

OFFICE OF THE SELECT BOARD

LENARD T. DIGGINS, CHAIR
DIANE M. MAHON, VICE CHAIR
JOHN V. HURD
STEPHEN W. DECOURCEY
ERIC D. HELMUTH



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

November 16, 2022

Angela Olszewski
Arlington, MA 02474
amolszewski@gmail.com

Re: Appointment: Board of Commissioners of Trust Funds

Dear Angela:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, November 21, 2022, at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, November 17th by 7:00 p.m.

Please contact this office by e-mail, amaher@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

A handwritten signature in cursive script that reads "Ashley Maher".

Ashley Maher
Office Manager



**Town of Arlington
Office of the Town Manager**

**Sanford Pooler
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: spooler@town.arlington.ma.us**

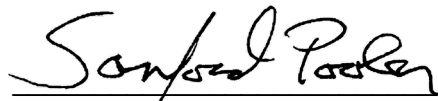
MEMORANDUM

DATE: November 14, 2022

TO: Board Members

SUBJECT: Appointment to the Board of Commissioners of Trust Funds

This memo is to request the Board's approval of my appointment of Angela Olszewski, Arlington, MA, as a member on the Board of Commissioners of Trust Funds, with a term expiration date of 06/30/2025.


Town Manager

ANGELA M. OLSZEWSKI

-- amolszewski@gmail.com

SUMMARY OF QUALIFICATIONS

- Thirty years of experience in public retirement: asset management, administration, and software development
- Proven and respected team leader
- Excellent analytical and project management skills

PROFESSIONAL EXPERIENCE

Director of Business Support, July 2021-present, **Assistant Director for Business Support**, Oct. 2019-June 2021, **MARIS Support Manager**, June 2017-Sept. 2019, **Massachusetts State Retirement Board**, Boston, MA

- Oversee Member Account Management, Benefit Administration, Training, and Pension/COLA Reimbursement teams
- Led effort to reorganize teams under Business Support to recognize efficiencies and tighten control of contribution data and benefit payments
- Support business operations by implementing projects that further MSRB's mission and promote efficiency, including accelerated payments and use of the MARIS employer self-service portal for paperless delivery of pension/COLA reimbursement reports
- Provide front-end MARIS user support; work with MSRB business analysts and software vendor to define requirements for defect resolution and product enhancements; perform user acceptance testing, participate in project management meetings
- Perform data analysis to resolve data anomalies; provide criteria for data queries and review results to fulfill internal and external data requests, participate in data conversion projects
- Prepare actuarial data for submission to PERAC for annual system valuation; respond to inquiries from actuary
- Administer business operations processes, including annual retiree COLA, members' annual statements, and retirees' 1099Rs
- Participated in consultant-directed analysis of member self-service portal options

Executive Director, Belmont Contributory Retirement System, Feb. 2016-June 2017

- Administered retirement system in accordance with GL c. 32 and 840 CMR
- Trained and supervised permanent and temporary board staff
- Modernized processes and implemented best practices to run retirement system more effectively and efficiently
- Worked collaboratively with town's human resources and treasurer's departments to resolve significant regular compensation errors
- Prepared annual budget and agenda, supporting materials and minutes for monthly board meetings
- Drafted local option town meeting warrant articles, prepared supporting data, and made presentation to Select Board

Training Manager, Massachusetts State Retirement Board, Sept. 2011-Feb. 2016

- Managed team assigned to train external agencies and internal staff on business processes, retirement rules, and new MARIS software
- Participated in joint application design sessions to define system requirements
- Developed training plan, designed curriculum, and created training materials
- Performed user acceptance and data conversion testing

Business Analyst, Pension Technology Group, Feb. 2011-Sept. 2011

- Analyzed business rules and practices of public pension client to customize software product
- Worked with developers and performed quality assurance testing to ensure that client needs were met
- Demonstrated product and conducted training sessions

Manager of Retirement Operations, MA Turnpike Authority Retirement System, Apr. 2007- Feb. 2010

- Strengthened communication and developed solid working relationship with human resources department to develop efficiencies and deliver effective counseling services to employees
- Calculated all retirement benefits in accordance with GL c. 32 and 840 CMR
- Analyzed provisions of transportation reform legislation and coordinated with State Retirement Board to ensure successful transfer of system

Business Analyst, Tyler Technologies (formerly TACS), Jan. 2001- Mar. 2007

- Analyzed clients' business requirements and plan rules for customized public pension software product
- Communicated requirements to developers and tested software to ensure that client needs were met
- Developed training materials and conducted training sessions
- Demonstrated product to project stakeholders and potential clients

Retirement Administrator, Arlington Contributory Retirement System, Mar. 1999- Dec. 2000

- Managed public employee retirement system in accordance with GL c. 32 and 840 CMR
- Managed permanent and temporary retirement board staff
- Analyzed state law and regulations to address system issues; drafted policies and supplementary regulations
- Prepared agenda, supporting materials and minutes for monthly board meetings
- Prepared and presented annual budget to town finance committee

Program Manager, Government Affairs, Greater Boston Chamber of Commerce, Mar. 1998- Mar. 1999

- Developed and advocated in collaboration with Chamber partners for state legislation to increase the use of community colleges for workforce training
- Directed Workforce Development and Energy and Environment public policy committees
- Managed monthly breakfast series featuring speakers from local, state, and federal government

Executive Assistant to the Mayor, City of Newton, MA, Sept. 1995- Sept. 1997

- Direct liaison to citizens, city department heads, and local, state and federal public officials
- Managed office administrative staff
- Wrote correspondence, speeches, press releases, and ceremonial documents

Vice President, Fixed Income/Economics, 1992-1995, Operations Manager/Research Associate, 1985- 1991, The de Burlo Group, Inc., Boston, MA

- Managed fixed income portion of balanced portfolios for public pension clients
- Researched and analyzed macroeconomic data to formulate interest rate forecast
- Analyzed fixed income portfolios on bases of maturity, sector diversification, and comparative performance
- Presented interest rate forecast, economic outlook, and review of fixed income strategy at client meetings

EDUCATION

MPA, Northeastern University, Boston, MA, 1996

AB, Smith College, Northampton, MA, 1985

- Double major: economics and government

PUBLIC SERVICE POSITIONS

- Elected representative to Arlington Town Meeting, 1994-present
- Chair, Arlington Committee on Tourism and Economic Development, 2010-present
- Co-president, League of Women Voters of Arlington, 2009-present
- Member, Arlington Capital Planning Committee, 2019-2021
- Member, Board of Directors, Arlington Historical Society, 2011-2019
- Member, Arlington Finance Committee, 2009-2010
- President, Massachusetts Chapter, American Society for Public Administration, 2007-2009
- Member, Arlington 200th Anniversary Committee, 2007-2008
- Trustee, Cyrus Dallin Art Museum, 2003-2009

HONORS AND RECOGNITION

- Commonwealth Citation for Outstanding Performance, 2015
- MA Commission on the Status of Women Unsung Heroine of Massachusetts (Arlington), 2015
- Inducted into honor society of Phi Kappa Phi, 1996
- Massachusetts Chapter, American Society for Public Administration, Paul G. Keough Outstanding Student of Public Administration Award, 1996

PROFESSIONAL AFFILIATIONS

- American Society for Public Administration, 1996-present

COMPUTER SKILLS

- Proficient in Microsoft Office 365: Word, Excel, Powerpoint
- Experience with Microsoft Project, Sharepoint, Visio, and relational databases in SQL