

Berkshire County Retirement Board Meeting
November 30, 2015

The meeting of the Berkshire County Retirement Board was called to order a 9:01 A.M. in the Retirement Office, 29 Dunham Mall, Pittsfield, MA. Present at the meeting, Michael Ovitt, Chairman, Patricia Carlino, Elected Member, Gerald Doyle Jr., Appointed Member, Deborah Brunelle, Advisory Board Member and Peter Menard, Elected Member.

In attendance was Treasurer-Elect Paul Lisi, whose term will begin January 1, 2016.

PUBLIC COMMENT:

Members of the public have the opportunity to address the Retirement Board. *No comments.*

MINUTES:

1.) The Board minutes of the meeting held October 28, 2015, were signed and approved.

Voted to approve minutes

NEW BUSINESS:

2.) The Board approved a section 101 benefit for Barbara Boyne, survivor of John Boyne, Town of Lee. The Board reviewed Mrs. Boyne's request for benefits and determined she qualified for the section 101 benefit. The benefit is payable from the date of death of Mr. Boyne, October 12, 2015. *Patricia Carlino abstained from voting on this matter since she was related to Mr. Boyne.*

Voted to approve Section 101 benefit.

INVESTMENTS:

3.) The Board received from PRIT a statement of performance for October 2015. The PRIT Fund returned 3.62% for the month of October.

Voted to note the record.

BANK STATEMENTS:

4.) The Board is in receipt of the bank statements for October 2015. The Board is also in receipt of the budget for November 2015.

Voted to note the record.

MONTHLY WARRANTS:

5.) The Board approved payment vouchers:

11-01-15	\$17754.87
11-02-15	\$33367.39
11-03-15	\$137909.72
11-04-15	\$706.19

Voted to approve payments as presented.

REQUESTS FOR RETIREMENT:

6.) The Board approved the application for superannuation retirement from Kristin Garner, Stockbridge, Asst Collector/Treasurer, Group 1, age 58 with 13 years and 4 months of creditable service and chose Option C. The retirement will be effective December 31, 2015.

The Board approved the application for superannuation retirement from Paul Montgomery, Great Barrington, Police officer, Group 4, age 65 with 39 years and 8 months of creditable service and chose Option B. The retirement will be effective January 7, 2016.

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The Board approved the application for superannuation retirement from Laurence Lamarre, Lanesboro, custodian, Group 1, age 52 with 36 years and 4 months of creditable service and chose Option C. The retirement will be effective January 8, 2016.

The Board approved the application for superannuation retirement from Barbara Parsons, Lanesboro, Head Cook, Group 1, age 65 with 20 years and 9 months of creditable service and chose Option A. The retirement will be effective January 1, 2016.

The Board approved the application for superannuation retirement from Bruce Durwin, Lanesboro, Accountant, Group 1, age 68 with 14 years of creditable service and chose Option C. The retirement will be effective January 21, 2016.

The Board approved the application for superannuation retirement from Sandra Larkin, Great Barrington, Treasurer, Group 1, age 72 with 25 years and 6 months of creditable service and chose Option B. The retirement will be effective December 1, 2015.

The Board approved the application for superannuation retirement from Donna Navarino, Lenox, Clerical para, Group 1, age 59 with 14 years of creditable service and chose Option B. The retirement will be effective January 1, 2016.

The Board approved the application for superannuation retirement from Jean Drosehn, CBRSD, Cook/ Supervisor, Group 1, age 69 with 32 years and 6 months of creditable service and chose Option A. The retirement will be effective December 31, 2015.

Voted to approve retirements as presented.

REQUEST FOR SERVICE BUYBACK:

7.) James Roche, a member in Lenox, is eligible to buyback 1 year and 7 months of prior creditable service. If Mr. Roche pays \$3739.52 into the annuity savings fund by December 31, 2015, the Board will grant 1 year and 7 months of creditable service.

Jason Dion, a member in CBRSD, is eligible to buyback 1 months of prior creditable service. If Mr. Dion pays \$677.11 into the annuity savings fund by December 31, 2015, the Board will grant 1 months of creditable service.

Voted to approve buybacks as presented.

MEMBER TRANSFERS IN/OUT OF SYSTEM:

8.) The Board approved the notice of transfer of the account of John Tranfaglia, a member in SBRSD to the Northampton Retirement Board. The Berkshire County Retirement Board will accept liability for 13 years and 11 months of creditable service. The amount of the transfer is \$67531.27.

Voted to approve transfer as presented.

INJURY REPORTS:

9.) There are no reported injuries for the month of November.

Voted to note the record.

