

SALEM RETIREMENT BOARD  
OPEN SESSION MEETING MINUTES  
DECEMBER 18, 2024  
12:30 P.M.

In attendance at this regular meeting of the Salem Retirement Board (“the Board”), via Teams webinar, were Anna E. Freedman (Chair), Lisa J.B. Peterson, Robert W. Callahan, Sarah M. Hayes, and Matt Venno. Also in attendance were ADR applicant Richard J. Bobola, Deputy Director Jamie Godjikian, and Executive Director Paul Findlen

Remote Participation Announcement

Ms. Freedman announced that, “pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the passage of Section 4 of Chapter 107 of the Acts of 2022 on July 16, which includes an extension, until March 31, 2025, as amended by the passage of Chapter 2 of the Acts of 2023, of the remote meeting provisions of his March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law, this meeting of the Salem Contributory Retirement Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. Persons who would like to listen or view this meeting while in progress may do so by visiting <https://microsoft.com/microsoftteams>, entering meeting ID # ‘274 494 245 880 as directed on the webpage, and clicking ‘Join’. Follow the on-screen instructions to join the meeting. You can also dial a toll-free phone number at 1-872-212-4377 to join the meeting. When prompted, enter Phone Conference ID # ‘234 417 243#’ and then follow the instructions to join the meeting. All votes taken by this body shall be by roll call vote. To offer public comment, participants may click the ‘Raise Hand’ button or, if on the phone, may press \*5 to raise their hand to speak.”

**I. Executive Session**

On a motion made by Mr. Callahan and seconded by Ms. Peterson, the Board voted by roll call to enter into Executive Session under Purpose 1 of the Open Meeting Law and in compliance with exemption (c) of the Public Records Law (G.L. c. 4, s. 7(26)(c)) exempting personnel and medical files or information and other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy. On roll call, the vote was as follows:

VOTED:	Robert W. Callahan	Yes
	Chair Anna E. Freedman	Yes
	Sarah M. Hayes	Yes
	Lisa J.B. Peterson	Yes
	Matt Venno	Yes

At approximately 12:38 p.m. the Board went into Executive Session. The Chair stated that the Board would return to Open Session.

At approximately 12:55 p.m. the Board reconvened in Open Session and the Chair announced the Board's actions during Executive Session on the following items:

## **ACCIDENTAL DISABILITY RETIREMENT**

### **1. Richard J. Bobola**

The Board reviewed an application for Accidental Disability Retirement benefits submitted on behalf of Richard J. Bobola, HVAC Technician for the City of Salem School Department, along with a statement submitted by Mr. Bobola's employer, an official job description, a statement submitted by Mr. Bobola's treating physician, as well as an injury report and various medical records. The Board also reviewed the medical panel results submitted on behalf of Mr. Bobola and a recommendation provided by Board Attorney Thomas Gibson. On a motion made by Mr. Veno and seconded by Mr. Callahan, to accept the medical panel certifications and approve the application submitted on behalf of Richard J. Bobola, HVAC Technician for the City of Salem School Department, the roll call vote was as follows:

VOTED:	Robert W. Callahan	Yes
	Anna E. Freedman	Yes
	Sarah M. Hayes	Yes
	Lisa J.B. Peterson	Yes
	Matt Veno	Yes

Mr. Bobola left the meeting at approximately 12:48 p.m.

### **2. Timothy Flynn**

The Board reviewed an application for Accidental Disability Retirement benefits submitted on behalf of Timothy Flynn, Firefighter for the City of Salem Fire Department, along with a statement submitted by Mr. Flynn's employer, an official job description, a statement submitted by Mr. Flynn's treating physician, as well as a pre-employment physical and various medical records. The Board also reviewed the medical panel results submitted on behalf of Mr. Flynn and a recommendation provided by Board Attorney Thomas Gibson. On a motion made Mr. Callahan and seconded by Ms. Hayes, to accept the medical panel certifications and approve the application submitted on behalf of Timothy Flynn, Firefighter for the Salem Fire Department, the roll call vote was as follows:

VOTED:	Robert W. Callahan	Yes
	Anna E. Freedman	Yes
	Sarah M. Hayes	Yes
	Lisa J.B. Peterson	Yes
	Matt Veno	Yes

## **II. Regular Matters of Business**

### Meeting Minutes

The minutes of the previous regular Board meeting, held on November 20, 2024, were reviewed. On a motion made by Mr. Veno and seconded by Mr. Callahan, the Board voted by roll call: Mr. Callahan, yes, Ms. Freedman, yes, Mr. Veno, yes, Ms. Hayes, yes, Ms. Peterson, yes, to approve the November regular meeting minutes as submitted.

