

Winchester Retirement Board Meeting Minutes  
September 26, 2022 Remote Participation Meeting

Pursuant to the Commonwealth's Open Meeting Law Chapter 30A, §20, and subject to the Executive Order issued by Governor Baker on June 16, 2021, the meeting of the Winchester Contributory Retirement Board was called to order with the following Members participating remotely: 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 and Thomas F. Gibson with Thomas F. Gibson Law Office.

Members of the public were provided access to the meeting via a call-in-number.

George Morrissey called the meeting to order at 8:31 am

Tom Gibson and Gerry McDonough presented the following legal updates to the Board:

- JT Travers v. Winchester ADR is pending in Appeals Court. Both Tom and Gerry are working on the Brief which is due on October 24, 2022.
- PERAC Memo #23 – Section 106 Sellback programs. Tom mentioned the case and how fortunate Winchester is that they have no sellbacks that affected pensionable earnings.
- Gerry reported Bill H. 5051: An Act Relative to Veterans' Buyback was passed by the House in July now waiting in Senate Ways and Means. The purpose of this bill is to provide a member of a retirement system who is a member in service and a veteran who failed to make the purchase authorized in paragraph (h) of subdivision (1) of section 4 of chapter 32 of the General Laws within the required 180 days pursuant to chapter 71 of the acts of 1996 the one-time opportunity within 1 year from the effective date of this act to apply to the retirement system to make said purchase. Each retirement system shall provide written notice to all members in service of their potential eligibility for this purchase within 90 days of the effective date of this act.
- Tom discussed 840 CMR 28.00: Electronic Signatures. This new regulation will address the use of any electronic signature created, generated, sent, communicated, received, or stored by any retirement board governed and constituted under Chapter 32 of the Massachusetts General Laws. This section will also cover the use of signatures on scanned or faxed documents in the course of a retirement system's operations. It has been sent to the Legislature and they have 45 days to signal approval. Tom believes this new regulation is quite thorough.
- Tom discussed 840 CMR 13.00: Rollovers for service purchases and buybacks. The purpose of this new regulation is to be in compliance with the IRS Code.
- Tom advised the Board to reach out to their members by telephone if the office receives any correspondence via mail, email or fax that would request a change in the retirement account, such as address or bank. The Administrator confirmed that is the practice already in use here in Winchester.
- Tom warned the Board of a group from New Hampshire called First Amendment Auditors that have been visiting Massachusetts Town, City and Agencies in an attempt to photograph and video public employees in public places. Reminding us to always adhere to the Public Records Law and always in a professional manner.

Tom and Gerry left the meeting at 9:05 am.

Robert Frary told the Board he had a meeting that had been rescheduled for this morning so he had to leave early.

Robert Frary left the meeting at 9:06 am.

A motion was made by George, seconded by Philip:

Motion: To declare Robert A. Frary, being the only candidate nominated for the Fourth Member of the Winchester Retirement Board, to be elected the Fourth Member of the Winchester Retirement Board in accordance with PERAC regulation 840 CMR 7.00 Standard Rules for Election. His term will commence on November 1, 2022 and expire on October 31, 2025.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

The Board reviewed the following August Financials, no questions were asked.

- August Bank of America Statement and Reconciliation
- August PRIT Investment Statement
- August Monthly Reports:  
Trial Balance, Cash Receipts, Cash Disbursements, Adjusting Journal

The Board voted to approve the August 30, 2022 Regular Business Meeting Minutes.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

The Board voted to approve the Retiree Payroll as of September 30, 2022 in the amount of \$ 856,704.16.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

The Board voted to approve the following September 30, 2022 Expense Warrant:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Thomas J. Groux, Jr	Reimbursement of non-pensionable stipend deductions	\$456.96
To: IRS for Federal Taxable Income		\$114.24
Town of Winchester Treasurer	July Services Reimbursement	\$10,733.62
Barbara Kirkpatrick	Reimbursement of overpayment made on buy-back	\$148.00

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

The Board voted to approve the following refunds, transfers and rollovers:

Name	Position/Dept.	Service	Amount
Nicholas Bridge	Firefighter	1.8333	
To: Chelsea Retirement Board			\$15,098.36
Brendan Carroll	School/ESP	0.5833	\$1,131.98
To: IRS for Federal Taxable Income			\$283.00
Diane F. McCrobie	School/ HR Coordinator	22.8333	\$105,334.71
To: Norfolk County Retirement Board			
Angela B. Lombardo	School/ESP	6.8333	\$18,780.30
To: Haverhill Retirement Board			
Philip Michienzi	School/ESP	3.4167	\$11,182.05
To: Danvers Retirement Board			
Melissa Paris	School/ESP	1.8333	\$7,393.19
To: Haverhill Retirement Board			
Jonathan Plumb	School/ESP	2.2500	\$4,173.99
To: Haverhill Retirement Board			

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

The Board voted to approve membership for the following new employees:

Name	Department/Position	Date of Hire	Group
Susan Casey	School/ESP	08/24/2022	1
Julie Gavin	School/ESP	08/29/2022	1
Haley Hart	School/ESP	09/06/2022	1
Michelle Widomski	School/ESP	08/29/2022	1

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

The Board Sincerely regrets to acknowledge the death of the following retired member:

Name	Date of Death	Date of Retirement/Position	Creditable Service
Thomas S. Murphy	09/03/2022	06/30/2007 - School Custodian	19.0000

Mr. Murphy leaves a survivor benefit to his wife.

The Board acknowledged the following Correspondence:

- E-mail sent from the Retirement Office regarding a change in the office hours
- PERAC Pension News No. 60
- PERAC e-mail regarding recent fraud attempts

The next monthly meeting of the Board is scheduled for:

- Tuesday, October 25, 2022 8:30 am – Remote Participation
- Tuesday, November 22, 2022 8:30 am – Remote Participation

On a motion by Philip Ciampa, seconded by George Morrissey, the Board voted to adjourn at 9:20 am.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

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

Respectfully submitted,

Karen Manchuso

Attest:

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Stacie Ward, Ex-Officio

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George F. Morrissey, Chairman

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Robert Frary, Elected Member

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Philip Ciampa, Elected Member

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Michael Lucas, Appointed Member