



**TOWN OF  
WAKEFIELD**

**WAKEFIELD RETIREMENT BOARD**

**Thursday, May 21, 2020**

**8:00 A.M.**

**Via Zoom virtual meeting**

**BOARD  
MEMBERS  
PRESENT:** Kevin Gill, Chairman  
Joseph P. Albert, Jr.  
Sherri A. Dalton  
Dennis P. Fazio

**ADMINISTRATION** Executive Director – Cathy Cheek  
**PRESENT:**

**BOARD  
MEMBERS  
ABSENT:** Daniel Sherman

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

<b>Call to Order</b>	Chairman Kevin Gill called the meeting to order at 8:00 a.m.
<b>Attendance</b>	Four (4) Board members were present and participating via Zoom as well as Executive Director Cathy Cheek. Daniel Sherman was absent.
<b>Public Engagement</b>	There was no Public Engagement.
<b>Approval of Regular Minutes – April 16, 2020</b>	Sherri A. Dalton motioned to approve the Regular Board Minutes of April 16, 2020 as presented. Joseph P. Albert, Jr. seconded. Chairman Gill stated that in the minutes direct deposit was voted on for all retirees and mentioned that there is one retiree that lives out of the country as asked to make an exception for this one retiree. Sherri A. Dalton agrees but just wants to make sure that this situation is the only one that the Board would be making an exception for. Motion passed 4-0-0 by a roll call vote.
<b>Cash Books</b>	The Board Members were in receipt of the Cash Reconciliation including the two Eastern Bank statements and the two PRIT Investment statements, trial balance, Cash Receipts, Cash Disbursements, Adjusting Journal Entries and Cash Flow Forecast for the month of March 2020. Sherri A. Dalton motioned to accept as presented, the cash books and cash flow forecast for the month of March 2020. Dennis P. Fazio seconded. Motion passed 4-0-0 by a roll call vote.
<b>Monthly Budget – April 2020</b>	Board Members were in receipt of the April 2020 Monthly Budget.
<b>Board Member Signatures on Warrants</b>	Sherri A. Dalton motioned to authorize Chairman Kevin Gill as the signatory for the Retirement Board Warrants. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by a roll call vote.

**Ryan v.  
Woburn and  
Wakefield  
Retirement  
Board &  
PERAC**

The Board Member were in receipt of correspondence from Attorney Thomas Mullen regarding Ryan v. Woburn and Wakefield Retirement Board and PERAC, CR-14-394 in which Mr. Mullen states that he filed the Post-Hearing Memorandum. Seeing that the Board did not have to take any further action at this time, no vote was taken.

**Re-Entry Plan**

Discussion ensued regarding the Retirement office re-entry plan. Sherri A. Dalton said that the Town of Wakefield and the Light Department are in the process of having re-entry plans. The Town's plan is to bring employees back in the building as Phase 1 while keeping the building closed to the public. Whereas, the WMGLD is keeping their offices closed as their employees will continue to work remotely. Ms. Dalton stated that the Retirement office is under an umbrella like the WMGLD as they are not a part of the Town. Ms. Dalton expressed that she is comfortable with having the Executive Director plan her own re-entry. The office work has been getting done remotely these past few months with no issues and for the safety of the Executive Director she should work remotely for as long as she wanted to. Cathy Cheek responded that she does not feel comfortable returning to her office and will continue to work remotely. The Board agreed with Sherri and will leave the decision to the Executive Director.

**Option C  
Survivor  
Benefits**

Sherri A. Dalton motioned to approve Option C Survivor Benefits for Nicholas Hariskos, survivor of Annie Hariskos a retired employee of the School Department who died on April 5, 2020. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by a roll call vote.

Sherri A. Dalton motioned to approve Option C Survivor Benefits for Daniel McNamara, survivor of Mary McNamara a retired employee of the School Department who died of April 12, 2020. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by a roll call vote.

**Correspondenc  
e**

A. PERAC Memo 21/2020 – Post Retirement Restrictions During the State of Emergency.

B. PERAC Memo 22/2020 – Delayed FY 21 Appropriations

C. Michael Sacco – PERAC Memo 20/2020 – Medical Panel Examinations

Chairman Gill addressed the memo from Attorney Sacco and feels that the Wakefield Retirement Board should follow the suggestions from Attorney Sacco in regards to Disability Applications and Medical Panels. Sherri A. Dalton agreed with Chairman Gill.

D. PRIM – Pension Fund Weathering the Storm

Sherri A. Dalton motioned to place all Correspondence on file as presented. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by roll call vote.

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

Discussion ensued regarding the role of the Wakefield Retirement's Board Attorney Michael Sacco. Chairman Gill asked that this be added to the next agenda of the Retirement Board.

**Announcements and Acknowledgments**

Sherri A. Dalton recognized and thanked the Executive Director who has seamlessly, while working remotely these past few months kept the office running smoothly with no issues. The other Board Members thanked Cathy as well.

Cathy Cheek mentioned that employees and retirees should have received an email regarding Employee Self Service training and encouraged the Board Members that are employees to take the webinar training.

**Warrant Review and Signing**

Sherri A. Dalton motioned to approve Warrant 20-4-2 Staff Payroll April in the amount of \$8,778.60 as noted. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by roll call vote.

Sherri A. Dalton motioned to approve Warrant 20-4-3 Noncontrib Payroll April in the amount of \$5,310.12 as noted. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by roll call vote.

Sherri A. Dalton motioned to approve Warrant 20-4-4 Contrib Payroll April in the amount of \$946,381.95 as noted. Dennis P. Fazio seconded. Motion passed 4-0-0 by roll call vote.

Sherri A. Dalton motioned to approve Warrant 20-5-1 A/P Warrant in the amount of \$751.97 as noted. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by roll call vote.

Sherri A. Dalton motioned to approve Warrant 20-5-2 A/P Warrant in the amount of \$281,009.25 as noted. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by roll call vote.

**Next Board Meeting**

The next regular Retirement Board Meeting has been scheduled for Thursday, June 18, 2020 at 8:00 a.m. via Zoom virtual meeting.

**Adjournment**

Sherri A. Dalton motioned to adjourn at 8:55 a.m. Joseph P. Albert, Jr. seconded. Motion passed 4-0-0 by roll call vote.

Respectfully submitted,



Cathy Cheek  
Retirement Board Clerk