

Berkshire County Retirement Board Meeting  
October 30, 2019

The meeting of the Berkshire County Retirement Board was called to order at 9:00 A.M. in the Retirement Office, located at 29 Dunham Mall, Pittsfield, MA. Present at the meeting were, Michael Ovitt, Chairman, Mark Bashara, Elected Member, Karen Williams, Elected Member and Paul A. Lisi, Jr., Advisory Board Member. Gerald Doyle Jr., Appointed Member, was absent.

**PUBLIC COMMENT:**

Members of the public have an opportunity to address the Retirement Board.

**MINUTES:**

1.) The Board minutes of the meeting held September 25, 2019, were signed and approved.  
**Voted to approve the minutes.**

**NEW BUSINESS:**

2.) The Board reviewed and approved the final draft of the Personnel Policy and the Personnel Policy Appendix for the Berkshire County Retirement Board. The Board requested that a meeting with Elisabeth Goodman be scheduled for the 1<sup>st</sup> quarter of 2020 to discuss and review the practical implementation of the personnel policies.

**Voted to approve the Personnel Policy as presented.**

3.) The Board reviewed the MelansonHeath audit cost proposals for 2019 and 2020, the cost for 2019 is \$18,000 and the cost for 2020 will be \$18,500. The 2020 audit will be the end of the current contract with MelansonHeath and an RFP will have to be issued for audit services in 2021.

**Voted to approve the proposal as presented.**

4.) The Board approved the 2020 budget of \$549,875.00 for the Berkshire County Retirement System. The budget included a 3% salary increase for the staff. The Board would like a presentation by PTG regarding the two proposed add on modules before signing a contract for the annual expense.

**Voted to approve the 2020 budget at \$549,875.00.**

**INVESTMENTS:**

5.) The Board received from PRIT a statement of performance for September 2019. The PRIT Fund returned 1.47% for the month of September.

**Voted to note the record.**

**BANK STATEMENTS:**

6.) The Board received the bank statements for Sept 2019 and the budget for Oct 2019.

*Note: copies of cashbooks for September 2019 were emailed to each Board member prior to the meeting.*

**MONTHLY WARRANTS:**

7.) The Board approved payment vouchers:

09-05-19	\$1,375,514.95
10-01-19	\$1,288.48
10-02-19	\$8,201.30
10-03-19	\$25,296.42
10-04-19	\$141,289.47
10-05-19	\$1,382,561.83

**Voted to approve payments as presented.**

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**REQUESTS FOR RETIREMENT:**

8.) The Board approved the application for superannuation retirement from Joanne Gadebush, Clarksburg, cook. The retirement will be effective 11/01/2019.

The Board approved the application for superannuation retirement from William Girard, Becket, Building Insp. The retirement will be effective 01/31/2020.

The Board approved the application for superannuation retirement from Janet Frantz-Saddler, Williamstown, Treasurer. The retirement will be effective 01/17/2020.

**Voted** to approve retirements as presented.

**REQUEST FOR SERVICE BUYBACK:**

9.) Michael Hubby, a member in Florida, is eligible to buy back 2 years and 7 months of prior creditable service. If Mr. Hubby pays \$6724.12 into the annuity savings fund by November 30, 2019, the Board will grant 2 years and 7 months of creditable service.

Ruth Knysh, a member in Lanesboro, is eligible to buy back 3 years and 6 months of prior creditable service. If Ms. Knysh pays \$11,332.14, into the annuity savings fund by November 30, 2019, the Board will grant 3 years and 6 months of creditable service.

John Mullen, a member in Monterey, is eligible to buy back 6 months of prior creditable service. If Mr. Mullen pays \$1501.68, into the annuity savings fund by November 30, 2019, the Board will grant 6 months of creditable service.

John Mullen, a member in New Marlboro, is eligible to buy back 1 year and 3 months of prior creditable service. If Mr. Mullen pays \$4761.71, into the annuity savings fund by November 30, 2019, the Board will grant 1 year and 3 months of creditable service.

**Voted** to approve service buybacks as presented.

**MEMBER TRANSFERS OUT OF SYSTEM:**

10.) The Board approved the notice of transfer of the account of Rene Senecal, a member in Hinsdale to the Hampden County Retirement Board. The Berkshire County Retirement Board will accept liability for 4 years and 8 months of creditable service. The amount of the transfer is \$61,652.95.

**Voted** to approve transfers as presented.

**REQUESTS FOR REFUNDS:**

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

Kathleen Alexander	BCRHA	\$21,492.65
Ryan Aylesworth	Hinsdale	\$9,901.01
Dale Gomeau	Williamstown	\$21,123.96
Zachary Cochrane-Handerek	Richmond	\$2,318.15
Sarah Hogue	Richmond	\$2,086.39
Robert Miller	SBRSD	\$8,668.20
Deborah Phillips	Gt Barrington	\$810.61
Courtney Randon	BHRSD	\$2,234.32

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Christopher Rines	Sandisfield	\$5261.49
Thomas Warner	New Marlboro	\$283.30
Glenn Burdick	Florida	\$1030.78

**Voted** to approve refunds as presented.

**INJURY REPORTS:**

12.) There were injuries reported in the Town of Great Barrington and the Town of Williamstown.

