

**NEWBURYPORT RETIREMENT BOARD**

16 Unicorn Street  
Newburyport, MA 01950  
July 29, 2021  
Meeting Minutes

**1. Call to Order**

A hybrid regular monthly meeting of the Newburyport Retirement Board was held on Thursday, July 29, 2021. In attendance were Chairman Joseph Spaulding, Board Members Jeffrey R. Cutter, Ethan Manning, Larry Giunta and John Moak participated remotely. Laurie Burton, Executive Director was also in attendance. Chairman Spaulding called the meeting to order at 9:02 a.m.

**2. Public Comment**

There was no public comment.

**3. Chairman's Comments**

Chairman Spaulding said he hopes that everyone is having a good, safe summer and stated that he would move up item 19 on the agenda "Application for 12A retirement benefit 7/1/2021-Cheryl Burkinshaw".

**4. Application for 12A retirement benefit 7/1/2021-Cheryl Burkinshaw**

Mr. Cutter motioned to approve. Mr. Giunta seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**5. Approval of June 24, 2021 Regular Monthly Meeting Minutes**

Mr. Cutter motioned to approve. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**6. Approval of June 4, 2021 Special Meeting Minutes**

Mr. Cutter motioned to approve; Mr. Moak seconded. The motion was approved on a roll call vote, 4 yes, 1 present. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, present, Mr. Spaulding, yes.

**7. Approval of February 2021 Bank Statement and Trial Balance Report**

Mr. Cutter motioned to approve; Mr. Manning seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**8. Approval of July 16, 2021 Office Payroll for \$18,023.82**

Mr. Giunta motioned to approve. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**9. Approval of July 2021 Retiree Payroll and Administrative Warrant of \$746,683.86**

Mr. Giunta motioned to approve. Mr. Manning seconded. The motion carried on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**10. Approval of Applications for Retirement:**

Joyce Senior	Library	July 31, 2021
Patricia McAlarney	Health Dept.	July 16, 2021
Karen Cronan	School Dept.	September 30, 2021

Mr. Giunta motioned to approve Joyce Senior's retirement application. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Mr. Giunta motioned to approve Patricia McAlarney's retirement application. Mr. Manning seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Mr. Giunta motioned to approve Karen Cronan's retirement application. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**11. Approval of New Member Applications:**

Patrice Antczak	School Dept.	July 1, 2021
Tarah MacGregor	Youth Services	June 21, 2021
Derek Minervini	Retirement Board	June 21, 2021

Mr. Moak motioned to vote on all new member application collectively. Mr. Cutter seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Mr. Manning motioned to approve. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**12. Approval of Member Refund Applications**

Martha Leen-School Dept.	\$2,615.40
Susan Hyder-Pratt- School Dept.	\$8,487.80

Mr. Cutter motioned to approve Martha Leen's refund application. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Mr. Giunta motioned to approve Susan Hyder-Pratt's refund application. Mr. Cutter seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**13. Tabled - PERAC Approval Letter for Thomas Jones Retired October 17, 2020**

Mr. Giunta motioned to remove this item from the table. Mr. Cutter seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Mr. Moak motioned to receive and file. Mr. Cutter seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**14. Received PERAC 3(8)c liability letter for Thomas Jones**

Mr. Giunta motioned to remove this item from the table. Mr. Manning seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Mr. Giunta motioned to receive and file. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**15. PERAC Memos**

#18/2021 Updated Member and Beneficiary Application for Distribution of Accumulated Total Deduction Forms

#19/2021 Mandatory Retirement Board Member Training – 3<sup>rd</sup> Quarter, 2021

#20/2021 Tobacco Company List

#21/2021 Cost of Living Increase for Supplemental Dependent Allowance Paid to Accidental Disability Retirees and Accidental Death Survivors

Mr. Manning motioned to receive and file all PERAC Memos collectively. Mr. Moak seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**16. PRIM May 2021 Statement GAA \$109,189,605.18 Cash \$100,025.79**

Mr. Giunta motioned to receive and file. Mr. Manning seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**17. Tabled ESS Module 2/25/2021 PTG Employee Self Service**

This item was left on the table.

**18. Transfer Out Massachusetts Teachers Retirement System**

Shannon Johnson-School Dept. \$5,388.34 2 years, 4 months of service.

Mr. Cutter motioned to approve. Mr. Giunta seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**19. Meeting Space Enlargement**

Mr. Giunta motioned that the board gather three quotes on work needed to enlarge the meeting space. Mr. Manning seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

**20. Executive Director's Report**

Executive Director Laurie Burton requested that the board approve the purchase of a new laptop computer for the office to replace an older model. Mr. Moak moved to approve to purchase a new laptop for the office. Mr. Cutter seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes. The Executive Director then commented that the new Assistant to the Executive Director is working out well.

**21. Next monthly meeting August 26, 2021 9A.M.**

Executive Director Laurie Burton requested that the time be changed to 9:30. Each board member agreed to the 9:30a.m. start time. Mr. Manning brought up a potential schedule conflict with the September board meeting. The board set the August meeting for August 26, 2021 at 9:30A.M. and the September meeting for Wednesday, September 29, 2021 at 9:30A.M. Mr. Moak asked to add alternative funding of unfunded liability to the agenda for the August board meeting. Chairman Spaulding agreed to add the item to the August agenda.

**22. Motion to Adjourn**

Mr. Giunta motioned to adjourn. Mr. Manning seconded. The motion was approved on a roll call vote, 5 yes. Mr. Moak, yes, Mr. Manning, yes, Mr. Cutter, yes, Mr. Giunta, yes, Mr. Spaulding, yes.

Respectfully Submitted, \_\_\_\_\_  
Laurie Burton, Executive Director

APPROVED - BOARD OF RETIREMENT

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Joseph Spaulding, Elected Member, Chairman

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Jeffrey Cutter, Elected Member, Vice-Chairman

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Ethan Manning, Ex-Officio

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John Moak, Mayor's Appointee Member

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Larry Giunta, Board Appointee

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