



WAKEFIELD RETIREMENT BOARD

Wednesday, August 22, 2018

8:00 A.M.

WILLIAM J. LEE MEMORIAL TOWN HALL
1 Lafayette Street, Wakefield, MA 01880
Second Floor Conference Room

BOARD MEMBERS PRESENT:	Daniel Sherman Philip Rogers, Sr. Richard E. Smith	ADMINISTRATION PRESENT:	Administrative Assistant – Sherri A. Dalton Executive Director – Cathy Cheek
-------------------------------	--	--------------------------------	---

BOARD MEMBERS NOT PRESENT: Kevin Gill, Chairperson
Richard J. DeFelice

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

Call to Order	Acting Chairperson Daniel Sherman called the meeting to order at 8:03 a.m.
Michael Ryan	The Board was in receipt of the CRAB Decision affirming the DALA Decision and remanding the case to DALA for a determination of (1) from which retirement system Mr. Ryan may purchase his pre-membership creditable service from July 7, 2002 to May 31, 2006, following a hearing if necessary, and (2) the amount of subsequent creditable service that the Woburn Retirement Board shall transfer to the Wakefield Retirement Board.
Public Participation	There was no Public Participation.
Approval of Regular Minutes – July 19, 2018	Philip Rogers, Sr. motioned to approve the Regular Board Minutes of July 19, 2018. Richard E. Smith seconded. Motion passed 3-0-0.
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 June 2018. Philip Rogers, Sr. motioned to accept as presented, the cash books and cash flow forecast for the month of June 2018. Richard E. Smith seconded. Motion passed 3-0-0.
Membership Census	The Board Members were in receipt of the following current membership census dated 01/01/2018 – 08/10/2018. Philip Rogers, Sr. motioned to approve the Membership Census as presented. Richard E. Smith seconded. Motion passed 3-0-0. Approved new member William J. Renault, Jr. – DPW – 07/18/2018 Approved new member Tyler D. Gibbons – WMGLD – 08/06/2018 Approved Superannuation Retirement benefits for Michael Collins – DPW – 07/28/2018 Approved Superannuation Retirement benefits for Margaret Conway – School – 08/01/2018 The Board noted with regret the death of Maureen Nevin – Library - 07/28/2018

**Monthly
Budget – July
2018**

Board Members were in receipt of the July 2018 Monthly Budget.

**Regular
Compensation
– Light
Supervisor’s
Union**

The Board was in receipt of the changes to the Collective Bargaining Agreement of the Wakefield Municipal Gas and Light Department Supervisory Union specifically in regards to the Cost of Living increase to be regular compensation. After discussion the Board requested that the Cost of Living Adjustment percentages be rolled into the Wage Schedule table.

**Dependent
Allowance –
David Brown**

The Board was in receipt of a letter from Fitchburg State University stating that Ms. Brown was enrolled from January 22, 2018 to April 12, 2018 but is no longer a full time student and is not enrolled at Fitchburg State University. The request from David Brown is for 3 months of Dependent Allowance for his daughter. Philip Rogers, Sr. motioned to deny the request based on the fact that the dependent is not a full time student. Richard E. Smith seconded. Motion passed 3-0-0.

**Travel
Regulations**

The Board was in receipt of a letter from PERAC regarding the proposed revisions to the Wakefield Retirement Board Travel Regulations that the Board revised at their Board Meeting of October 5, 2017. PERAC stated that the amendment to Travel and Travel-Related Expenditures cannot be approved as PERAC’s regulations specifically require that travel and related expenses are to be approved by the Board in advance of the travel. PERAC also stated that the amendment to Required Documentation for Reimbursement cannot be approved as PERAC’s regulations require that request for reimbursement occur within 60 days of the travel. PERAC also stated that the Board may wish to adjust the mileage reimbursement rate regulation to the current IRS rate of 54.5 cents rather than the 34.5 cents in the current regulation. Richard E. Smith motioned that all Board Member and Staff will be reimbursed at a rate equal to the non-taxable current reimbursement rate set by the Internal Revenue Service. Philip Rogers, Sr. seconded. Motion passed 3-0-0. Richard E. Smith motioned to adopt PERAC’s recommendations regarding travel and related expenses are to be approved by the Board in advance of the travel and also require the request for reimbursement occur within 60 days of the travel. Daniel Sherman seconded. Motion passed 3-0-0.

