

Newburyport Retirement Board
16 Unicorn Street, Newburyport, MA 01950

June 25, 2020
Minutes

1. Call to Order

A remote meeting of the Newburyport Retirement Board was held on Thursday June 25, 2020 via Zoom video meeting. In attendance for all or part of the meeting were Board members Jeffrey Cutter, Alexander Kravchuk, Ethan Manning, John Moak, and Joseph Spaulding. Also in attendance were Laurie Burton, Executive Director and Lynn Varney, Assistant to the Executive Director. Chairman Spaulding called the meeting to order at 10:00 a.m.

2. Public Comment

There was no public comment.

3. Chairman's Comments

The Chairman wished everyone a happy 4th of July. He hoped everyone and their families stay safe.

4. Approval of remote May 28, 2020 COLA meeting minutes

Mr. Kravchuk moved to approve the May 28, 2020 COLA meeting minutes. Mr. Cutter seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

5. Approval of remote May 28, 2020 regular monthly meeting minutes

Mr. Kravchuk moved to approve the May 28, 2020 regular monthly meeting minutes. Mr. Manning seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

6. Approval and Signing of June 26, 2020 Office Payroll Warrant \$15,715.68

Mr. Kravchuk moved to approve the June 26, 2020 office payroll warrant of \$15,715.68. Mr. Manning seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

7. Approval and Signing of June 30, 2020 Administrative and Payroll Warrant

Mr. Kravchuk moved to approve the administrative and payroll warrant dated June 30, 2020 as presented:

Wire Transfer Payroll	Retiree payroll 6/30/2020 annuity paid	103,212.41
Wire Transfer Payroll	Retiree payroll 6/30/2020 pension paid	460,601.44
IRS Wire Transfer	Retiree payroll pension 6/30/2020 IRS tax	61,103.70
IRS Wire Transfer	IRS fbo Patrice Driscoll member refund	79.15
Patrice Driscoll-Stigliano	Member refund	316.62
MTRS	Transfer fbo Ashley Skeffington	2,090.23
MTRS	Transfer fbo Myles Johnston	4,196.28
Danvers Retirement System	2019 3(8)(c) Danvers	1,363.07
State Board of Retirement	2019 3(8)(c) State	40,586.74
Best Buy Bus. Advantage Acct	Board – 4 laptop bags	100.00
Comcast	Phone/Internet 5/2020	228.13
Purchase Power	Postage Machine May/June 2020	549.90
Laurie Burton	Reimbursement DocuSign	120.00
Laurie Burton	Reimbursement Zoom 5/28/2020-5/28/2021	149.90
National Grid	Electric office May 2020	40.51
National Grid	Gas office May 2020	<u>30.11</u>
	Total	\$674,768.19

Mr. Moak seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

8. Review and signing of March 31, 2020 Bank Statements & Trial Balance report

Mr. Kravchuk motioned to receive and file the March 31, 2020 Bank Statements and Trial Balances, seconded by Mr. Cutter. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

9. Retirement Application for Stephen Boulay, School Department, July 26, 2020

Mr. Manning motioned to approve the retirement application for Stephen Boulay, seconded by Mr. Cutter. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

10. Refund Request:

Name	Department	Amount	Service
1. Patrice Driscoll	School	\$395.77	2 months

Mr. Manning moved to approve the refund request for Patrice Driscoll of \$395.77 with 2 months of service. Mr. Moak seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

11. Transfer Request:

Name	Department	To	Amount	Service
1. Myles Johnston	School	MTRS	\$4,196.28	3 yrs, 1 mos

Mr. Cutter moved to approve the transfer to MTRS for Myles Johnston of \$4,196.28 with 3 years 1 months of service. Mr. Kravchuk seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

2. Ashley Skeffington	School	MTRS	\$2,090.23	9 months
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Mr. Cutter moved to approve the transfer to MTRS for Ashley Skeffington of \$2,090.23 with 9 months of service. Mr. Moak seconded the motion. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

12. PRIM monthly update May 31, 2020 PRIT G.A.A. \$86,754,153.98 and cash statements \$100,167.18

Mr. Manning moved to receive and file the May 31, 2020 PRIT GAA and Cash statements, seconded by Mr. Kravchuk. The motion was approved on a roll call vote: Mr. Cutter, yes, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

13. Next Board meeting – Thursday, July 30 2020 at 10:00am

Mr. Spaulding may not be able to attend the July meeting. Mr. Moak asked when the Board might be able to meet in person again in a larger venue. Mr. Manning stated that the City expected to be doing remote meetings for the rest of the summer. Mr. Moak asked about the staffing of the office. The office is fully operational but there are no in-person appointments at this time. Everything is being done by computer and telephone.

14. Executive Director's report

No report.

15. Motion to go into Executive Session and not to return to public session

At 10:19am Mr. Moak moved to enter into Executive Session for the purpose of approving the minutes of the April 24, 2020 Executive Session and not to return to public session, seconded by Mr. Kravchuk. The motion was approved on a roll call vote of 4 yes, 1 recused: Mr. Cutter, recused, Mr. Moak, yes, Mr. Manning, yes, Mr. Kravchuk, yes, Mr. Spaulding, yes.

Respectfully Submitted,

Lynn Varney,
Assistant to the Executive Director

Joseph Spaulding, Elected Member, Chair

Jeffrey Cutter, Elected Member, Vice-Chair

Ethan Manning, Ex-officio

Alexander Kravchuk, Board Appointee

John Moak, Mayor Appointee