

The Beverly Retirement Board held a teleconference meeting on [meet.google.com/dqj-oqxq-giu](https://meet.google.com/dqj-oqxq-giu) on Thursday, June 25, 2020 at 6 p.m. Call in number was 1-908-758-3785 with pin: 255-482-437. Board members present were Richard Pierce, Carol Augulewicz, Kevin Smith, Bryant Ayles and Chuck Kostro. All Board members and the administrator are participating remotely, The meeting was called to order at 6:02 p.m.

The Chairman stated the first item on the Agenda is the COLA Vote and will entertain any comments. A motion was made by Kevin Smith to grant a 3% COLA on the first \$12,000 effective July 1, 2020 and it was seconded by Bryant Ayles, for the sake of discussion. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor.

OPEB Bryant Ayles has nothing to report at this time.

A motion was made by Kevin Smith and seconded by Bryant Ayles to accept the Minutes of the April 30, 2020 meeting which were table from last months meeting as read. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor. A motion was made by Bryant Ayles and seconded by Chuck Kostro to accept the May 28,2020 minutes as read. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor.

A motion was made by Chuck Kostro and seconded by Carol Augulewicz to approve the Superannuation Retirements of: Linda Zambouras – School Administrative Assistant, June 30, 2020, Option B - 23 years 4 months creditable service, Robert Bergeron – Lieutenant – Inspector – July 20, 2020 – Option C – 30 years 1 month creditable service, Patrick Brady – Firefighter – Option C – July 10, 2020 – 32 years 2 months creditable service and William Walsh – Deputy Chief – July 10, Carol asked the administrator if all of the above individuals had initialed their creditable service and the administrator informed the Board that they had. Bryant Ayles asked the administrator that he thought Steven Frederickson's application would be on the agenda and administrator explain he back dated his application to February 10, 2020 and that is not allowed. The administrator reach out to Board Counsel to get a clarification and email Mr. Frederickson informing he need to provide a new application with a date after June 12, 2020 when he resigned and submitted his retirement paperwork. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor.

A motion was made by Carol Augulewicz and seconded by Bryant Ayles to refund the accumulated deductions of Connor Lafata – School Technician – 2 years 8 months of creditable service and Christina Wright – Paraprofessional – 1 year 10 months creditable service. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor.

There were no Transfers this month.

A motion was made by Kevin Smith and seconded by Chuck Kostro to approve the Financial Information for February, March and April 2020 consisting of Trial Balances, Cash Receipts, Cash

Disbursements, Adjusting Journal Entries, Cash Reconciliations, and Bank Statements. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor.

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There was no wire transfer needed this month.

A motion was made by Bryant Ayles and seconded by Carol Augulewicz to approve the monthly warrants of \$1,2091,780.32. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes, Vote 5 to 0 in favor.

Under old business an update was provided by the administrator regarding Posting of the Minutes to the Retirement Board web page and the administrator has sent emails to the IT Department for some guidance and has not received any response. I have tried to go one the site and figure it out myself and I also tried to post this meeting on the main site instead of bothering Lisa but could do it and I don't know if it is an access or permissions issue. Bryant offered that if it is helpful if I don't hear back from them as they are very busy right now to let him know that I am having trouble and also cc him on my correspondence to them. Kevin asked Bryant if there is only 1 point person for the website or is it just IT. Bryant stated Garrett Whitney is in charge of the website but that each department manages their own content and we just need to figure out how IT might get information for the administrator maybe providing some training or a contact person. Bryant asked the administrator to forward the last communication I had with them and that way he can follow up on that correspondence. The administrator informed the Board members that she has been in phone conversations and emails from PTG's Stephan Georgacopoulos and had emails with Paul Wallace and we have 3 tentative dates in July to complete the conversion and I am waiting to see what weekend Dennis is available. Meaghan and myself might have to take the Friday off while the conversion is being done as we won't have access to our computers. Bryant asked the administrator to remind him when the existing contract with Tyler expires and the administrative didn't know off the top of her head and next time in the office she will let him know. Bryant asked if it was fiscal or calendar and the administrator informed him it was calendar. Bryant just wants to make sure we are not putting ourselves in a corner where we end up having to continue an existing contract for a month or so. The next under old business is the Adoption Language for signing warrants, retiree payrolls and minutes during the Pandemic on a temporary basis until the State of Emergency is listed. Chairman Pierce informed the Board that the administrator shared on June 3<sup>rd</sup> her attempt at language and how does everyone want to move on with this or is City Hall going to open soon so that we would be able to go into City Hall and sign the documents.. Bryant stated that was the million dollar question and it it is not known yet what the opening of City Hall will look like but he feels that it is will phased in with

social distancing of staff coming in intermittently with staggering with a prolonged period of blend and telecommuting. The City is enhancing remote computing abilities through the Care Act. Take his office for example there are 6 people which are on top of each other that share space and they won't all be in the office at same time. Opening City Hall is a whole other level which would cause issues due to without reservations and things like that causes more opportunity for potential spikes and contamination. Bryant says that we are all employees so if we have to we could arrange for everyone to come into the building to sign but he feels a policy would be a good thing to have in place and he is willing to work on the language as Chairman Pierce and Chuck both worked on the Council letter so he would be happy to work on it and get something out to the Board Members before the next board meeting in July. Chairman Pierce and the rest of the Board was fine with that.

