

Winchester Retirement Board Meeting Minutes

The meeting was called to order at 8:32 am on Tuesday, March 26, 2019 in the Mystic Valley Room located in the Winchester Town Hall.

Present: Stacie A. Ward, Ex-Officio
George F. Morrissey, Chairman
Robert A. Frary, Elected Member
James B. Gray, Elected Member
William G. Zink, Appointed Member

Also Present: Karen Manchuso, Administrator

The Board Administrator informed the Board of an e-mail she received from Attorney Thomas Gibson on March 5, 2019 informing the Board that Attorney Poser requested another extension to file his response to the Board's Motion for Judgement on the Pleadings. Mr. Gibson agreed to allow Mr. Poser an extension of April 15, 2019.

The Board received two "legal services" proposals. One from Murphy, Hesse, Toomey, Lehane, LLP and one from The Law Offices of Thomas F. Gibson. George Morrissey opened both packages labeled "Legal Services RFP" and distributed a copy of the proposals to each board member. The originals were given to the Administrator.

A motion was made by Robert (Skip) Frary, seconded by Bill Zink to take the proposals under advisement and bring back to the next board meeting to be held on April 30, 2019.

Stacie updated the Board on the status of the COLA Base increase, explaining the increase is dependent on the Override Vote that will be voted on at today's Annual Town Election. If the Override Vote is not passed the Article will still be presented at the Annual Town Meeting, however the Motion will be to indefinitely postpone the Article for lack of funding. If the Override Vote is passed, Stacie will submit the Motion to the Annual Town Meeting.

The Administrator received notice of an "Instructional Support Staff Coordinator" stipend being paid by the Winchester Public Schools. Currently there is one position at each of school buildings (Ambrose, Lincoln, Lynch, McCall, Muraco, Vincent-Owen and the High School. The stipend pays \$2400 annually for the Coordinator position at the Lynch, McCall and High School and \$1200 annually for the Ambrose, Lincoln, Muraco and Vincent-Owen. The duties for these positions include but not limited to coordinating and assigning the Instructional Support Staff (Subs) on a daily basis within the building, keeping weekly logs of the assignments, time sheets, and submitting the log of the ISS assignments to the Director of Personnel. This position reports directly to the building principal.

The Board asked the Administrator what her opinion on the matter was. Karen explained that PERAC outlines the criteria for boards to consider in their review of the payment being made in order to help determine whether or not the payment would be considered regular compensation or not. This criteria is covered in PERAC Memo#24/2010. In reviewing this criteria, Karen told the Board that it was her opinion that these "ISS Coordinator" stipend payments should be considered regular compensation because they are for services being provided to the Winchester Public Schools, they be pre-determined, non-discretionary, guaranteed payments available to similarly situated employees.

A motion was made by Robert (Skip) Frary, seconded by Bill Zink to accept the evaluation made by the Administrator and to approve payments made under the "ISS Coordinator" stipend as regular compensation. Voted Unanimously.

The Board acknowledged the receipt of the investment statement as of February 28, 2019.

The Board unanimously approved the February 28, 2019 Regular Meeting Minutes.

The Board unanimously approved the March 31, 2019 Retiree Payroll in the amount of \$692,214.38.

The Board unanimously approved the following Expenses as of March 29, 2019:

Payee	Description	Invoice #	Amount
Boston Retirement System	2018 3(8)C Payment for various retirees		\$ 7,383.30
Bristol County Retirement System	2018 3(8)C Payment for various retirees		\$ 561.12
Essex County Retirement	2018 3(8)C Payment for various retirees		\$ 7,314.85
MassPort Retirement System	2018 3(8)c Payment for various retirees		\$ 7,735.67
Pension Technology Group	2019 Imaging Maintenance Service		\$ 9,750.00
Wakefield Retirement	2018 3(8)C Payment for various retirees		\$ 4,151.21

The Board approved the March 29, 2019 Refunds, Rollovers and Transfers as follows:

Name	Dept.	Date of Termination	Service	Amount
Danielle M Duma	School	06/23/2013	5.5833	
Rollover to: YRF YMCA Retirement				\$ 13,217.82
Lisa C Fleming	School	11/01/2018	30.1667	
To: MA Teachers' Retirement System				\$130,626.96
Susan P McCartney	School	11/01/2018	25.5833	
To: MA Teachers' Retirement System				\$119,034.46
Jonathan R Tibbo	Fire	12/08/2018	8.2500	
To: Salem Retirement System				\$ 55,161.69
Suzanne J Donovan	School	(erroneous 2% deductions refunded)		\$ 330.56
To: Internal Revenue Service				\$ 82.64

The Board acknowledged the following retirements:

Name	Ret. Date	Dept./Position	Group	Creditable SVC.
David N Dalton, Jr.	03/03/2019	Fire- Captain	4	39.5000
Victor M Claudio	03/10/2019	DPW- Mechanic	1	32.8333

The Board regretfully acknowledges the following deaths:

Andrew J. Connolly died on March 21, 2019 at the age of 80. Mr. Connolly worked for more than 45 years for the Town of Winchester- Public Works before retiring on 09/11/2002. Mr. Connolly has no benefits remaining.

Documents distributed:

- February 28, 2019 Board Minutes

- February 28, 2019 PRIT Investment Statement

The next monthly meeting of the Board is scheduled for:

- Tuesday, April 30, 2019 at 8:30 am
- Tuesday, May 21, 2019 at 8:30 am
- Tuesday, June 25, 2019 at 8:30 am

George Morrissey moved to adjourn, seconded by Robert Frary and voted unanimously. The meeting adjourned at 9:05 am.

Respectfully submitted,

Karen Manchuso

Attest:

Stacie A. Ward, Ex-Officio

George F. Morrissey, Chairman

Robert A. Frary, Elected Member

James B. Gray, Elected Member

William G. Zink, Appointed Member