
| Kenneth Beaugrand | 9 | Town of Nantucket | Real Estate Specialist | 1 |
| Sean Bergman | 9 | Cotuit Fire District | Asst. Water Superintendent | 1 |
| Cameron Berlo | 9 | Town of Bourne | Mechanic | 1 |
| Westin Blake | 9 | Town of Provincetown | Skilled Laborer | 1 |
| Thomas Bolton | 9 | Bourne Water District | Crew person | 1 |
| Miguel Cabrera | 9 | Town of Nantucket | Laborer | 1 |
| Kristin Cassell | 9 | Town of Barnstable | Asst. Tax Collector | 1 |
| Robert Catron | 9 | County of Barnstable | | 1 |
| Alfred Coffin, III | 9 | Town of Nantucket | Building Supervisor | 1 |
| Carly Cote | 9 | Town of Bourne | Health Inspector | 1 |
| Madeline Corsi | 9 | Town of Barnstable | IA | 1 |

| | | | | | |
|-------------|----------------|---|-------------------------------|---------------------------|---|
| Jared | Costa | 9 | Bourne Water District | Crew person | 1 |
| Alexander | Couturier | 9 | North Sagamore Water District | Laborer | 1 |
| Arellis | Cruz Aleman | 9 | Town of Provincetown | Lead Teacher | 1 |
| Marie | DiBartolomeo | 9 | Town of Bourne | IA | 1 |
| Amanda | Eddy | 9 | Town of Dennis | Office Assistant | 1 |
| Rodney | Fernandes | 9 | Barnstable Housing Authority | Maintenance Supervisor | 1 |
| Erica | Flemming | 9 | Town of Bourne | Finance Director | 1 |
| Rachel | Fordham | 9 | Town of Mashpee | Waterways Asst. | 1 |
| Thais | Fournier | 9 | Town of Nantucket | Water Resource Specialist | 1 |
| Kate | Freed | 9 | Town of Nantucket | IA | 1 |
| Christian | Gardiner | 9 | Town of Mashpee | Fire Fighter | 4 |
| David | Gordon | 9 | Town of Bourne | Custodian | 1 |
| Daniel | Gray | 9 | County of Barnstable | Program Manager | 1 |
| Timothy | Hjermstad | 9 | Town of Bourne | Laborer | 1 |
| Haley | Hollander | 9 | Town of Barnstable | Dispatcher | 2 |
| Edwin | Hoopes | 9 | Town of Barnstable | Conservation Agent | 1 |
| Matthew | Hunt | 9 | Town of Nantucket | Athletic Trainer | 1 |
| Michael | Ivy, Jr. | 9 | Bourne Water District | Crew person | 1 |
| Derick | Jajko | 9 | Town of Dennis | Maintenance | 1 |
| Miroslav | Jakubicka | 9 | Town of Barnstable | Engineering Designer | 1 |
| Sherrie | Jones-DeArmond | 9 | Town of Dennis | Office Manager | 1 |
| Daniel | Kiley | 9 | Town of Dennis | Bus Driver | 1 |
| Xanthe | Labovites | 9 | Town of Barnstable | Admin. Asst. | 1 |
| Brian | Lenane | 9 | Town of Nantucket | Adult Ed. Coordinator | 1 |
| Richard | Lennon | 9 | Town of Barnstable | Driver | 1 |
| Christopher | Long | 9 | County of Barnstable | Chemist | 1 |
| Felicity | Luebke | 9 | Town of Brewster | Asst. Circulation Mgr. | 1 |
| Luis | Moreno | 9 | Town of Barnstable | CT | 1 |
| Patricia | Macura | 9 | Town of Harwich | Executive Asst. | 1 |
| Elise | Manning | 9 | Town of Barnstable | IA | 1 |
| Karley | Marchese | 9 | Town of Chatham | Gate Attendant | 1 |
| Alex | Marsh | 9 | Dennis-Yarmouth Reg Sch Dist | IA | 1 |
| Frederico | Nogueira | 9 | Town of Barnstable | Fire Fighter | 4 |
| Benjamin | Nickerson | 9 | Town of Brewster | Fire Fighter | 4 |
| Melissa | Perry | 9 | Town of Nantucket | Accounting Clerk | 1 |
| Othaine | Rance | 9 | Town of Yarmouth | Fire Fighter | 4 |
| Emma | Rixon | 9 | Town of Barnstable | IA | 1 |
| Christopher | Roguzac | 9 | Town of Mashpee | Fire Fighter | 4 |
| Griffin | Ryder | 9 | Town of Harwich | Town Engineer | 1 |
| Steven | Scalia | 9 | Town of Barnstable | Micro Computer Specialis | 1 |
| Paul | Sparrow | 9 | Town of Yarmouth | Fire Fighter | 4 |
| Calvin | Sutton | 9 | Town of Orleans | Water Tech | 1 |
| Toby | Telesmanick | 9 | Town of Chatham | Facilities Tech | 1 |
| Michael | Thompson | 9 | Town of Barnstable | Custodial Foreman | 1 |
| Alicia | Torney | 9 | Dennis-Yarmouth Reg Sch Dist | IA | 1 |
| Mary | Trainor | 9 | Monomoy Reg Sch Dist | Cafeteria Worker | 1 |
| Evan | Tuohy-Bedford | 9 | Town of Dennis | Patrol Officer | 4 |
| Dominick | Vitale | 9 | Town of Mashpee | Waterways Asst. | 1 |
| Andrew | Watts | 9 | Town of Mashpee | Truck Driver | 1 |
| Michael | Watts | 9 | Town of Yarmouth | Fire Fighter | 4 |
| Daniel | White | 9 | County of Barnstable | Lab Director | 1 |
| Donald | Whittaker | 9 | Town of Nantucket | Laborer | 1 |
| Jodi | Young | 9 | Town of Bourne | Dispatcher | 2 |

