



WAKEFIELD RETIREMENT BOARD

Thursday, September 21, 2017

8:00 A.M.

WILLIAM J. LEE MEMORIAL TOWN HALL

1 Lafayette Street, Wakefield, MA 01880

Second Floor Conference Room

PRESENT: Kevin Gill, Chair
Daniel Sherman
Daniel Calore
Philip Rogers, Sr.
Richard J. DeFelice
Cathy Cheek, Board Administrator
Sherri A. Dalton, Secretary

ALSO PRESENT:

Amy Rando
Scott Huard

----- TOPICS OF DISCUSSION -----

Call to Order Chairman Gill called the meeting to order at 8:00 a.m.

Public Participation No one was present for Public Participation.

COLA Daniel Sherman explained to the Board that the liability increase based on PERAC's assumption is \$1.2 million. The total amortization is \$2.9 million and will go up \$57,000.00 until 2035. The normal cost is \$2 million with an increase of \$18,000.00. The total appropriation for Fiscal 2017 is \$5.1 million at a \$12,000.00 COLA. If there were an increase to the COLA of \$14,000.00 the total appropriation would increase 1.5% to \$5.2 million. Daniel Sherman motioned to increase the COLA to \$14,000.00 and submit an Article at the May 2018 Town Meeting. Richard DeFelice seconded. Motion passed 5-0-0.

Executive Session At 8:14 a.m. Chairman Gill stated that there is a need for executive session to discuss potential litigation because an open meeting may have detrimental effect on the position of the Retirement Board. Daniel Calore motioned to go in to executive session. Daniel Sherman seconded. Motion passed 5-0-0 on a roll call vote with all 5 members voting in the affirmative.

The Board returned to open session at 8:33 a.m.

Accidental Disability Retirement **Scott Huard** – The Board originally accepted an Accidental Disability Application and an Ordinary Disability Application for Scott Huard. Chairman Gill asked the Board if they wanted to send the applications to PERAC or rescind the original vote and vote for an Ordinary Disability Application only. Daniel Calore stated that he has lost confidence in the medical panel. Chairman Gill stated that whatever application or both will need to go to the medical panel. Mr. Calore asked if the medical panel needs to know from the Board which application it would be. Cathy Cheek answered that the medical panel needs to know if it is a work related injury or a non-work related injury. Philip Rogers, Sr. said that he

would like to send it in as both an Accidental Disability and an Ordinary Disability and let the medical panel decide. Daniel Sherman feels there are two issues with the applications. One being a legal issue and one being a medical issue. Richard DeFelice said that the Board can forward the applications and ask the medical panel to opine on causation as to whether or not it is accidental or ordinary. Chairman Kevin Gill motioned to rescind the Accidental Disability Application and the Ordinary Disability Application and to submit to PERAC just the Ordinary Disability Application. Daniel Calore seconded. Motion passed 3-2. Chairman Kevin Gill, Daniel Calore and Daniel Sherman for in favor. Richard J. DeFelice and Philip Rogers, Sr. voting against the motion.

Approval of Minutes

Daniel Calore motioned to approve the minutes of August 24, 2017 as presented. Philip Rogers, Sr. seconded. Motion passed 5-0-0.

Daniel Calore motioned to approve the Executive Minutes of August 24, 2017 as present. Philip Rogers, Sr. seconded. Motion passed 5-0-0.

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 July 2017. Daniel Calore motioned to accept as presented, the cash books and cash flow forecast for the month of July 2017. Philip Rogers, Sr. seconded. Motion passed 5-0-0.

Membership Census

The Board Members were in receipt of the current membership census dated 01/01/2017 – 09/15/2017.

Approved new member Alexandra A. Amico – School – 09/01/2017

Approved new member Christine C. Driver – School – 09/01/2017

Approved new member Alison M. Hogan – School – 09/01/2017

Approved new member Meghan E. Powers – School – 09/01/2017

Approved new member Diane M. Simons – School – 09/01/2017

Approved ASF transfer – Michelle I. Adams – School – 08/24/2017

Approved ASF Rollover – David C. Knox – Town – 08/31/2017

Approved ASF withdrawal – Bethany J. Radabaugh – School – 08/31/2017

Approved superannuation retirement benefits for Gina M. Farrell – School Department – 06/20/2017

Approved superannuation retirement benefits for David Perry – Wakefield Housing – 07/28/2017

Board members noted with regret the death of Arthur DiDonaits – DPW – 08/31/2017

Philip Rogers, Sr. motioned to approve the Membership Census. Daniel Calore seconded. Motion passed 5-0-0.

Monthly Budget

Board Members were in receipt of the August 2017 Monthly Budget.

