

EASTHAMPTON RETIREMENT BOARD  
FEBRUARY 23, 2023

The Easthampton Retirement Board met in-office on February 23, 2023. Members present: Donald Emerson, Connie Sullivan, Hetal Patel, David Mottor and Jessica Hebert. Also attending was Kymme Wood Director. Chairman- Donald Emerson called the in-office meeting to order at 1:30pm

- Voted            On a motion by Connie Sullivan and seconded by Jessica Hebert to approve the minutes from January 24, 2023 regular meeting. Voted unanimously
- Informed        Kymme informed the Board, the additional 2% COLA for FY 2023 with retro to July will be paid to those retirees in the February pension check.
- Informed        Kymme announced the next FY 2024 COLA meeting for March 28, 2023. Kymme had the memo posted on the City's website and notified all Retirees in there February pension checks. Kymme is looking for an approval to set the date.
- Vote             On a motion by Connie Sullivan and seconded by David Mottor to approve the FY 2024 COLA meeting for March 28, 2023. Voted unanimously
- Discuss         Kymme provided a finished copy of the 2022 Annual Financial Statement to all Board members in there packets to review. She reviewed all financials and some market/PRIM changes from last year compared to 2021. Kymme informed the Board of the new process on uploading the statement into PROSPER. It will be uploaded today. All Board members will get notification to electronically sign it. Once all signed, Kymme can submit to PERAC for approval In addition to the new process, Kymme is looking for Board approval of the 2022 Annual Financial Statement today.
- Vote             On a motion by Connie Sullivan and seconded by David Mottor to approve the 2022 Annual Financial Statement. Voted unanimously
- Informed        Kymme reminded all Board members on the Statement of financial interest form due by May 1, 2023. It is processed through PROSPER. Kymme stated if anyone needs help, she will assist.
- Discuss         Kymme provided the Board with the final election notice stating the process and deadlines. It will be posted on February 27, 2023-April 10, 2023 in various locations
- Discussed      Kymme provided all Board members with 2 policies from the Personnel office. They are issued annually and the signed acknowledgement needs to be returned to Kymme and she will forward them to Personnel. Kymme received all today.
- Voted            On a motion by Connie Sullivan and seconded David Mottor to approve the Refund of Deductions for Sheila Streeter, Para Nurse, City of Easthampton. Voted unanimously
- Voted            On a motion by Connie Sullivan and seconded David Mottor to approve the Transfer of Deductions for Brenda Church, Building Commissioner, Deductions only to Berkshire Retirement Board. Tessie Maxwell, Paraprofessional, transfer to MTRS. Lindsey Werbiskis, Paraprofessional, Transfer to MTRS. Voted unanimously

- Voted On a motion by David Mottor and seconded by Connie Sullivan to approve the following new member: Ye Zheng, Para educator, School Department, City of Easthampton, 2/13/2023  
Voted unanimously
- Voted On a motion by Jessica Hebert and seconded by Hetal Patel to approve the Trial balance for January. Voted unanimously.
- Voted On a motion by Hetal Patel and seconded by Jessica Hebert to approve Warrant #2 for \$620,861.25. Voted unanimously.

New Business:

- Discussed Kymme announced that the MACRS conference will be June 4th-June 7th and she has started to look at hotels. She has called the Hyannis Convention center to inquire on the type of renovations that are being done. The new ownership has been working on many yet some may not be done before June. She called last year's hotel and they are sold out. Kymme provided 2 hotels to the Board and the consensus is for the Hyannis harbor hotel. She will accept the agreement and looking for Board approval on all travel and Registration for MACRS.
- Voted On a motion David Mottor and Connie Sullivan to approve all travel and Registration to MACRS. Voted unanimously
- Voted On a motion by David Mottor and Connie Sullivan to adjourn the Board meeting at 2:00pm.  
Voted unanimously

Items enclosed in the Board packet:

- Agenda. Draft Minutes
- Election Posting- Final
- Warrant #2, Trial balance/Cash Reconciliation for January
- FY2023 additional 2% COLA letter to those Retirees
- FY 2024 COLA meeting notice
- Annual Financial Statement 2022
- 2 city policies and acknowledgement forms
- Kymme Wood- time used schedule
- PERAC Memos, PRIM/PRIT update memo, Members' files available for New Member info, transfers, refunds, Rollover, Retirements, buybacks, and makeups.
- Members Certificate

The next regular Board Meeting will take place March 28, 2023 at 1:30pm. In-office.

Respectfully submitted,

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Donald C. Emerson-Chairman

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Cornelius E. Sullivan-Vice Chairman

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David Mottor

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Hetal Patel

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Jessica Hebert