**Voted** to note the record.

**NEW MEMBER APPLICATIONS:**

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

6987	KELLY J BESSEY	BHRSD	9/12/2019	PARA	1
6992	BENJAMIN F PHILLIPS	WASHINGTON	9/1/2019	BUS DRIVER	1
6999	KATELYNN M Iacuesssa Pitoniak	FLORIDA	8/26/2019	FLORIDA	1
7000	GREGORY M ELSER	DALTON	9/16/2019	Animal Control officer	1
7001	CHRISTINE K JACKSON	LENOX	9/9/2019	PARA	1
7002	ROSEMARY E OLIVER	MGRSD	9/27/2019	PARA	1
7003	CYNTHIA A BARTLETT	RICHMOND	9/5/2019	PARA	1
7004	JONATHAN W TWING	LENOX	9/1/2019	MAINTENANCE	1
7005	MARIA O BORUCKA-GURDEK	BHRSD	9/26/2019	PARA	1
7006	JORDAN O MEGER	LEE	9/9/2019	Facility Director	1
7007	ALEXANDER J PIZZONIA	LEE	9/29/2019	EMT/FF	1
7008	KATHLEEN E SHOVE	LENOX	10/2/2019	HEALTH ASST	1
7009	KEVIN M SHOOK	LEE	10/10/2019	POLICE OFFICER	4
7010	TRICIA L ZUCCO	SBRSD	9/12/2019	SRO	1
7012	CHRISTOPHER M ROY	DALTON	9/30/2019	HWY MECHANIC	1
7013	CODY R SCOLFORO	MGRSD	10/11/2019	TECH & AV SPEC	1
7014	TRACEY A BULLETT	RICHMOND	10/10/2019	CUSTODIAN	1
7015	KRISTEN J McNEICE	CLARKSBURG	10/9/2019	BEHAVIOR SPEC	1
7016	TIMOTHY M SUNN	WILLIAMSTOWN	10/17/2019	LABORER	1
7017	JOSHUA E PETTIT	FLORIDA	10/1/2019	DPW	1
7018	HUNTER R OAKES	WILLIAMSTOWN	10/10/2019	Water/Sewer Oper	1
7023	ERIK J VAZQUEZ	FLORIDA	10/15/2019	HIGHWAY	1
7024	MIKKI R LENNON	LENOX	10/8/2019	PARA	1

**Voted** to approve new members as presented.

**RETIREMENT ALLOWANCE APPROVALS:**

14.) The Board received approval from PERAC to grant a retirement allowance to Kyle O'Brien, MGRSD, as of 4/26/19. Annual pension amount is \$4,640.64.

The Board received approval from PERAC to grant a retirement allowance to LisaMarie D'Orazio, Otis, as of 6/19/19. Annual pension amount is \$6,342.96.

The Board received approval from PERAC to grant a retirement allowance to Robert Cooper, Becket, as of 7/29/19. Annual pension amount is \$36,785.28.

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The Board received approval from PERAC to grant a retirement allowance to Marisa Coughlin, Lee, as of 7/29/19. Annual pension amount is \$14,743.44.

The Board received approval from PERAC to grant a retirement allowance to Suzanne Delmolino, Tyringham, as of 8/01/19. Annual pension amount is \$7,872.84.

The Board received approval from PERAC to grant a retirement allowance to Donna Belanger, Lenox, as of 8/19/19. Annual pension amount is \$4123.08.

The Board received approval from PERAC to grant a retirement allowance to David Collari, BHRSD, as of 7/31/19. Annual pension amount is \$9113.40.

**Voted to note the record.**

**3(8)c REIMBURSEMENTS:**

15.) There are no 3(8)c requests for the month of October.

**PERAC CORRESPONDENCE:**

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

#22/2019 Tobacco Company List

#23/2019 Retirement Board Training 4<sup>th</sup> quarter 2019

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

**Voted to note the record.**

17.) The Board received a letter from John Parsons, Executive Director of PERAC, thanking Sheila LaBarbera for her participation in the Emerging Issues Conference on 9/12/19.

**Voted to accept the letter and place a copy in Ms. LaBarbera's personnel file.**

**TRAVEL & EDUCATION APPROVALS:**

18.) The Board approved the travel expense for Sheila LaBarbera to attend the PRIM Advisory Council meeting December 17, 2019, in Boston, MA.

**Voted to approve travel as requested.**

**MISCELLANEOUS CORRESPONDENCE:**

- a.) Superior Telephone Systems warranty/maintenance contract proposal.
- b.) Conflict of Interest notice for MelansonHeath, Pat Squillante.
- c.) Copy of the Berkshire County Retirement System Actuarial Valuation report January 1, 2019.
- d.) Copy of the final MelansonHeath Audit report for December 31, 2018.

The next regular board meeting is scheduled for Friday, November 22, 2019 at 9:00am.

**Voted to adjourn at 10:45am.**

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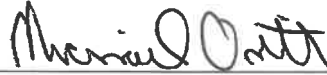
RESPECTFULLY SUBMITTED:



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Sheila LaBarbera, Executive Director

APPROVED BY:



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Michael Ovitt, Chairman



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Mark Bashara, Elected Member



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Karen Williams, Elected Member

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Paul A. Lisi, Jr., Advisory Council Member

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Gerald Doyle, Jr., Appointed Member

