

**HAMPDEN COUNTY REGIONAL
RETIREMENT BOARD**

**MINUTES OF MEETING
December 3, 2025**

The regular monthly meeting of the Hampden County Regional Retirement Board took place at the Agawam Corporate Center, 67 Hunt Street, Suite 202, Agawam, Massachusetts. The meeting was conducted in person at the Retirement Board office. The Chairman called the meeting to order at 10:07 A.M.

THOSE BOARD MEMBERS IN ATTENDANCE:

Karl J. Schmaelzle, Chairman/Treasurer present in office
Robert Taylor, Member – not present
Patrick E. O’Neil, Member – present in office
Dawn M. Fonte, Member –present in office
Steven Castelli Member – present in office

BOARD STAFF IN ATTENDANCE:

Atty. Edward Pikula -present in office
Karen Martin, Executive Director-present in office

1. **ACCIDENTAL DISABILITY:** Mr. Castelli tabled the accidental/ ordinary disability application after the board members reviewed the documents provided to them. The board members had questions due to the lack of information provided in the documents and Mr.Hitchborn was unable to attend the meeting in person or via zoom. The application has been tabled until next month board meeting on January 7, 2026. Mr. O’Neil seconded the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O’Neil – Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

2. **MINUTES:** Mr. O’Neil made a motion to approve and sign the regular board meeting minutes from November 5, 2025, board meeting. Mr. Castelli seconded the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O’Neil – Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

3. **WARRANTS:** Mr. O’Neil made a motion to reaffirm the warrants issued November 28, 2025. Ms. Fonte seconded the motion, and the roll call was Ms. Fonte – Yes; Mr. O’Neil – Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

WARRANTS: Vote to reaffirm the following warrants issued Nov 28, 2025		
#51 Salary 1-4		\$ 28,157.32
#52 Board Member's Compensation		\$ 2,833.33
#53 Refunds and Transfers to Other Systems		\$ 126,477.49
#54 Monthly Expenses		\$ 35,113.17
#55 A Monthly Retirement Allowances		\$ 4,927,319.43
#55 B 3(8)(c) Payments		\$ 28,876.47

4. **BALANCES:** The Board members reviewed copies of the checking & savings account statements from Peoples Bank and Berkshire Bank that were provided in their packets along with reconciled records for the checking account. Mr. O’Neil made a motion to approve the account balances for October 31, 2025. Mr. Castelli seconded the motion, and the roll call vote was Ms. Fonte - Yes; Mr. O’Neil – Yes; Mr. Castelli – Yes; and Chairman Schmaelzle - Yes. Motion approved 4-0.

BALANCES: 10/31/2025		
BERKSHIRE BANK: Vote to accept the reconciled balances as of Oct 31, 2025.		
Money market ACH Account Bal as of Oct 31, 2025		\$ 138,445.28
Money market Account Bal as of Oct 31, 2025		\$ 2,534,784.61
Checking Account Bal as of Oct 31, 2025		\$ 1,545,551.32
PEOPLES BANK: Vote to accept the reconciled balances as of Oct 31, 2025		
Money market Account Bal as of Oct 31, 2025		\$ 182.49
Checking Account Bal as of Oct 31, 2025		\$ 30.16

5. **TRANSFER:** Mr. Castelli made a motion to reaffirm the transfer amount for the warrants for Nov 28 2025. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Fonte - Yes; Mr. O'Neil - Yes; Mr. Castelli - Yes; and Chairman Schmaelzle - Yes. Motion approved 4-0.

TRANSFER:	Vote to reaffirm transfer amount for Warrants	
A.	Needed for warrants:	\$ 5,148,777.21
B.	Transfer for warrants:	\$ 5,500,000.00
	From Berkshire M.M. to Berkshire Ckg	

6. **NEW ALLOWANCES:** Ms. Fonte made a motion to reaffirm the new retirement Allowances paid on 11/28/2025. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Fonte - Yes; Mr. O'Neil - Yes; Mr. Castelli - Yes; and Chairman Schmaelzle - Yes; Motion approved 4-0.

NAME	TOWN	DATE OF RETIREMENT
Kaczman, Lynn M.	Agawam	9/12/2025
Faillace, Sharon	Agawam	9/16/2025
Baines, Denise J.	Ludlow	9/15/2025
Santucci, Cindy G.	Ludlow	9/2/2025
Gosselin, Elaine M.	HWRSD	9/30/2025
Royce, James R.	Wilbraham	10/16/2025
Knox, Yvonne K.	Brookfield & Wales	9/2/2025

7. **APPLICATIONS FOR RETIREMENT:** Mr. Castelli made a motion to approve the new retirement applications. Ms. Fonte seconded the motion, and the roll call vote was Ms. Fonte - Yes; Mr. O'Neil - Yes; Mr. Castelli - Yes; and Chairman Schmaelzle - Yes; Motion approved 4-0.

