

Berkshire County Retirement Board Meeting  
October 28, 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, and Peter Menard, Elected Member and Deborah Brunelle, Advisory Board Member.**

**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 September 30, 2015 were signed and approved.  
**Voted to** approve minutes

**NEW BUSINESS:**

2.) The Board reviewed the December 31, 2014 audit of the Berkshire County Retirement System, prepared by MelansonHeath. There are no audit findings.  
**Voted to** note the record.

3.) The Board is asked to review and approve the January 1, 2015 Actuarial report for the Berkshire County Retirement System. The actuarial report was prepared by James Lamenzo, PERAC actuary.  
**Voted to** note the record.

**INVESTMENTS:**

4.) The Board received from PRIT a statement of performance for September 2015. The PRIT Fund returned -.80% for the month of September.  
**Voted to** note the record.

**BANK STATEMENTS:**

5.) The Board is in receipt of the bank statements for September 2015. The Board is also in receipt of the budget for October 2015.  
**Voted to** note the record.

**MONTHLY WARRANTS:**

6.) The Board approved payment vouchers:

100115	\$732.35
100215	\$17,754.87
100315	\$111,952.79
100415	\$1,053,563.43
100515	\$6,181.88

**Voted to** approve payments as presented.

Berkshire County Retirement Board Meeting  
October 28, 2015

**REQUESTS FOR RETIREMENT:**

7.) The Board is asked to approve the application for superannuation retirement from Clinton Burt, Great Barrington, Groundskeeper, Group 1, age 60 with 36 years and 3 months of creditable service and chose Option C. The retirement will be effective October 13, 2015.

The Board is asked to approve the application for superannuation retirement from Charles Higgins Jr., SBRSD, Custodian, Group 1, age 69 with 27 years and 2 months of creditable service and chose Option B. The retirement will be effective Oct. 23, 2015.

The Board is asked to approve the application for superannuation retirement from William Fuore, Lenox, Police Officer, Group 4, age 57 with 36 years and 11 months of creditable service and chose Option C. The retirement will be effective Oct 25, 2015.

The Board is asked to approve the application for superannuation retirement from Richard Fuore, Lenox, Water Dept. Forman, Group 1, age 61 with 40 years and 4 months of creditable service and chose Option C. The retirement will be effective Jan 8, 2016.

*Board requested that we contact PERAC to see if we can require the spousal acknowledgement on the be notarized and report back to the Board at November meeting.*

**Voted** to approve retirements as presented.

**REQUEST FOR SERVICE BUYBACK:**

8.) Don Fitzgerald, a member in Lenox, is eligible to buyback 2 years and 7 months of prior creditable service. If Mr. Fitzgerald pays \$10246.32 into the annuity savings fund by November 30, 2015, the Board will grant 2 years and 7 months of creditable service.

**Voted to** approve buybacks as presented.

**MEMBER TRANSFERS IN/OUT OF SYSTEM:**

9.) The Board is asked to approve the notice of transfer of the account of Karen Cooper, a member in Florida to the North Adams Retirement Board. The Berkshire County Retirement Board will accept liability for 9 years and 7 months of creditable service. The amount of the transfer is \$6,351.15.

The Board is asked to approve the notice of transfer of the account of Daniel Paquette, a member in Lee to the Westfield Retirement Board. The Berkshire County Retirement Board will accept liability for 13 years and 7 months of creditable service. The amount of the transfer is \$49,596.17.

The Board is asked to approve the notice of transfer of the account of Kate Rock, a member in Lanesborough to the Lexington Retirement Board. The Berkshire County Retirement Board will accept liability for 3 years and 6 months of creditable service. The amount of the transfer is \$4,130.22

The Board is asked to approve the notice of transfer of the account of David R Sherman a member in Williamstown to the North Adams Retirement Board. The Berkshire County

Berkshire County Retirement Board Meeting  
October 28, 2015

Retirement Board will accept liability for 3 years and 10 months of creditable service.  
The amount of the transfer is \$5,069.82.

**Voted to** approve transfers as presented.

**REQUESTS FOR REFUNDS:**

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

Leslie Beebe	Tyringham	\$347.46
Anthony Cafaro	BCRHA	\$4,924.56
Rebecca Cellana	MGRSD	\$2,473.08
Jeremy Turner	Lee	\$39,060.33

**Voted to** approve refund as presented.

**INJURY REPORTS:**

11.) There are no reported injuries for the month of October.

