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HAMPSHIRE COUNTY RETIREMENT BOARD MINUTES July 9 2025



A meeting of the Hampshire County Retirement Board convened on **Wednesday**, **July 9**, **2025** at 99 Industrial Drive, Suite 2, Northampton, MA 01060. The meeting was **called to order** at 9:03 a.m.

<u>ROLL CALL</u> showed Chairman Patrick E. Brock, Elected Members Jennifer LaFountain and Joseph Shea, Appointed Members Jane Wolfe and Joe Cook, Administrator Mary G. Baronas and Assistant Administrator Patricia M. Rutkowski were present.

Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to approve the minutes of June 11, 2025.

The following **DISBURSEMENTS** were reviewed and approved.

\$ 3,231,336.38	
	Annuity \$640,864.60
	Pension \$2,590,471.78
\$ 35,743.39	Staff Payroll, June 2025.
\$ 3,500.00	Board Member Stipend, Month of July 2025.
\$ 7,298.31	Hampshire County Group Insurance Trust, August 2025 Health Insurance Premium.
\$ 237.23	ACSA Group Insurance, July 2025 Dental Insurance Premium. (Paid 6/26/2025)
\$ 50.56	Boston Mutual, July 2025 Life Insurance Premium. (Paid 6/26/2025)
\$ 239.11	Comcast , For the period of 6/25/2025 – 7/24/2025. (Paid 6/30/2025)
\$ 4,400.00	Conz Street Realty, Inc., August 2025 Lease.
\$ 11,250.00	Dahab Associates , Consultant Fees for the period of 4/1/2025 – 6/30/2025.
\$ 33,701.27	Essex Regional Retirement System, 2024 3(8)(c) Reimbursement.
\$ 52.75	Eversource, Bill date 6/17/2025
\$ 78.00	Hackworth Systems, Alarm monitoring for the period of 7/1/2025 – 9/30/2025. (Paid 6/26/2025)
\$ 2,505.00	James H. Quirk, Jr. P.C., Legal services for the period of 2/4/2025 – 6/24/2025.
\$ 585.00	Mass Commercial Cleaning, Inc., June 2025 cleaning services.
\$ 706,833.18	Massachusetts Teachers' Retirement System, 2024 3(8)(c) Reimbursement.
\$ 497.02	National Grid, Period of 5/21/2025 – 6/24/2025.
\$ 64.67	Patrick Brock, Supplies at Costco.
\$ 787.17	Pitney Bowes Global Financial Services , Postage machine lease for the period of 4/30/2025 – 7/29/2025.
\$ 1,600.00	Purchase Power, Postage. (Paid 6/26/2025)

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\$ 1,737.50	TechMD, July 2025 Complete Support and Server Backup.
\$ 38.00	TechMD, July 2025 O365 Agreement.
\$ 7,500.00	UMass Boston, Recruitment services for Retiree Services Specialist position.
\$ 221.93	W.B. Mason Co., Supplies.
\$ 242.80	Xerox Corporation , Copier lease for the period of $5/21/2025 - 6/21/2025$.
\$ 722.15	Return of Accumulated deductions received in excess for the following retiree: P. Byrne.
\$ 63,040.15	Return of Accumulated deductions for the following inactive members: H. Casey, L. Currie, E. Herrera, D. King, M. Mayko, D. McNamee, P. Myrick, M. Prattico, H. Santiago, R. Squires, G. Wameling.

The following <u>SUPERANNUATION RETIREMENT APPLICATIONS</u> were reviewed. Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to approve the applications for Superannuation Retirement as follows:

	Unit	DOR:	Creditable	Annual
			Service	Allowance
Katherine A. Kelly- Regan	Granby	5/28/2025	28.7500	\$46,598.76
Deborah A. Kuhn	Gateway Reg School Dist	6/28/2025	28.8333	\$53,738.88

The following **PAYMENTS OF RETIREMENT BENEFITS** were reviewed and approved for disbursement:

\$ 4,393.90	Katherine A. Kelly-Regan , Retroactive payment for the benefit of May 2025 – June 2025.
\$ 441.69	Deborah A., Kuhn , Retroactive payment for the benefit of June 2025.