NEW RETIREES

| LAST | FIRST | UNIT | D.O.R. | TOTAL SERVICE |
|----------|-------------|----------------------|----------|---------------|
| Back | Diana | Town of Eastham | 05/20/19 | 20.0000 |
| Baxter | Benjamin | Town of Barnstable | 05/06/19 | 33.8333 |
| Bonacker | Mary | Town of Barnstable | 04/06/19 | 13.4167 |
| Boyne | Jason | Town of Harwich | 04/21/19 | 9.0833 |
| Carley | Lynn | County of Barnstable | 04/04/19 | 28.1667 |
| Coulombe | David | Town of Barnstable | 01/16/18 | 5.7500 |
| Fallon | John | Town of Yarmouth | 05/20/19 | 31.9167 |
| Gleason | Sharon | Monomoy Regional | 05/30/19 | 22.6667 |
| Goodwin | Kathleen | Town of Dennis | 05/21/19 | 19.6667 |
| Hodgkins | Elizabeth | Town of Barnstable | 05/10/19 | 10.3333 |
| Kane | John | Town of Yarmouth | 04/25/19 | 15.9167 |
| Kennedy | James | Town of Barnstable | 05/03/19 | 20.0000 |
| Murphy | James | Town of Sandwich | 05/17/19 | 31.9167 |
| Nelson | Joanne | Cape Light Compact | 05/19/19 | 24.5000 |
| Niemi | Maureen | Town of Barnstable | 05/23/19 | 17.7500 |
| Poyant | Donald | Town of Chatham | 05/29/19 | 10.7500 |
| Read | Christopher | Town of Yarmouth | 04/24/19 | 31.5833 |
| Sears | Janice | Town of Yarmouth | 05/31/19 | 23.0000 |
| Urquhart | Gregory | Town of Dennis | 05/06/19 | 21.4167 |

NEW RETIREES - ERI

| LAST | FIRST | UNIT | D.O.R. | SERVICE |
|-------------|--------------|-------------|---------------|----------------|
| Ayers | Kendall | County | 05/16/19 | 34.1667 |
| Bickford | Kerry | County | 05/16/19 | 28.5000 |
| Brown | Diane | County | 05/16/19 | 19.5833 |
| Cook | Dana | County | 05/16/19 | 15.5833 |
| Daley | Patricia | County | 05/16/19 | 24.1667 |
| Davis | Elaine | County | 05/16/19 | 24.3333 |
| Hanley | Gail | County | 05/16/19 | 32.0833 |
| Hughes | Eina | County | 05/16/19 | 20.4167 |
| Jaedtke | Wayne | County | 05/16/19 | 28.0833 |
| Malakhoff | Lev | County | 05/16/19 | 30.8333 |
| Mclsaac | Mary | County | 05/16/19 | 25.1667 |
| Michaud | Scott | County | 05/16/19 | 19.7500 |
| Murphy | Diane | County | 05/16/19 | 24.3333 |
| Prior | Lacey | County | 05/16/19 | 33.5000 |
| Robison | Debra | County | 05/16/19 | 27.0833 |
| Rooney | Sharon | County | 05/16/19 | 30.7500 |
| Sonneberg | Eileen | County | 05/16/19 | 26.6668 |
| St. Pierre | Kevin | County | 05/16/19 | 22.5833 |
| Tavano | Frank | County | 05/16/19 | 24.2500 |
| Tuepker | Joy | County | 05/16/19 | 23.6667 |

