

## WAKEFIELD RETIREMENT BOARD

October 22, 2015

8:00 A.M.

### MINUTES

The regular monthly meeting of the Wakefield Contributory Retirement Board was posted and held in the Second Floor Conference Room of the William J. Lee Memorial Town Hall, 1 Lafayette Street, Wakefield, MA, with Daniel Sherman, Daniel Calore, Richard DeFelice and Philip Rogers, Sr. in attendance with Chairman Kevin Gill presiding. Also present was Board Administrator Cathy Cheek and the Clerk to the Wakefield Retirement Board Sherri Dalton. Chairman Gill called the meeting to order at 8:00 a.m.

#### APPROVAL OF MEETING MINUTES – September 17, 2015

Daniel Sherman made a correction to the minutes and motioned to approve the minutes as amended of the Board Meeting of September 17, 2015, seconded by Daniel Calore and so voted.

#### APPROVAL OF CASH BOOKS

The Board Members were in receipt of the Cash reconciliation including bank statements, trial balance, Cash Receipts, Cash Disbursements, Adjusting Journal Entries and Cash Flow Forecast for the month of August 2015.

Daniel Sherman motioned to accept as presented, the cash books and cash flow forecast for the month of August 2015, seconded by Philip Rogers, Sr. and so voted.

#### APPROVAL OF MEMBERSHIP CENSUS

The Board members were in receipt of the current membership census dated – 01/01/15 – 10/16/15.

Approved new member Michelle I. Adams – School – 09/01/2015

Approved new member Rebecca A. Briano – School – 09/01/2015

Approved new member Sarah E. DiTonno – School – 09/01/2015

Approved new member Amanda L. Murphy – School – 09/01/2015

Approved new member Jennifer L. Clifford – School – 09/15/2015

Approved new member Eric R. Lamson – School – 09/15/2015

Approved new member James V. Iosua – DPW – 09/21/2015

Approved new member Cassandra D. Flanders – School – 09/23/2015

Approved new member Thomas T. Hickey – DPW – 09/24/2015

Approved new member Christine D. Carriere – School – 09/28/2015

Approved new member Gia T. Leach – School – 09/28/2015

Approved ASF Transfer Amy J. Daly – School – 09/17/2015

Approved superannuation retirement benefits for John M. Riley, Jr. – Fire – 09/13/2015

Approved superannuation retirement benefits for Mary Russell – Light – 10/13/2015

Board Members noted with regret the death of Virginia Climo – Town Clerk Office – 09/27/2015

Philip Rogers, Sr. motioned to approve the Membership Census, seconded by Daniel Calore and so voted.

#### MONTHLY BUDGET FOR SEPTEMBER 2015

No discussion.

#### TRAVEL REQUEST – 2015 PRIM INVESTORS CONFERENCE

Daniel Calore motioned to approve the travel request for Cathy Cheek and Sherri Dalton estimated at \$69.00 to attend the 2015 PRIM Investors Conference on November 5, 2015, seconded by Philip Rogers, Sr. and so voted.

#### CORRESPONDENCE

The correspondence includes:

- A. PERAC Memo – 20/2015 – Tobacco Company List
- B. PERAC Memo – 21/2105 – Mandatory Retirement Board Member Training – 4<sup>th</sup> Quarter 2015
- C. PERAC Memo – 22/2015 – Appropriation Data Due October 31, 2015
- D. PRIM – 2015 PRIM Investor Conference Agenda – November 5, 2015

Daniel Sherman motioned to place all correspondence on file, seconded by Philip Rogers, Sr. and so voted.

#### NEW/OLD BUSINESS

Daniel Sherman submitted a travel request form in the estimated amount of \$69.00 to attend the 2015 PRIM Investors Conference on November 5, 2015.

Philip Rogers, Sr. motioned to approve the travel request for Daniel Sherman estimated at \$69.00 to attend the 2015 PRIM Investors Conference on November 5, 2015, seconded by Daniel Calore and so voted.

#### WARRANTS

The Board members reviewed and signed the following Warrants: Warrant #15-9-2 in the amount of \$5,683.97; Warrant #15-9-3 in the amount of \$5,050.12; Warrant #15-9-4 in the amount of \$813,211.71; Warrant #15-9-5 in the amount of \$0.00; Warrant #15-10-1A in the amount of \$0.00; Warrant #15-10-1 in the amount of \$28,382.48; Warrant #15-10-5 in the amount of \$(1,227.31).

#### NOVEMBER MEETING SCHEDULED

The next regular Retirement Board Meeting has been scheduled for Thursday, November 19, 2015 at 8:00 a.m.

#### ADJOURN

Daniel Sherman motioned to adjourn the meeting at 8:19 a.m., seconded by Philip Rogers, Sr. and so voted.