The following **PAYMENTS TO BENEFICIARIES** were reviewed and approved for disbursement:

\$ 621.28	Annie Dobbins, Beneficiary of Maeve L. O'Brien, Payment for ½ of the benefit of May 2025. (Paid 6/12/2025)
\$ 621.29	Ashlinn Ellis, Beneficiary of Maeve L. O'Brien, Payment for ½ of the benefit of May 2025. (Paid 6/12/2025)
\$ 663.62	Joyce V. Murphy, Beneficiary of Virginia M. Kirk, Payment for the benefit of June 2025. (Paid 6/23/2025)
\$ 316.50	James P. Pellerin, Beneficiary of Patricia A. Pellerin, Payment for the benefit of April 2025. (Paid 6/23/2025)
\$ 13.05	Robert Carver, Beneficiary of William H. Carver, Payment for 1/3 of the benefit of June 2025. (Paid 6/26/2025)



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\$ 13.05	Melanie Sanford, Beneficiary of William H. Carver, Payment for 1/3 of the benefit of June 2025. (Paid 6/26/2025)
\$ 13.04	Angela Costa , Beneficiary of William H. Carver , Payment for 1/3 of the benefit of June 2025. (Paid 6/26/2025)

The following **DISABILITY RETIREMENT APPLICATIONS** were reviewed.

Ms. Baronas reported that an Accidental Disability application has been filed by **Deane Messeck.**The application is complete. Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to accept the Accidental Disability Application and authorize a medical panel for Deane Messeck.



The list of PENDING RETIREMENTS was distributed for Board review.

The following MAKE-UPS AND REDEPOSITS FOR CURRENT MEMBERS were reviewed. Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to approve the following make-ups/redeposits for current members as noted:

Fred Bezio, request for a makeup of 8 months for service with the Town of Goshen during the period of 1/2022 - 6/30/2023.

Michael D. Caporello, request for a makeup of 1 year 9 months for service with the Amherst/Pelham Regional School District during the period of 8/23/2016 - 6/30/2018.

Cynthia A. Graves-Harrison, request for a makeup of 2 months for service with the Town of Belchertown during the period of 10/2/1999 - 10/20/2000.

Maureen F. Cavanaugh, request for a makeup of 1 year 2 months for service with the Town of South Hadley during the period of 3/7/2019 - 6/30/2023.

The following **TRANSFERS** were reviewed. Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to approve the following transfers as individually noted:

Tr	ansfer to Mas	sachusetts Teachers' Retirement System
\$	20,132.92	Usma S. Chaudhry , transfer with liability acceptance of 7 years 10 months for service with the Town of Granby during the period of 8/27/2015 – 8/25/2024.
\$	3,303.71	Brandi E. Kendall , transfer with liability acceptance of 1 year 9 months for service with the Town of Granby during the period of 9/1/2022 – 8/31/2024.
\$	12,584.92	Kerry-Ann G. Green-Morgan , transfer with liability acceptance of 4 years 8 months for service with the Town of Amherst and the Amherst/Pelham Regional School District during the period of 8/28/2018 – 8/31/2023.
\$	0.00	Alfred Venne, liability acceptance of 10 months for service with the Town of Williamsburg during the period of 8/1995 – 6/1996. Original transfer on 9/23/1996 had no liability acceptance due to deductions were received in error. DALA decision states that any system which holds contributions from a member for longer than one year, even erroneously, must accept liability.
\$	9,802.61	Kristin E. Ouelette , transfer with liability acceptance of 4 years 8 months for service with the Town of Amherst during the period of 8/30/2012 – 8/31/2017.

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\$	9,579.79	Sarah E. Cohen , transfer with liability acceptance of 4 years 7 months for service with the Town of Amherst during the period of $9/28/2016 - 9/6/2021$.
\$	12,480.90	Spencer P. McIntyre , transfer with liability acceptance of 5 years 5 months for service with the Amherst/Pelham Regional School District during the period of $10/4/2016 - 8/31/2022$.
Tr	ansfer to Gree	enfield Retirement Board
\$	5,960.27	Hunter A. Zygmont , transfer with liability acceptance of 1 year 2 months for service with the Town of Ware during the period of $10/16/2023 - 12/20/2024$.
Tr	ansfer to Wor	cester Regional Retirement System
\$	25,053.40	Joseph P. Harper , transfer with liability acceptance of 6 years 4 months for service with the Town of Ware during the period of $4/30/2018 - 10/1/2024$.
\$	11,494.16	Matthew D. Spellman , transfer with liability acceptance of 2 years 2 months for service with the Town of Ware during the period of 9/12/2022 – 11/25/2024.
\$	44,411.82	Kyle P. Whitcomb , transfer with liability acceptance of 8 years 6 months for service with the Town of Ware during the period of $11/24/2015 - 6/12/2024$.
Tr	ansfer to Berl	kshire County Retirement System
\$	28,676.30	Susan I. Gregory , transfer with liability acceptance of 5 years 3 months for service with the Hampshire County Regional Housing Authority during the period of 4/11/2009 – 10/9/2020.
Tr	ansfer to Han	npden County Regional Retirement Board
\$	95,097.51	Michael F. Minahan , transfer with liability acceptance of 1 year 3 months for service with the Town of Hadley during the period of $1/13/2024 - 5/10/2025$.