Appointment of Election Officers

Cathy Cheek told the Board that since the last election was disappointing with only 26% of the active members voting and 54% of the retired members voting, she would like to have all the members vote by mailing and not just the retired members to see if more members would vote. Daniel Sherman stated he was in favor of giving the vote by mailing a shot. Richard J. DeFelice said that by doing it all by mailing gives whoever has the most money an advantage of sending out the most information and if people are really interested in voting they will come

out to vote. Daniel Calore stated that he is with Richard J. DeFelice and let the numbers be disappointing. Cathy Cheek said she disagrees and Richard J. DeFelice said you don't get a vote. Cathy Cheek agreed that she doesn't have a vote but stated that the Board has her in charge as the Administrator and is suggesting a change. Chairman Gill stated he is in favor of the change and Daniel Sherman agreed and said that if it is not working getting the members to vote then the process should change. Daniel Calore motioned not to change the process for voting. Richard J. DeFelice seconded. Motion passed 3-2-0 with Daniel Calore, Richard J. DeFelice and Philip Rogers, Sr. voting in favor not to change. Chairman Gill and Daniel Sherman voting in favor to change. Cathy Cheek thanked the Board for their confidence and said that the Board has never backed her.

Daniel Sherman left the meeting at 9:00 a.m. and did not return.

Richard J. DeFelice motioned to appoint Cathy Cheek and Sherri Dalton as the Election Officers for the Election of the 2nd Member. Cathy Cheek did not accept the appointment. Chairman Gill asked Sherri Dalton if she accepted in which Sherri Dalton did not accept the appointment. Richard J. DeFelice said that the Board can hire Election Officers. Philip Rogers, Sr. stated that he understands why Cathy Cheek and Sherri Dalton did not accept the appointments considering what happened last election. Philip Rogers, Sr. motioned to rescind the motion to not change the process for voting. Chairman Gill seconded. Richard J. DeFelice said that when the Board makes a decision they should stick with it unless there is some new information to change the vote. Philip Rogers, Sr. said that he can reconsider his vote and Richard J. DeFelice agreed that all votes can be reconsidered. Motion passed 3-1-0 with Philip Rogers, Sr., Daniel Calore and Chairman Gill voting in favor. Richard J. DeFelice voting against the motion. Philip Rogers, Sr. motioned to have all members vote by mailing. Chairman Gill seconded. Motion is 2-2-0 with Philip Rogers, Sr. and Chairman Gill voting in favor. Richard J. DeFelice and Daniel Calore voting against. Motion does not pass.

Appointment of Election Officers need to be voted on at the next Retirement Board meeting.

Richard J. DeFelice left the meeting at 9:11 a.m. and returned at 9:20 a.m.

**Travel
Request**

Daniel Calore motioned to approve the travel request of Cathy Cheek and Sherri Dalton to attend the PERAC Training Session on November 14, 2017 in Danvers. Philip Rogers, Sr. seconded. Motion passed 4-0-0.

**Creditable
Service**

Philip Rogers, Sr. motioned to approve the buyback of 4 months for Joanne Coughlin Ryan. Daniel Calore seconded. Motion passed 4-0-0.

**Corresponden
ce**

PERAC Memo 28/2017 – Selection of Fifth Member and Board Employees
PERAC Memo 29/2017 – Vendor Disclosures
MACRS – Fall Conference – October 1-4, 2017
Daniel Calore motioned to place all correspondence on file. Philip Rogers, Sr. seconded. Motion passed 4-0-0.

Chairman Gill stated that with the new regulations the Board has to post in the

Wakefield Daily Item an opening for the selection of the Fifth Member.

**Warrant
Review and
Signing**

The Board members reviewed and signed the following Warrants: Warrant #17-8-3 in the amount of \$6,066.86; Warrant #17-8-4 in the amount of \$5,170.12; Warrant #17-8-5 in the amount of \$991,317.85; Warrant #17-9-1 in the amount of \$27,690.77.

**Matters Not
Anticipated
By The
Chairman
Within 48
Hours of
Meeting**

Cathy Cheek reminded the Board about the travel procedure. At least the month before the requested travel, the Board needs the travel request form with all required information filled out. The Board votes on the travel request form and then the Board member brings in receipts after the requested travel has occurred to be reimbursed. The Board voted this procedure years ago. Richard J. DeFelice has requested that travel request be put on the next agenda.

**Next Board
Meeting**

The next regular Retirement Board Meeting has been scheduled for Thursday, October 5, 2017 at 8:00 a.m.

Adjournment

Daniel Calore motioned to adjourn at 9:31 a.m. Philip Rogers, Sr. seconded. Motion passed 4-0-0.

Respectfully submitted,

Sherri A. Dalton
Secretary to the Retirement Board

Approved as presented:

Kevin M. Gill, Chairman

Daniel Sherman

Daniel Calore

Philip Rogers, Sr.

Richard J. DeFelice