



**BURLINGTON RETIREMENT BOARD**  
**BUSHOR CONFERENCE ROOM, 149 CHURCH STREET, 1ST FLOOR**  
**MINUTES OF MEETING**  
**November 17, 2025**

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## **1. Agenda**

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### **1. Agenda**

Chair Hooper convened the meeting at 9:35 am.

Members present: CAO Schad, Bob Hooper, Munir Kastj, Paul Olsen, David Mount, Eric Dalla Mura

Others present: Assistant City Attorney McClenahan, DOF Kukenberger (both in person); Chris Rowllins and Kate Pizzi (both online)

**Subject**

**1.1. Motion to adopt agenda**

Meeting

November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

1. Agenda

Department

Retirement Administration

Type

Action  
Procedural

Recommended Action      Motion to adopt agenda

1.1. Motion to adopt agenda

Motion made by Board Member Dalla Mura, seconded by Board Member Olsen, to adopt the agenda as presented. Motion passed unanimously.

## **2. Public Forum**

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### **2. Public Forum**

No one spoke.

## **3. Consent Agenda**

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### **3. Consent Agenda**

Motion made by Board Member Mount, seconded by Board Member Olsen, to adopt the consent agenda as amended and take the actions indicated. Motion passed unanimously.

**Subject**

**3.1. Motion to adopt the consent agenda and take the actions indicated**

Meeting

November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category

3. Consent Agenda

Department

Retirement Administration

Type Action (Consent)  
Procedural

3.1. Motion to adopt the consent agenda and take the actions indicated

**Subject 3.2. October 20, 2025 Retirement Board Meeting Minutes - DFA**  
Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025,  
9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor  
Category 3. Consent Agenda  
Department Department of Finance and Administration  
Type Action (Consent)  
Information  
Minutes

3.2. October 20, 2025 Retirement Board Meeting Minutes - DFA

**Subject 3.3. 2026 Meeting Schedule - DFA**  
Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025,  
9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor  
Category 3. Consent Agenda  
Department Department of Finance and Administration  
Type Action (Consent)

3.3. 2026 Meeting Schedule - DFA  
Agenda item removed and will be part of the December agenda for consideration.

## 4. Approve Return of Contributions

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### 4. Approve Return of Contributions

Motion made by CAO Schad, seconded by Board Member Olsen, to approve the contributions as presented.  
Motion passed unanimously.

**Subject 4.1. Akimi Rovinsky, Class B \$647.10; Effective Date of Benefit: 12/01/25**  
Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025,  
9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor  
Category 4. Approve Return of Contributions  
Department Retirement Administration  
Type Action

Recommended Action approve return of contribution for Akimi Rovinsky  
4.1. Akimi Rovinsky, Class B \$647.10; Effective Date of Benefit: 12/01/25

**Subject** **4.2. Hope E. Williams, Class B \$5,827.58; Effective Date of Benefit: 12/01/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Approve Return of Contributions

Department Retirement Administration

Type Action

Recommended Action approve return of contribution for Hope E. Williams  
4.2. Hope E. Williams, Class B \$5,827.58; Effective Date of Benefit: 12/01/25

**Subject** **4.3. Kaye E. Douglas, Class B \$12,794.09; Effective Date of Benefit: 11/01/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Approve Return of Contributions

Department Retirement Administration

Type Action

Recommended Action approve return of contribution for Kaye E. Douglas  
4.3. Kaye E. Douglas, Class B \$12,794.09; Effective Date of Benefit: 11/01/25

**Subject** **4.4. Corey Hurley, Class B \$10,557.39; Effective Date of Benefit: 12/01/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Approve Return of Contributions

Department Retirement Administration

Type Action

Recommended Action approve return of contribution for Corey Hurley  
4.4. Corey Hurley, Class B \$10,557.39; Effective Date of Benefit: 12/01/25

**Subject** **4.5. Jean-Christian Adrien, Class B \$1, 092.53; Effective Date of Benefit: 12/01/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Approve Return of Contributions

Department Retirement Administration

Type Action

Recommended Action approve return of contribution for Jean-Christian Adrien

4.5. Jean-Christian Adrien, Class B \$1, 092.53; Effective Date of Benefit: 12/01/25

**Subject 4.6. Jackson W. Dandridge, Class B \$17,615.10; Effective Date of Benefit: 12/01/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Approve Return of Contributions

Department Retirement Administration

Type Action

Recommended Action approve return of contribution for Jackson W. Dandridge

4.6. Jackson W. Dandridge, Class B \$17,615.10; Effective Date of Benefit: 12/01/25

**Subject 4.7. Pamela A. Williams, Class B \$2,567.36; Effective Date of Benefit: 11/01/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 4. Approve Return of Contributions

Department Retirement Administration

Type Action

Recommended Action approve return of contribution for Pamela A. Williams

4.7. Pamela A. Williams, Class B \$2,567.36; Effective Date of Benefit: 11/01/25

## **5. Approve Retirement Applications**

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### **5. Approve Retirement Applications**

Motion made by Board Member Mount, seconded by Board Member Olsen, to approve the retirement applications as presented. Motion passed unanimously.