The following <u>MAKE-UPS AND REDEPOSITS FOR FORMER MEMBERS</u> were reviewed. Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to approve the following make-ups/redeposits for current members as noted:

Worcester Regional Retirement System requesting liability acceptance for Tia Durand-Paradis who wishes to redeposit a prior refund. Accept liability of 1 year 5 months for service with the Town of Ware during the period of 6/29/2009 - 1/29/2011.

Berkshire County Retirement System requesting liability acceptance for **Jennifer M. Schwenk** who wishes to redeposit a prior refund. Accept liability of 11 months for service with the Chesterfield/Goshen Regional School District during the period of 8/29/2017 – 8/31/2018.

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Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to accept **16 new members** for July 9, 2025, as summarized:

Group 1	Group 2	Group 4	Total
15	0	1	16

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The following **INVESTMENT & FINANCIAL STATUS REPORTS** were discussed and action was taken as individually noted:

The Board reviewed the Asset Allocation Report for May 2025.

The Board reviewed the Investment Custody Reports for the Months of May 2025 – July 2025.

The Board reviewed the Cash Flow Report & Administrative Budget Report.

The Board reviewed the Appropriations Paid Report.

The Board reviewed the Accounting Reports for the Months of May 2025

The Board reviewed the Bank Reconciliations for June 2025.

The following **ADMINISTRATIVE ISSUES** were discussed and action was taken as individually noted:

Ms. Rutkowski reported the position of Retirement Services Specialist was offered to and accepted by Diana Monahan. She is scheduled to start July 28, 2025.

Mr. Brock reported that a temporary salary increase was given to Ms. Rutkowski to cover the leave of absence of Ms. Baronas. Upon Ms. Baronas return a staff vacancy occurred therefore the temporary salary increase was extended for Ms. Rutkowski to the vacancy. The vacancy has been filled and Ms. Rutkowski will be responsible to train the new staff member. The temporary salary increase will continue for the period of training.

Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to change the December 10, 2025 Board Meeting time from 9:00 a.m. to 1:00 p.m.

Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to authorize travel and reimbursement of expenses for the Board Members and Staff Members as determined by the Chairman to attend **2025 MACRS Fall Conference**, December 7 – 10, 2025.

The following **PERAC Memo/News** were noted as having been distributed, upon their receipt, for Board review.

PERAC Memo #16/2025 - Tobacco Company List

PERAC Memo #17/2025 - Revised Language for Benefit Calculation Approval Letters

PERAC Memo #18/2025 - Cyber Attack

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PERAC Memo #19/2025 – Updated Member and Beneficiary Refund Forms & IRS Special Tax Notice

PERAC Memo #20/2025 - Mandatory Retirement Board Member Training - 3rd Quarter 2025

Future Board meetings are scheduled for:

August 6, 2025 – Monthly Meeting September 10, 2025 – Monthly Meeting & Investment Review

Upcoming Events are noted as follows:

*2025 MACRS Fall Conference, December 7 – 10, 2025, Springfield, MA.

* Noted programs have been approved by the Board for attendance and expenses

Upon Ms. Wolfe's motion and Mr. Cook's second, the Board voted unanimously to **adjourn** the meeting at 9:59 a.m.

Respectfully submitted,

**Tatricia M. Rutkowski, Assistant Administrator*

Approved by the Hampshire County Retirement Board:

Patrick E. Brock, Chairman

Joseph Shea, Elected Member

Joe Cook, Appointed Member

Jennifer LaFountain, Elected Member

Jane Wolfe, Appointed Member