

Winchester Retirement Board Meeting Minutes

The meeting was called to order at 8:32 am on Tuesday, May 21, 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

Also Present: Karen Manchuso, Administrator

Not Present: James B. Gray, Elected Member
William G. Zink, Appointed Member

Robert "Skip" updated the Board on the passing of "Article 38" at 2019 Spring Town Meeting.

The Board acknowledged the e-mail received from Tom Gibson and the letter from John Parson, Executive Director, PERAC. At this time, the Board will take no action in regards to the Master Officer Stipend, they will wait for a review of records by the Contributory Retirement Appeals Board, as Board Counsel has recommended.

The Board acknowledged the Superior Court date scheduled for WRB v. CRAB regarding JT Travers.

The Administrator scheduled Katherine Hesse to meet with the Board on June 25, 2019 at 9am.

Seeing that two members were not present, the Board agreed to postpone the RFP and Review Sheet discussion.

The Administrator relayed the conversation she had with Tom O'Donnell, Compliance Officer, PERAC. PERAC requires all members of the Board to log onto Prosper themselves to submit their educational affidavits and certificates. No longer can the Administrator send those items to PERAC.

Skip will attend the MACRS 2019 Annual Spring Conference.

The PERAC Audit Report- 01/01/2013-12/31/2016 was distributed. The Administrator will mail one out to James Gray and William Zink.

The Board acknowledged the receipt of the Financials as of 03/31/2019.

The Board acknowledged the receipt of Investment reports as of April 30, 2019.

The Board unanimously approved the April 30, 2019 Regular Meeting Minutes.

The Board unanimously approved the May 31, 2019 Retiree Payroll in the amount of \$725,230.64, includes an Option B Refund.

The Board unanimously approved the following expenses as of May 31, 2019:

| Payee | Description | Invoice # | Amount |
|--------------------|--------------------------------------|-----------|------------|
| MACRS | 2019 MACRS Hyannis Spring Conference | | \$ 400.00 |
| Town of Winchester | April Services Reimbursement | | \$7,850.99 |
| WB Mason | Office Supplies | I65688020 | \$ 164.48 |

The Board approved the May 31, 2019 transfers as follows:

| Name | Dept. | Date of Termination | Service | Amount |
|-------------------|--------|---------------------|---------|-------------|
| Colleen Cahill | School | 06/28/2018 | 11.5833 | \$28,018.32 |
| Jeanmarie v. Hale | School | 12/14/2018 | 10.2500 | \$26,751.20 |

The Board acknowledged the following new hires:

| Name | Department | Position | Date of Membership | Group |
|------------------|--------------|-------------------|--------------------|-------|
| Peter Decubellis | Public Works | Heavy Motor Eq Op | 05/08/2019 | 1 |
| Robert Campbell | School | Custodian | 05/13/2019 | 1 |
| Dennis Cook | School | Custodian | 05/20/2019 | 1 |

The Board acknowledged the following retirements:

| Name | Ret Date | Dept/Position | Group | Creditable Service |
|-------------|------------|----------------------|-------|--------------------|
| Peter Mungo | 05/01/2019 | Highway/Gen. Foreman | 1 | 34.4167 |

The Board regretfully acknowledges the following death:

Judith Shaw died on May 4, 2019 at the age of 75. Judy retired on August 20, 2014 after more than 25 years as an administrator in the Winchester public schools. Mr. Francis Shaw is the named beneficiary on file.

The Board acknowledges the following Announcements/Memorandums:

- PERAC MEMO #16/2019 RE: Cash Book Submissions

Documents distributed:

- A copy of the PERAC Employee Retirement Commission's Report on the Examination of the Winchester Retirement System as of January 1, 2013 to December 31, 2016.

The next monthly meeting of the Board is scheduled for:

- Tuesday, June 25, 2019 at 8:30 am
- Tuesday, July 30, 2019 at 8:30 am
- Tuesday, August 27, 2019 at 8:30 am

George Morrissey moved to adjourn, seconded by Robert “Skip” 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