

MINUTES OF MEETING December 19, 2025

The regular monthly meeting of the Northampton Retirement Board was called to order by Chairperson Charlene Nardi at 1:30 p.m.

Members present were Kala Fisher, Charlene Nardi, Thomas Sullivan and Tammy Suprenant. Also present were Administrator David Shipka and Associate Retirement Specialist Elsie Vazquez.

The meeting was held remotely via Zoom teleconference pursuant to the Open Meeting Law provisions in Chapter 2 of the Acts of 2025.

Visitors

None

New Business

The Administrator updated the Board on recent regular compensation issues involving payments for temporary working in another capacity and working second positions within the same retirement system. Following recommendation of legal counsel the Board determined that certain payment types did not qualify as regular compensation for failing to meet the minimum standard of being “guaranteed, of indefinite duration, recurring, and regular” as stated in the December 2024 Contributory Retirement Appeals Board decision of Dudley v. Leominster.

On a motion made by Mr. Sullivan and seconded by Ms. Suprenant, the Board voted unanimously by roll call (4-0) to direct the Administrator to inform payroll officers to cease withholding retirement deductions from payments received for working in another grade or capacity, such as Officer-In-Charge pay, and any other payment resulting from the temporary coverage of another employee. The decision does not include employees officially reassigned by appointment to another position, such as “Acting *Department Head*” (Fisher: Yes, Nardi: Yes, Sullivan: Yes, Suprenant: Yes).

On a motion made by Mr. Sullivan and seconded by Ms. Suprenant, the Board voted unanimously by roll call (4-0) to direct the Administrator to inform payroll officers to cease withholding retirement deductions from payments received for working secondary positions with irregular hours, including the After School/School Enrichment program and other positions without a predefined schedule. (Fisher: Yes, Nardi: Yes, Sullivan: Yes, Suprenant: Yes).

In both decisions, the change is effective on February 8, 2026, which is the first day of the second City payroll period in February.

Regular Business

The Board received applications for the following new members:

Angel Arroyo (DPW)
Jordan Reed (School)
Michael Krstyen (Collector/Parking)

On a motion made by Ms. Suprenant and seconded by Mr. Sullivan, the Board voted unanimously by roll call (4-0) to accept the aforementioned new member(s) (Fisher: Yes, Nardi: Yes, Sullivan: Yes, Suprenant: Yes).

The Board received superannuation retirement application(s) for the following members:
None

The Board reviewed retirement allowances for the following retirees/survivors:
None

The Board reviewed the following deceased member(s)/retiree(s)/survivor(s):
None

The Board reviewed the minutes of the following meeting(s):
Minutes for the regular meeting held on November 25, 2025

On a motion made by Ms. Suprenant and seconded by Mr. Sullivan, the Board voted by roll call (3-0) to approve the aforementioned minutes (Fisher: Yes, Sullivan: Yes, Suprenant: Yes). Ms. Nardi abstained.

Ms. Suprenant reported that as part of an executive records release review with the Administrator, it was determined that of the materials reviewed, no executive session records qualified to be released at this time. The Board will continue to review its executive session minutes for potential release.

Minutes for the Executive Session meeting held on November 25, 2025

On a motion made by Ms. Suprenant and seconded by Ms. Fisher, the Board voted by roll call (3-0) to approve the aforementioned minutes (Fisher: Yes, Sullivan: Yes, Suprenant: Yes). There was no discussion of Executive Session minutes. Ms. Nardi abstained.

The Board reviewed the following warrants:
Pension payroll warrant totaling \$1,198,973.52
Accounts payable warrant totaling \$142,733.95

On a motion made by Mr. Sullivan and seconded by Ms. Suprenant, the Board voted unanimously by roll call (4-0) to approve the aforementioned warrants (Fisher: Yes, Nardi: Yes, Sullivan: Yes, Suprenant: Yes).

The Board reviewed the following financial report(s) prepared by the Administrator:

October Cashbooks

The Board reviewed the following financial statement(s):
The de Burlo Group Statement/Update for November
PRIT Statement/Update for November

The Board reviewed the following wire transfers for the current month:
\$995,000 from M&T Bank to Florence Bank
\$18,593.40 from PRIM to M&T Bank (distribution)

The Board reviewed the Treasurer's report on the Florence Bank account for November
Bank statement: \$479,987.84
Outstanding disbursements/unrecorded receipts: \$464,480.52
Adjusted bank balance: \$15,507.32
Outstanding receipts: \$26,856.42
Trial Balance end of month balance: \$42,363.74

The Board reviewed the following make-up/buyback requests:
None

The Board reviewed the following correspondence:
PERAC Memo #33: Violent Act Injury Disability - Recent Legislative Changes
PERAC Memo #34: Proposed Amendment to Electronic Signature Regulations
PERAC Memo #35: Disability Data Changes

Old Business

The Board discussed rankings on the proposals received for the Legal Services RFP following the interviews conducted on December 18th. The Board ranked all three firms favorably.

The Law Offices of Thomas F. Gibson ranked highest overall. Mr. Sullivan was impressed with the firm's qualifications and thought the fact they have both board and member clients demonstrated a beneficial perspective. Ms. Suprenant added that the firm's recent addition of Uyen Tran brought valuable knowledge from her work chairing the Contributory Retirement Appeals Board, and noted her former ties to the Northampton area. Ms. Nardi agreed and thought the firm would be like-minded in terms of the legal counsel provided by Mr. Quirk.

Following the discussion, on a motion made by Mr. Sullivan and seconded by Ms. Suprenant, the Board voted unanimously (4-0) by roll call to award the contract for legal services to the Law Offices of Thomas F. Gibson (Fisher: Yes, Nardi: Yes, Sullivan: Yes, Suprenant: Yes).

Other Business

None

Adjournment

On a motion made by Ms. Fisher and seconded by Mr. Sullivan, the Board voted unanimously (4-0) by roll call to adjourn the meeting at 2:19 p.m. (Fisher: Yes, Nardi: Yes, Sullivan: Yes, Suprenant: Yes).

The next regular meeting is scheduled for Tuesday, January 27, 2026 at 1:30 pm via Zoom.

Respectfully Submitted,

David Shipka, Administrator

THESE MINUTES WERE APPROVED BY THE NRB ON 1/27/2026

APPROVED:

_____ **Charlene Nardi, Chairperson**

_____ **Kala Fisher**

_____ **Not Present** _____ **Karen Lafleche**

_____ **Thomas Sullivan**

_____ **Tammy Suprenant**