**NEW MEMBER APPLICATIONS:**

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

6525	SALLY A LEMME	CLARKSBURG	9/10/2015	PARA	1
6531	MEGAN E DOERLE	HANCOCK	9/16/2014	PARA	1
6532	BRENDAN M PHAIR	RICHMOND	8/31/2015	PARA	1
6533	CRISTINA M LENFEST	RICHMOND	8/31/2015	NURSE	1
6534	JEREMY D WELLS	SBRSD	8/24/2015	FOOD DIRECTOR	1
6537	ALISON D FOEHL	WILLIAMSTOWN	8/31/2015	TECH ASST	1
6539	MARGIE C SMITH	SHEFFIELD	8/21/2015	CUSTODIAN	1
6540	KETLYN R NEW	BHRSD	9/17/2015	PARA	1
6541	SARAH H GILOOLY	WILLIAMSTOWN	8/31/2015	TUTOR	1
6542	WENDY J GREGORY	WILLIAMSTOWN	8/31/2015	PARA	1
6543	LYNN DUQUETTE	CBRS	8/28/2015	TUTOR	1
6547	JENNIFER L CULVER	LENOX	8/28/2015	TUTOR	1
6548	DONALD J HUMESTON	LEE	9/21/2015	DPW LABORER	1
6549	ULRICH KOHLHASE	BHRSD	8/31/2015	IT TECHNICIAN	1
6550	REBECCA L WILLIAMS	MGRSD	9/8/2015	SUB	1
6551	LADDIE A DEAN	RICHMOND	10/1/2015	CUSTODIAN	1
6552	NAUREEN E COLLINS	WILLIAMSTOWN	9/14/2015	PARA	1

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

**RETIREMENT ALLOWANCE APPROVALS:**

13.) The Board received approval from PERAC to grant a retirement allowance to Edward Frigon, as of August 5, 2015. BHRSD

	Member	Beneficiary
Annuity	\$3555.96	
Pension	\$9203.64	
Yearly	\$12759.60	
Monthly	\$1063.30	

Berkshire County Retirement Board Meeting  
October 28, 2015

The Board received approval from PERAC to grant a retirement allowance to Glenn Withers, as of July 24, 2015. Lee

	<b>Member</b>	<b>Beneficiary</b>
Annuity	\$4270.68	\$2847.12
Pension	\$8671.68	\$5781.12
Yearly	\$12942.36	\$8628.24
Monthly	\$1078.53	

**Voted to** note the record.

**3(8)c REIMBURSEMENTS:**

14.) The Board received a letter from PERAC ordering the Berkshire County Retirement Board through the provisions of MGL Sec 3(8)(c) to reimburse the Adams Retirement Board \$107.54 a year toward the retirement allowance of Barbara Solomon.

**Voted to** note the record.

**PERAC CORRESPONDENCE:**

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

- #21/2015 Mandatory Retirement Training 4<sup>th</sup> Quarter 2015
- #22/2015 Appropriation Data Due October 31, 2015
- #23/2015 New Fraud Prevention Posters

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

**OLD BUSINESS:**

16.) The Board will develop a procedure for selecting a candidate to fill the 5<sup>th</sup> member appointed position and the Chairman's position on the Berkshire County Retirement Board. The Board requested that the Executive Director ask other counties what their procedures are for selection. Two counties, Essex and Franklin, responded and forwarded their current procedures for the Board to review. Information was redistributed to the Board.

*Deborah Brunelle moved to have the staff establish in writing parameters for the 5<sup>th</sup> member board position appointment and present at the November 2015 meeting.*

<b>Record of Vote:</b>	<b>Motion</b>	<b>Second</b>	<b>Yea</b>	<b>Nay</b>	<b>Abs</b>
<b>Michael Ovitt</b>	[ ]	[ ]	[x]	[ ]	[ ]
<b>Patricia Carlino</b>	[ ]	[x]	[x]	[ ]	[ ]
<b>Deborah Brunelle</b>	[x]	[ ]	[x]	[ ]	[ ]
<b>Peter Menard</b>	[ ]	[ ]	[x]	[ ]	[ ]
<b>Gerald Doyle, Jr.</b>	[ ]	[ ]	[ ]	[x]	[ ]

17.) The Board approved the proposed 2016 annual budget for the Berkshire County Retirement System, with the exception of salaries.

**Voted to approve.**

Berkshire County Retirement Board Meeting  
October 28, 2015

**MISCELLANEOUS CORRESPONDENCE:**

- a.) PERAC board member educational credits thru 9/30/2015
- b.) Member's letter to the Board – *Board requested that the body of this letter be posted on our web page because they appreciate the staff's good service.*

The next regular board meeting is scheduled for Wednesday, November 25, 2015 at 9:00am.

**Voted to Adjourn.** Meeting adjourned at 10:11 am.

RESPECTFULLY SUBMITTED:

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Sheila LaBarbera, Executive Director

APPROVED BY:

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Michael Ovitt, Chairman

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Patricia Carlino, Elected Member

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Peter Menard, Elected Member

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Deborah Brunelle, Advisory Council Member

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Gerald Doyle, Jr., Appointed Member