

## WAKEFIELD RETIREMENT BOARD

July 14, 2016

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 Calore, Daniel Sherman and Philip Rogers, Sr. in attendance with Chairman Kevin Gill presiding. Also present was Board Administrator Cathy Cheek. Chairman Gill called the meeting to order at 8:02 a.m. Richard DeFelice arrived at 8:15 a.m.

#### APPROVAL OF MEETING MINUTES – June 16, 2016

Daniel Calore motioned to approve the minutes of the Board Meeting of June 16, 2016, seconded by Daniel Sherman and so voted with Chairman Gill abstaining.

#### 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 May 2016.

Daniel Calore motioned to accept as presented, the cash books and cash flow forecast for the month of May 2016, seconded by Daniel Sherman and so voted.

#### APPROVAL OF MEMBERSHIP CENSUS

The Board members were in receipt of the current membership census dated – 01/01/16 – 07/8/2016.

Approved superannuation retirement benefits for Kevin Orben – School – 06/17/2016

Approved superannuation retirement benefits for Diane D’Agostino – School – 6/22/16

Approved superannuation retirement benefits for Diane E. Petrucci – Light – 06/25/2016

Approved superannuation retirement benefits for Mary J. Moccia – DPW – 06/30/2016

Approved superannuation retirement benefits for Ronald Martino – WHA – 06/30/2016

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

#### MONTHLY BUDGET FOR JUNE 2016

No discussion.

#### FACILITIES AND PROCUREMENT MANAGER GROUP CLASSIFICATION

The Wakefield Retirement Board was in receipt of a job classification for the Wakefield Municipal Gas & Light Department for the position of Facilities and Procurement Manager. This position is under the supervision of the General Manager, directs the work of the Storekeeper/Dispatcher/Gas Meter Maintenance Workers. This individual will be responsible for actively managing all aspects of the materials management function including; inventory management, purchasing and recommending changes, improvements and modifications to the existing system. Must interact well with all levels of internal and external customers, and coordinate and follow all state required procurement procedures. This individual will also be responsible for the maintenance and management of all company facilities including any capital improvement projects. Cathy Cheek explained to the Board that Chapter 32 states that supervisors and managers of Group 4 employees should be classified as Group 4.

After discussion from the Board Daniel Sherman motioned to place this position in Group 1, seconded by Daniel Calore and so voted.

#### CORRESPONDENCE

The correspondence includes:

- A. PERAC Memo 17/2016 – Tobacco Company List
- B. PERAC NCPERS Forum – 3 Educational Credits
- C. The Voice – July 2016

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

#### NEW/OLD BUSINESS

Daniel Sherman questioned the Valuation and Cathy Cheek responded that PERAC is waiting for her and PERAC told her to take her time.

Cathy Cheek told the Board that Nomination papers were due and 2 people have submitted papers. The Election will be held on August 25, 2016 with Police Chief Richard Smith and Richard DeFelice running. Since there are new regulations with elections Cathy spoke with PERAC regarding the new procedures. You can now put on the election ballot titles and departments of the candidates or a mini biography.

Daniel Sherman motioned to have name and title and incumbent if necessary on the ballot, seconded by Philip Rogers, Sr. and so voted with Daniel Calore opposed.

Cathy Cheek mentioned that there are about 60 retirees that still receive a paper check for their pension and of those 60 retirees she had done six payrolls this month alone because people are not receiving their checks. Cathy has been considering mandatory direct deposit and has talked to Tom Mullen who really isn't in favor of making it mandatory. Cathy talked to Kevin Gill and Kevin has proposed that when a retiree loses their check then they will get one check run as of 14 days after the check date. Cathy will notify the retirees that receive paper checks of the new process and try to get them to go direct deposit.

Daniel Sherman motioned to wait 2 weeks before voiding and reissuing retiree checks that get lost, seconded by Philip Rogers, Sr. and so voted.

Cathy Cheek mentioned that there is a gentlemen that has not submitted his 91A requirements to PERAC. If he does not submit this requirement to PERAC his retirement allowance is terminated. Cathy had to send the gentlemen a certified letter explaining this along with his right to a hearing with the retirement board and she has not heard from him yet.

Richard DeFelice talked with many active and retired members and they have brought up the Veteran's Buyback. He would like to make a change and have a one-time buyback at the end of their pension. Cathy Cheek stated that it is a State law and they cannot change it. Chairman Gill said that this has been brought up a few times and it was decided a while back that Richard DeFelice was going to talk to legislatures about a petition. Cathy Cheek said that the Wakefield Retirement Board voted on 180 days for a buyback and that she gives each person ample notice.

#### WARRANTS

The Board members reviewed and signed the following Warrants: Warrant #16-6-2 in the amount of \$8,445.38; Warrant #16-6-3 in the amount of \$250.00; Warrant #16-6-4 in the amount of \$5,050.12; Warrant #16-6-5 in the amount of \$825,052.43; Warrant #16-7-1 in the amount of \$18,405.44; Warrant #16-7-1A in the amount of 0.00; Warrant #16-7-1B in the amount of \$0.00.

#### AUGUST MEETING SCHEDULED

The next regular Retirement Board Meeting has been scheduled for Thursday, August 11, 2016 at 8:00 a.m.

#### ADJOURN

Daniel Sherman motioned to adjourn the meeting at 9:06 a.m., seconded by Daniel Calore and so voted.