Atty. Quirk Update:

Vernon Porter – Brief has been done

Shawnelle Lindo-Parkinson – W/Comp Settlement – Board to receive \$7,000.00

Robert Leite – Case settled – 2% has been paid and Mr. Leite retired June 2019

Diane Back – Finalizing Pre-Trial memorandum

Informed Board that DALA has hired interns

Mr. Rolanti asked Atty. Quirk the status of Daniel O’Connell’s disability application. He expressed his frustration that this case remains outstanding, noting Mr. O’Connell’s original application was misplaced by office staff and had to be resubmitted. Atty. Quirk is currently working on the hearing report. Mr.

Rolanti wishes to have a special meeting on July 2nd to take action on this and Edward Clough’s disability applications. Atty. Quirk will finalize his reports and have them available for the meeting.

On a motion from Robert Rolanti, seconded by Harold Brunelle, the Board VOTED 5-0 to hold a special meeting on July 2, 2019 at 1:00 p.m. for the purpose of taking action on the disability applications of Daniel O’Connell and Edward Clough.

Appointment of records Access Officer:

On a motion from Judith Sprague, seconded by Robert Rolanti, the Board Voted 5-0 to appoint Christine A. Tetreault as Records Access Officer of the Barnstable County Retirement Association.

Directors Report:

Staff observation – Ms. Tetreault notes the support staff, although very hard-working, do not utilize the software in the most efficient manner. She believes this to be due to lack of training and will train staff on various PTG processes over the next few months.

Computer hardware – She notes Mr. Farmer had left computer upgrade quotes but hopes to meet with Steve of SMH for more information before making a final recommendation/decision.

Harpers Payroll – Although there are a few issues unresolved we expect to be ready for the first BCRA payroll processing effective July 1.

W/Compensation – Ms. Tetreault and Ms. Braccia will collaborate to ensure the BCRA has proper W/Comp coverage for employees as of 7/1.

On a motion from Harold Brunelle, seconded by Judith Sprague, the Board Voted 5-0 to authorize Ms. Tetreault to purchase up to \$10,000 for computer equipment.

Website Update:

The BCRA website is up and running although a formal announcement has not been made. Ms. Holmes has included many documents and will continue to do so.

PTG Upload and Self Serve Portal:

PTG continues working with the numerous units for test files and corrections. It is expected to take at least a few more months before we are able to utilize this function.

Election:

The Board was advised that Robert Rolanti's, Elected Member, term will expire on December 31, 2019 and an election must be held. The following Election Timetable was submitted to the Board.

**BARNSTABLE COUNTY RETIREMENT ASSOCIATION
ELECTION TIMETABLE**

1. **August 2, 2019** - Advisory Council notified of the established timetable for election
 - The election of the elected member shall be supervised by the Advisory Council, which shall serve as the election board.
 2. **August 2, 2019** - Inform members and retirees of their eligibility for candidacy and the availability of nomination papers.
 - notices of election forwarded to unit treasurers for posting/distribution.
 - Retirees notice mailed on 8/2/2019.
 3. **September 19, 2019** - Deadline for filing nomination papers.
 - It is the responsibility of the Election Board, (Advisory Council) to determine whether each candidate has filed nomination papers containing the signatures and addresses of at least twenty active or retired members.
 4. **September 20, 2019** - Advisory Council meets to review candidates' nomination papers.
 5. **October 25, 2019** - ballots mailed to active and retired members.
 6. **November 15, 2019** - election ends. Returned ballots must be postmarked no later than this date (20 days following the mail date) in order to be valid.
 7. **November 21, 2019** - Advisory Council will meet for the tabulation of the validated ballots.
- All candidates are advised that they may attend the tabulating of the returned ballots.

Other business:

Ms. Tetreault notes a request from the Town of Mashee regarding whether or not a few employees holding a second summer position for the town should have deductions withheld. The Board will address this issue at its next regularly scheduled meeting.

On a motion from Judith Sprague, second by Harold Brunelle, it was VOTED 5-0 to adjourn at 12:05 P.M.

Elizabeth Braccia

Robert F. Rolanti

Harold Brunelle

Judith Sprague

Ronald Bergstrom