The minutes of the special Board meeting, held on November 25, 2024, were reviewed. On a motion made by Ms. Hayes and seconded by Mr. Callahan. Mr. Callahan, yes, Ms. Hayes, yes, Mr. Veno, yes, Ms. Peterson, yes, Ms. Freedman, yes, to approve the November special meeting minutes as submitted.

### December Warrants

Mr. Findlen noted some of the disbursements that were made as part of the ongoing improvements being made to the office, including the replacement of old equipment and furniture, as well as a disbursement for office painting. Mr. Findlen also noted a disbursement for the first installment toward new office furniture. On a motion made by Mr. Veno and seconded by Ms. Hayes, the Board voted by roll call: Mr. Callahan, yes, Ms. Hayes, yes, Mr. Veno, yes, Ms. Peterson, yes, Ms. Freedman, yes, to approve the December Disbursements as submitted.

### Refund, Rollover, and Transfer Report

All refunds, rollovers, and transfers included in the December warrant were reviewed and acknowledged by the Board.

### Recent Enrollments

The recent new enrollments were reviewed and acknowledged by the Board.

### Member Deaths

All recent deaths were reviewed and acknowledged by the Board.

### Service Purchases

There were no new service purchase applications that required the Board's attention.

## **III. Treasurers report**

Mr. Findlen presented the Board with the November cash reconciliation report. On motion made by Mr. Callahan and seconded by Ms. Peterson, the Board voted by roll call: Mr. Callahan, yes, Ms. Hayes, yes, Ms. Freedman, yes, Ms. Peterson, yes, Mr. Veno, yes, to acknowledge the November Treasurers report.

## **IV. Executive Director's Report**

Ms. Freedman noted that the Salary Agreement drafted by the Board had been signed by both Mr. Findlen and Ms. Freedman and will take effect as of January 1, 2025. Mr. Findlen presented the Board with a report on all cash receipts for the month of November as well as a trial balance of the year's accounting through the end of November. Mr. Findlen reported that PRIT Core Fund experienced a loss of approximately 1.43% in the month of October, reducing the fund's return to 8.12% growth for the calendar year. On a motion made by Ms. Hayes and seconded by

Mr. Veno, the Board voted by roll call: Mr. Callahan, yes, Ms. Hayes, yes, Ms. Peterson, yes, Mr. Veno, yes, Ms. Freedman, yes, to acknowledge the Executive Director's Report.

#### **V. PERAC Memos**

There were no recent PERAC memos that required the Board's attention.

#### **VI. Fifth Member Appointment**

Mr. Findlen presented the Board with a proposed timeline for the appointment of the Fifth Member of the Board to a new term, set to commence on March 24<sup>th</sup>, 2025. Mr. Findlen also presented the Board with a draft posting announcing the forthcoming new term, which outlined the requirements expected of the Fifth member, as well as the prohibitions that would disqualify an individual from being eligible to serve as the Fifth member. The posting will be posted on The SCRB's website as well as PERAC'S website. Applications must be returned by Friday, January 24, 2025, so that the Board may review them at the January regular meeting of the Board. On a motion made by Mr. Callahan and seconded by Mr. Veno, the Board voted by roll call: Ms. Hayes, yes, Mr. Callahan, yes, Ms. Peterson, yes, Ms. Freedman, yes, Mr. Veno, yes, to acknowledge the schedule of the Fifth Member timeline and approve the Fifth Member posting.

#### **VII. Election Results**

Mr. Findlen presented the Board with the SCRB 2024 election results. Mr. Findlen reported that both Ms. Hayes and Mr. Callahan were re-elected to the Board, with Ms. Hayes receiving 321 votes and Mr. Callahan following close behind with 302 votes. Former Treasurer and current retiree, Kathleen McMahan, also ran a competitive campaign and received 103 votes. Results were certified and sent to the Mayor's office and PERAC.

#### **VIII. Old Business**

There were no old business matters that required the Board's attention.

#### **IX. New Business**

The Board scheduled its next regular meeting, which will be held on Monday, January 27, 2025, at 12:00 p.m. On a motion made by Ms. Hayes and second by Mr. Callahan, the Board voted by roll call: Ms. Hayes, yes, Ms. Peterson, yes, Mr. Callahan, yes, Ms. Freedman, yes, Mr. Veno, yes to adjourn the meeting at 1:37 p.m.

---

Anna E. Freedman, Chair

---

Lisa J.B. Peterson

---

Robert W. Callahan

---

Sarah M. Hayes

---

Matt Veno

- Agenda for December 18, 2024, SCRB Board meeting
- November 20, 2024, Minutes
- November 25, 2024, special meeting minutes
- December Cash Disbursements
- December Refund/Roll over/Transfer warrant
- New Enrollments
- Deceased Report
- November Cash Reconciliation
- November Cash Receipts
- November Trial Balance
- October2024 PRIT statement
- October 2024 PRIM performance update
- Fifth Member Appointment (timeline)
- Fifth Member Posting