**Subject 5.1. Marcella Gange, Class B \$973.41; Effective Date of Benefit: 09/01/25; Payment Date: 09/15/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Approve Retirement Applications

Department Retirement Administration

Type Action

Recommended Action approve retirement application for Marcella Gange

5.1. Marcella Gange, Class B \$973.41; Effective Date of Benefit: 09/01/25; Payment Date: 09/15/25

**Subject 5.2. Melissa N. Cate, Class B \$2,690.41; Effective Date of Benefit: 10/01/25; Payment Date: 10/15/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Approve Retirement Applications

Department Retirement Administration

Type Action

Recommended Action approve retirement application for Melissa N. Cate

5.2. Melissa N. Cate, Class B \$2,690.41; Effective Date of Benefit: 10/01/25; Payment Date: 10/15/25

**Subject 5.3. Garreth M. Rogers, Class B \$3,342.01; Effective Date of Benefit: 11/01/25; Payment Date: 11/15/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Approve Retirement Applications

Department Retirement Administration

Type Action

Recommended Action approve retirement application for Garreth M. Rogers

5.3. Garreth M. Rogers, Class B \$3,342.01; Effective Date of Benefit: 11/01/25; Payment Date: 11/15/25

**Subject 5.4. Michaelene Paquette, Class B \$86.15; Effective Date of Benefit: 10/01/25; Payment Date: 10/15/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Approve Retirement Applications

Department Retirement Administration

Type Action

Recommended Action approve retirement application for Michaelene Paquette

5.4. Michaelene Paquette, Class B \$86.15; Effective Date of Benefit: 10/01/25; Payment Date: 10/15/25

**Subject 5.5. Carolynne E. Morris, Class A \$5,795.45; Effective Date of Benefit: 10/01/25; Payment Date: 10/15/25**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 5. Approve Retirement Applications

Department Retirement Administration

Type Action

Recommended Action approve retirement application for Carolynne E. Morris

5.5. Carolynne E. Morris, Class A \$5,795.45; Effective Date of Benefit: 10/01/25; Payment Date: 10/15/25

## **6. Administrative Update**

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### **6. Administrative Update**

**Subject 6.1. BERS Prepaid Pension Update**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 6. Administrative Update

Department Retirement Administration

Type Discussion  
Information

6.1. BERS Prepaid Pension Update

**Subject 6.2. Proposal Summary - RFQ Actuarial Services**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 6. Administrative Update

Department Retirement Administration

Type Discussion  
Information

6.2. Proposal Summary - RFQ Actuarial Services

**Subject 6.2. a. Summary document**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 6. Administrative Update

Department Retirement Administration

Type Discussion  
Information

6.2. a. Summary document

**Subject**

**6.2. b. Bid documents from respondents**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 6. Administrative Update

Department Retirement Administration

Type Discussion  
Information

6.2. b. Bid documents from respondents

## 7. Fiducient

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### 7. Fiducient

**Subject**

**7.1. Monthly Performance Update - October 2025**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 7. Fiducient

Department Retirement Administration

Type Discussion  
Information

7.1. Monthly Performance Update - October 2025

Motion made by Board Member Mount, seconded by Board Member Dalla Mura, to not change policy with regard to UBS Trubull at this time.

Motion passed unanimously.

## 8. Adjournment

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### 8. Adjournment

**Subject**

**8.1. Motion to adjourn**

Meeting November 17, 2025 - Retirement Board Meeting - Monday, November 17, 2025, 9:30 AM, Bushor Conference Room, 149 Church Street, 1st Floor

Category 8. Adjournment

Department Retirement Administration

Type Action  
Procedural

Recommended Action Motion to adjourn

8.1. Motion to adjourn

Motion made by Board Member Mount, seconded by Board Member Olsen, to adjourn the meeting at 10:32 am. Motion passed unanimously.