May 20, 2026

The meeting of the Middlesex County Retirement Board convened at 1:00 P.M. Present at the Board's offices were Chairman Thomas Gibson and Board members John Brown, Brian Curtin, Robert Healy, and Joseph Kearns. Lisa Maloney, Chief Administrative Officer, and Kellie Daigle, Assistant Executive Director, were also present.

The meeting opened with the Pledge of Allegiance. The Board then met with Ms. Maloney and Ms. Daigle to discuss the two interviews scheduled today for candidates applying for the Financial Assistant position. Ms. Maloney and Ms. Daigle had previously interviewed the applicants, and Ms. Maloney had also completed reference checks.

The candidates presented for the Board's consideration were Daniel Merz and Marci Miller. The Board interviewed each candidate independently, inquiring as to their interest in public service, overall strengths, weaknesses, and work style. After the interviews were completed, the Board discussed the merits of each finalist. While the Board was impressed with each candidate, it selected the individual who most closely aligns with its current needs, based on the recommendations of Ms. Maloney and Ms. Daigle.

After review,

> **On motion duly made by Mr. Curtin, seconded by Mr. Brown, it was moved to offer the position of Financial Assistant to Daniel Merz.**
>
> **The motion passed.**

At this time, Ms. Daigle was excused from the meeting, and the Board welcomed Attorney Kier Wachterhauser of Murphy, Hesse, Toomey & Lehane to review revisions to the Employee Handbook. The Board engaged in a detailed discussion regarding the establishment of a CORI policy, employee benefits, meal breaks, and related matters.

At 3:10 P.M., Mr. Curtin departed the meeting. The Board requested that Attorney Wachterhauser prepare a final draft of the handbook for its consideration at the June meeting.

At 3:35 P.M., Attorney Wachterhauser departed the meeting. The Board then took a five-minute recess and reconvened at 3:40 P.M.

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Chief Administrative Officer's Report

Ms. Maloney referred the Board members to her written summary of the System's activities since the April Board meeting.

With respect to upgrading the pension application software, Ms. Maloney reported that staff attended demonstrations by PTG and Bay State Pension Solutions of their respective software platforms. Staff will meet with Jeff Ziplow of Cyber Care Resources next week to share their feedback.

Following that discussion, a list of open issues and outstanding questions, along with a request for a cost proposal, will be sent to each vendor. Mr. Ziplow will attend the June Board meeting to present this information for the Board's consideration.

Ms. Maloney addressed the parking lot repair. The Building Subcommittee received and reviewed the final addendum report from LKB Engineering. The cost proposal reflects the intended repairs based on current light usage and excludes the side parking lot.

After review,

> **On motion duly made by Mr. Healy and seconded by Mr. Kearns, it was moved to accept the Subcommittee's recommendation to adopt LKB Engineering's cost proposal in the amount of $310,536 for parking lot repairs.**
>
> **The motion passed.**

Ms. Maloney then presented the HVAC repairs identified during the annual maintenance inspection, outlining the required work and associated costs.

Next, Ms. Maloney reported the maintenance contract for the building's fire protection systems is due for renewal. She presented cost proposals from Bride-Grimes, Inc., Hiller, and Masse Fire Protection Services.

After review,

> **On motion duly made by Mr. Brown and seconded by Mr. Healy, it was moved to award the maintenance contract for the building's fire protection systems to Bride-Grimes, Inc.**

The motion passed.

Ms. Maloney further reported that during the annual maintenance of the fire protection systems, it was discovered that the sprinkler system required repairs to be brought into compliance with code. She presented cost proposals from Bride-Grimes, Inc., Masse Fire Protection Services, and Sciens.

After review,

On motion duly made by Mr. Brown and seconded by Mr. Kearns, it was moved to award the sprinkler repair contract to Bride-Grimes, Inc.

The motion passed.

Ms. Maloney reported that Stubblebine Company, a provider of commercial real estate brokerage services, has buyers interested in light industrial space. The Board directed Ms. Maloney to invite their representative to the June Board meeting to discuss different scenarios for moving forward with the building.

With respect to the website redesign, Ms. Maloney announced the new website launched on May 13, 2026.

There being no further business to come before the Board, on motion duly made by Mr. Brown, seconded by Mr. Kearns, it was moved to adjourn at 4:20 P.M.

Thomas F. Gibson, Chairman

Brian P. Curtin

Brian P. Curtin, Vice Chairman

John Brown, Elected Member

Joseph Kearns, Elected Member

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Robert Healy, Appointed Member

Regular Session Documents

1. Financial Assistant Job Posting and Candidate Resumes
2. HVAC Repair Quote
3. LKB Engineering Addendum Report
4. Fire Protection Maintenance Contract Cost Proposals from Bride-Grimes, Hiller, and Masse Fire Protection Services
5. Sprinkler Repair Cost Proposals from Bride-Grimes, Masse Fire Protection Services, and Sciens
6. Chief Administrative Officer's Report