There was no new business to come before the Board.

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The Board Members discussed the Distributed Items: Mass Retirees RE: Lots of Retirement News coming your way, Middlesex County Newsletter Spring 2020, Mass Retirees We are all in this together, Mass Retirees FY '21 COLA Votes, Mass Retirees A new free service for Mass Retirees, Mass Retirees Important retiree events coming up, Letter from Beverly Retirement Board to Councilors in response to misinformation at COLA base meeting. Carol asked if she could ask a question about that Mr. Chairman and Chairman Pierce stated absolutely. Carol informed the board members that she just recently received the letter and would like to know if it actually went to the Council. Rick asked the administrator and the administrator informed the board members that yes the day the Chairman signed the letter it was put in the Clerk's mailbox and later that day the administrator received an email from the Clerk that it was sent via email to the Councilors. Carol made a suggestion if we could. I think it would be helpful for the board to make sure the they see any letter or communication that will be distributed to the Council or any other outside source until the whole Board is comfortable with it. Chairman Pierce agreed that we can make that an internal policy. Chairman Pierce went on to explain that he thought because it was discussed at the last meeting that we didn't need to wait to get the letter to the Council as he felt that Chuck put together a very professional letter. A motion was made by Carol Augulewicz and Chuck Kostro that no communication from the Beverly Retirement Board get distributed until the whole Board has reviewed and approves anything going to the City Council or any agency outside the City. On a Roll Call Vote Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro – Yes. 5 to 0 in favor. Bryant and all the Board members agreed that the letter was eloquently written by Chuck. Bryant could see both sides as we did discuss the response at last month meeting but also saw Carol's point as he could see some member maybe could possibly has issues with something. Chuck informed the Board that he did not intend to circumvent anyone as he had dated the letter for the meeting of June 25, 2020 and agrees that the board members should have had the ability to review the letter prior to it being distributed to the councilors. He had no problem with the other members seeing the letter before it went out and he

didn't send it to all the members because he didn't want to violate the Open Meeting Laws. Chairman Pierce continue on with distributed items of Mass. Retirees RE: Join Us for the BCBS Town Hall, Mass Retirees WEP Discussion with Congressman Neal, PERAC Memo #23/2020 – Tobacco Company List.

Carol asked Chairman Pierce if she could ask the administrator a question since a lot was discussed regard her IT needs. Carol asked if the administrator had a list of IT needs and the administrator stated her two biggest IT issues were posting the minutes and communication with IT to get the PTG conversion going. Carol asked if the administrator has contact IT and she stated yes she has emailed them. Carol threw out the topic of possible hiring an outside vendor to help with these issues because the IT Department is going to be very busy for the next 6 -12 months with the Care grant because if they don't get that done the grant will not be received. Carol realizes that there is cost to that but if it would get some support for the administrator it might be worth it. Kevin Smith felt that it sound like the issues are internal and would need to be handle through the City. Bryant felt that as needs arise in the future the board could look at possible going outside for help but to Kevin's point he feels that posing the minutes should be fairly straight forward once we have the guidance and as for the PTG conversation he agrees with Kevin that the infrastructure and access to the servers is and IT function and going outside for that doesn't feel right. Chuck asked if there was anything that prohibit the minutes being posted to the Beverly board web page and access could be granted to the administrator to post them there.

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Bryant state that Chuck had a good question and he didn't know the answer. He would need to talked to Garrett and Lisa as she is the keeper of records. Bryant states a fair question and will have to ask the question.

Chairman Pierce asked the Board since we are all working from home if the 6 p.m. meeting time was still what they wanted or would anyone want it to be another time. The Board members all agreed that 6 p.m worked for them.

The next Board Meeting will be held on July 30, 2020, at 6:00 p.m.

As there is no further business to come before the Beverly Retirement Board the meeting was adjourned at 6:40 p.m. on a motion made by Chuck Kostro and seconded by Kevin Smith. On a Roll Call Vote: Rick Pierce – Yes, Carol Augulewicz – Yes, Bryant Ayles – Yes, Kevin Smith – Yes, Chuck Kostro - Yes. Vote 5 to 0 in favor.

Respectfully submitted,

Barbara Wells,  
Administrator

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Carol Augulewicz, Ex Officio

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Bryant Ayles, Appointed Member

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Richard Pierce, Elected Member – Chairman

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Charles E. Kostro, Fifth Member

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Kevin Smith, Elected Member