Name	Unit	Date of Retirement	Group	Age	Service
Mercadante, Jolene M.	Agawam	12/1/2025	1	60-06	38-01
Ayotte, Pamela A.	Agawam	1/6/2026	1	62-06	14-02
Gore, Sue	Southwick	11/18/2025	1	65-06	32-00
Fortunato, Bernadine M.	HWRSD	1/31/2026	1	66-08	31-00
Foucher, Sheila M.	Monson	1/9/2026	1	65-00	26-02
Tryon, Jeanne M.	Wilb. Housing	12/1/2025	1	74-02	10-03
Stacy, Loretta M.	Monson	11/28/2025	1	70-01	17-08
Bishop, Diane L.	East Longmeadow	1/9/2026	1	67-01	30-04
Storey, Sherry L.	Pathfinder	11/18/2025	1	59-08	26-09
McCaslin, Laurie A.	Agawam	12/1/2025	1	64-01	21-09
Carr, Jackeline T.	HWRSD	12/5/2025	1	58-02	26-09
Sprinthall, Karen S.	Longmeadow	12/21/2025	1	65-00	13-08

8. **INVESTMENT TRANSACTIONS:** The board reviewed statements provided by the PRIT fund cash account and general allocation account as provided in the monthly packet each board member received prior to this meeting.

9. **PRIT FUND TRANSFER:** Mr. Castelli made a motion to vote to reaffirm the transfer from PRIT fund to Berkshire Money Market for \$6,000,000.00. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O'Neil – Yes; Mr. Castelli – Yes and Chairman Schmaelzle – Yes; Motion approved 4-0.

10. **NOTICES OF INJURY:** Ms. Fonte made a motion to approve the Notices of Injury reports. Mr. O'Neil seconded the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O'Neil – Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes; Motion approved 4-0.

Name	Unit	Department	Injury Date
Ricardi, Stephen	Ludlow	Police	11/10/2025

11. **NEW MEMBERS:** Mr. Castelli made a motion to approve and file the new members. Ms. Fonte seconded the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O'Neil- Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes; Motion approved 4-0.

Unit/Name	Group	Start Date
AGAWAM		
Jasse, Elizabeth	1	10/28/2025
Sanchez, Leily	1	10/29/2025
Madera, Franzuas	1	11/6/2025
Rahilly, Madeline	1	11/17/2025
Surreira, Riley	1	11/10/2025
Yulia Chokal	1	11/20/2025
Lauren Makara	1	9/22/2025
HAMPDEN/WILBRAHAM		
Caillin Brehart	1	11/17/2025
LONGMEADOW		
Gonyea, Kimberly	1	11/3/2025
LUDLOW		
Luis Rosaa	1	11/12/2025
Heather Potter	1	11/13/2025
Mckenna Raleigh	1	11/5/2025
Patrick Griffin	1	11/17/2025
Kristen Ramos	1	11/10/2025
MONTGOMERY		
Gregoire Bolduc	1	11/4/2025
MONSON		
Julia Kelley	1	11/4/2025
Marcy Bibbo	1	11/12/2025

Schmaelzle – Yes. Motion approved 4-0.

<u>PALMER</u>			
Roulston-Solis, Brianna		1	11/17/2025
Daniel Richard		1	11/10/2025
Jennifer Reed		1	10/13/2025
<u>PALMER FIRE</u>			
Lee, Noah		4	9/22/2025
Lafrennie, Nicholas		4	9/22/2025
<u>RUSSELL</u>			
Champiney, Andrew		1	9/2/2025
<u>SOUTHWICK/TOLLAND</u>			
Gentle, Elizabeth		1	9/29/2025
<u>SOUTHWICK</u>			
Betti, Julie		1	10/20/2025
<u>WEST COMM</u>			
Bieul, Alexander		1	11/31/2025
<u>WILBRAHAM</u>			
Gilbert, Susan		1	10/6/2025

12. **EXPENSE BREAKDOWN** – The Board reviewed and filed the expense breakdown. Ms. Fonte motioned that a transfer of \$10,500 from the travel account 5719 go to the staff salary account 5119. Mr. Castelli seconded the motion, , and the roll call vote was Ms. Fonte – Yes; Mr. O’Neil- Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

13. **DIRECTORS REPORT** – The items reviewed by Ms. Martin for the month of Oct were: The staff and I have been very busy taken on extra duties and updating Affidavits.

14. **TRIAL BALANCE** – Mr. Castelli made a motion to approve the trial balance for October 31, 2025. Mr. O’Neil seconded the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O’Neil- Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

15. **PERAC MEMOS** – The board reviewed the PERAC memos #29,30,31 and 32.

16. **HAMPDEN COUNTY RETIREMENT BOARD COMMENTS** – No new comments

17. **OLD BUSINESS** – No old business was discussed.

18 **NEW BUSINESS** – No new business was discussed.

19. **LEGAL UPDATE** – Attorney Pikula advised the Board that application for Mr. Jeffrey Hitchborn was incomplete and that the application will be tabled to next month board meeting on January 7, 2025. Mr. O’Neil made a motion and Ms. Fonte seconded the motion, , and the roll call vote was Ms. Fonte – Yes; Mr. O’Neil- Yes; Mr. Castelli – Yes; and Chairman Schmaelzle – Yes. Motion approved 4-0.

There being no further business before the Board, Mr. O'Neil made a motion to adjourn the meeting at 12:00 P.M. Mr. Castelli second the motion, and the roll call vote was Ms. Fonte – Yes; Mr. O'Neil – Yes; Mr. Castelli – Yes; Chairman Schmaelzle – Yes. Motion approved 4-0.

Karl Schmaelzle

[Signature]

Mr. O'Neil

Castelli