**Travel
Requests**

Philip Rogers, Sr. motioned to approve the travel requests of Cathy Cheek and Sherri Dalton to attend the PERAC Training Session on September 27, 2018. Daniel Sherman seconded. Motion passed 3-0-0.

Philip Rogers, Sr. motioned to approve the travel request of Cathy Cheek to attend the MACRS Fall Conference from September 30, 2018 through October 3, 2018. Richard E. Smith seconded. Motion passed 3-0-0.

Philip Rogers, Sr. motioned to approve the travel request of Sherri Dalton to attend the MACRS Fall Conference from September 30, 2018 through October 3, 2018. Richard E. Smith seconded. Motion passed 3-0-0.

Philip Rogers, Sr. motioned to approve the travel request of Richard Smith to attend the MACRS Fall Conference from September 30, 2018 through October 3, 2018. Daniel Sherman seconded. Motion passed 3-0-0.

Philip Rogers, Sr. motioned to approve the travel requests of Cathy Cheek and Sherri Dalton to attend the PERAC Educational Seminar on October 18, 2018. Richard E. Smith seconded. Motion passed 3-0-0.

<p>Correspondence</p>	<p>PERAC Memo 22/2018 – Public Records Law Side Letter Provisions</p> <p>PERAC Memo 23/2018 – Reinstatement to Service under G.L. c. 32 § 105</p> <p>PERAC Memo 24/2018 – Cost of Living Increase for Supplemental Dependent Allowance Paid to Accidental Disability Retirees and Accidental Death Survivors</p> <p>PERAC Press Release – July 25, 2018</p> <p>PERAC – Annual Report 2017</p> <p>PERAC – Board Administrator Educational Seminars</p> <p>Michael Sacco – Recent CRAB Decisions</p> <p>Mass Retirees – Proposal to Increase Hourly Limits for Retirees</p> <p>Philip Rogers, Sr. motioned to place the Correspondence on file as presented. Richard E. Smith seconded. Motion passed 3-0-0.</p>
<p>Monthly Refunds /Transfers / Makeups / Buybacks</p>	<p>Richard E. Smith motioned to approve the request of Sandra Teixeira, School, to purchase part-time employment with School Department, 2 years 3 months (pro-rated). Philip Rogers, Sr. seconded. Motion passed 3-0-0.</p> <p>Richard E. Smith motioned to approve the request of Lisa Hart, School, to purchase part-time employment with School Department, 1 year 5 month (pro-rated). Philip Rogers, Sr. seconded. Motion passed 3-0-0.</p>
<p>Matters Not Anticipated By The Chair Within 48 Hours of Meeting</p>	<p>No Members or Administration had comments.</p>
<p>Warrant Review and Signing</p>	<p>The Board members reviewed and signed the following Warrants: Warrant 18-7-2 in the amount of \$9,041.54; Warrant 18-7-3 in the amount of \$5,240.12; Warrant 18-7-4 in the amount of \$890,616.72; Warrant 18-8-2 in the amount of \$3,706.75 and Warrant 18-8-3 in the amount of \$(1,492.75).</p>
<p>91A Hearing – Michael Lucey</p>	<p>The Board has received notification from PERAC that Michael Lucey has not filed his Annual Statement of Earned Income for Calendar Year 2017. Prior to any termination of benefits Mr. Lucey was given written notice regarding requesting a hearing at a future Wakefield Retirement Board Meeting. Mr. Lucey requested the hearing to be held at the August 22, 2018 meeting but failed to show up at the meeting. Upon such termination of benefits, Mr. Lucey will have the right to appeal such action to the Contributory Retirement Appeal Board. Philip Rogers, Sr. motioned to terminate the disability retirement allowance benefit for Michael Lucey. Richard E. Smith seconded. Motion passed 3-0-0.</p>
<p>Next Board Meeting</p>	<p>The next regular Retirement Board Meeting has been scheduled for Thursday, September 20, 2018 at 8:00 a.m.</p>
<p>Adjournment</p>	<p>Philip Rogers, Sr. motioned to adjourn at 9:04 a.m. Richard E. Smith seconded. Motion</p>

passed 3-0-0.

Respectfully submitted,



Sherri A. Dalton
Administrative Assistant