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REQUESTS FOR REFUNDS:

10.) The Board approved the applications for refunds from the following members: (Pending approval from Dept. of Revenue- child support division)

Mary Cochran	Richmond	\$295.00	required min distribution
Mary Cochran	Richmond	\$6524.68	rollover to IRA
Tara Jones	Becket	\$28768.40	
Leana Kearin	Great Barrington	\$6437.36	
Eleanor Rueger	BHRSD	\$5111.33	
Scott Worcester	Sandisfield	\$17497.70	
Dale Weeks	Peru	\$296.38	deduction error

Voted to approve refund as presented.

NEW MEMBER APPLICATIONS:

11.) The Board approved for membership in the Berkshire County Retirement System the following members:

6498	MICHELLE A LYON	HANCOCK	5/18/2015	PARA	1
6554	HEATHER S LANE	FLORIDA	8/26/2015	AIDE	1
6557	HELEN M HINKLEY-GRADY	BHRSD	10/16/2015	PARA	1
6559	EDWARD P McGRATH	W Stockbridge	9/29/2015	Transfer Stat Atten	1
6560	TERESA L DellaGIUSTINA	FARMINGTON	10/15/2015	ADMIN TO SUPT	1
6561	DANIEL M LANOUE	SBRSD	9/28/2015	SPED	1
6562	MICHAEL J SILVER	LEE	10/22/2015	POLICE	4
6563	TERREN J VOGEL	DALTON	10/13/2015	HIGHWAY	1
6564	AMY PULVER	GT Barrington	10/26/2015	DPW ADMIN ASST	1
3643	LAURA M WORTH	New Marlboro	11/23/2015	OFFICE MGR	1
6565	JOSEPH T THERRIEN	FLORIDA	10/5/2015	HIGHWAY	1

Voted to approve new members as presented.

RETIREMENT ALLOWANCE APPROVALS:

12.) The Board received approval from PERAC to grant a retirement allowance to JoAnn Henault, as of September 21, 2015. Lanesboro

	Member	Beneficiary
Annuity	\$2448.72	\$1632.48
Pension	\$6789.60	\$4526.40
Yearly	\$9238.32	\$6158.88
Monthly	\$769.86	

Voted to note the record.

3(8)c REIMBURSEMENTS:

13. There are no 3(8)c reimbursements for the month of November.

PERAC CORRESPONDENCE:

14.) The Board received from PERAC the following memorandums:

#24/2015 Survey for PERAC Technology Improvement Project

Note: copies of memorandums and letters given to each Board member

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OLD BUSINESS:

15.) The Board reviewed and approved a sample advertisement to be used for selecting a candidate to fill the 5th member appointed position on the Berkshire County Retirement Board. The Board also approved the procedures to be used to fill the position when a vacancy occurs: 4 months before the term expires the Board will post the notification on the PERAC website, the Board may or may not interview interested parties and the 5th member shall be chosen by the other 4 Board members and serve a period of 5 years or to fill out an unexpired term.

Deborah Brunelle made a motion to adopt the policy for appointment of the 5th member of the Retirement Board, second Patricia Carlino. Voted 4 in favor, Gerald Doyle, Jr. opposed.

Voted to approve policy for appointment of the 5th member appointed position.

16.) The Board reviewed the proposed 2016 annual budget for the Berkshire County Retirement System. The board approved the proposed budget for 2016 excluding the salary line item for the staff. The staff made a presentation at the meeting outlining accomplishments made over the previous year, changes in job duties necessitated by pension reform and the results of our annual audit performed by MelansonHeath.

A discussion ensued regarding staff salaries and how raises are evaluated by the Board. Paul Lisi Treasurer-elect asked several questions regarding staff salaries and offered his opinion regarding salary review and evaluation on an annual basis. Deborah Brunelle offered her opinion of salary review and provided some examples of private sector salary and benefit evaluation. The discussion with the staff continued and the Board asked what the staff would like to Board to consider for salary review and the staff asked that the Board revisit the step system since all of the staff are at the top step for their paygrade and have been for several years.

At 10:00am Deborah Brunelle excused herself from the meeting.

Patricia Carlino asked the staff to provide the Board with a formal request for salary increases at the December meeting. The Board requested that the salary proposal be submitted to the Board by December 15th so all the board members could review the request before the meeting scheduled for December 30, 2015.

Voted to review salary proposal in December.

MISCELLANEOUS CORRESPONDENCE:

- a.) MelansonHeath Bound copy of 2014 annual audit.

The next regular board meeting is scheduled for Wednesday, December 30, 2015 at 9:00am.

Voted to Adjourn. Meeting adjourned at 10:25 am.

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RESPECTFULLY SUBMITTED:

Sheila LaBarbera, Executive Director

APPROVED BY:

Michael Ovitt, Chairman

Patricia Carlino, Elected Member

Peter Menard, Elected Member

Deborah Brunelle, Advisory Council Member

Gerald Doyle, Jr., Appointed Member