

Winchester Retirement Board Meeting Minutes
August 10, 2022 Board Minutes

Stacie Ward, Ex-Officio, George F. Morrissey, Chairman; Robert A. Frary, Elected Member, Philip Ciampa, Elected Member; Michael Lucas, Appointed Member, and Karen Manchuso, Board Administrator.

The meeting was called to order at 8:34 am on Wednesday, August 10, 2022.

Stacie presented the Board Administrator job description and job advertisement for discussion and recommended the salary range starting at \$90,000.00 -105,000.00, based on experience.

Robert thought the starting rate could be slightly lower.

A motion was made by Robert, seconded by Philip.

Motion: To post the salary range for the Administrator Position with a starting salary of \$85,000.00 and the maximum of 105,000.00 with the intent to negotiate according to experience.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
George Morrissey	Yes
Robert Frary	Yes
Philip Ciampa	Yes
Michael Lucas	Yes

Stacie recommended posting the position on the Massachusetts Municipal Association's Website (MMA.org), Public Employee Retirement Administration Commission (PERAC), and the Town of Winchester's website.

A motion was made by Robert, seconded by Philip.

Motion: To post the Administrator's job position from 08/11/2022 through 09/09/2022 on the following websites: MMA.org, PERAC, and Town of Winchester.

Stacie asked if Karen would be available to complete payroll and any other task that cannot be deferred and Karen said that she could whereas Lexington had flexible hours that would allow her to continue a few hours a week in Winchester.

A motion was made by Robert, seconded by George.

Motion: To accept the Administrator's resignation as 08/18/2022 and to appoint Karen as a part-time temporary not to exceed 19 hours per week until further notice. To have Karen and Stacie work out the tasks that must be completed and the hours to be worked.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
George Morrissey	Yes
Robert Frary	Yes
Philip Ciampa	Yes
Michael Lucas	Yes

Other Business:

Robert discussed with Board the Election that is currently being conducted. At this time the nominations are still open and papers can be requested.

A motion made by Robert, seconded by George to place a notice on the Retirement Door and the Retirement Website that the nomination forms will be available at the HR Department across the hall from the Retirement Office.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
George Morrissey	Yes
Robert Frary	Yes
Philip Ciampa	Yes
Michael Lucas	Yes

A motion by Robert, seconded by George:

Motion: to give Stacie the flexibility to clean up the job posting and edit as necessary.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
George Morrissey	Yes
Robert Frary	Yes
Philip Ciampa	Yes
Michael Lucas	Yes

A motion made by Philip, seconded by George to adjourn the meeting at 8:55 am.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
George Morrissey	Yes
Robert Frary	Yes
Philip Ciampa	Yes
Michael Lucas	Yes

Respectfully submitted,

Karen Manchuso

Attest:

Stacie Ward, Ex-Officio

George F. Morrissey, Chairman

Robert Frary, Elected Member

Philip Ciampa, Elected Member

Michael Lucas, Appointed Member