

Winchester Retirement Board Meeting Minutes
May 30, 2023 Remote Participation Meeting

Pursuant to the Commonwealth's Open Meeting Law Chapter 30A, §20, and subject to the Executive Order issued by Governor Baker on June 16, 2021, the meeting of the Winchester Contributory Retirement Board was called to order with the following Members participating remotely: Stacie Ward, Ex-Officio; Robert A. Frary, Elected Member, Chair, Philip Ciampa, Elected Member, Michael Lucas, Appointed Member, Thomas J. Tracy, Fifth Member, Karen Manchuso, Board Administrator.

Members of the public were provided access to the meeting via a call-in-number.

Robert Frary called the meeting to order at 8:38 am.

Legal updates were tabled to the June Monthly Meeting.

The Board reviewed the 2022 Annual Statement of Financial Condition. A motion was made by Stacie, seconded by Michael Lucas to approve the Annual Statement and send it to PERAC via Prosper. Each Board member was instructed to log onto Prosper to electronically sign the Statement.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Philip Ciampa	Yes
Michael Lucas	Yes
Thomas Tracy	Yes
Robert Frary	Yes

An estimated cost for travel was submitted for Robert Frary to attend the 2023 MACRS Annual Spring Conference in Hyannis Massachusetts from June 4 to June 7, 2023. Thomas Tracy moved to allow Robert Frary to attend the Conference and approve all travel cost as estimated, seconded by Michael Lucas.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Philip Ciampa	Yes
Michael Lucas	Yes
Thomas Tracy	Yes
Robert Frary	Yes

Robert Frary asked if there were any other Board Members that wished to attend. There were none.

A motion was made by Thomas Tracy, seconded by Michael Lucas to approve the April 28, 2023 Board Minutes with the Retiree Payroll Warrant and the Refund Warrant dates amended. Those dates should read April 28, 2023.

The Financial Review was tabled to the June Board Meeting.

A motion was made by Tom Tracy, seconded by Michael Lucas to approve the May 31, 2023 Retiree Payroll Warrant in the amount of \$861,063.46.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Philip Ciampa	Yes
Michael Lucas	Yes
Thomas Tracy	Yes
Robert Frary	Yes

A motion was made by Tom Tracy, seconded by Michael Lucas to approve the May 31, 2023 Expense Warrant as follows:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Bristol County Retirement	2022 3(8)C Payment	\$561.12
Brown & Brown of MA (Amity Insurance)	2023 Fiduciary Insurance	\$6,296.00
Law Offices of Thomas F Gibson	3Q & 4Q 2022 Legal Fees	\$11,565.08
MACRS Treasurer	MACRS 2023 Annual Spring Conference Registration Fee	\$484.00
Pension Benefit Information, Inc.	2023 Death Audit Maintenance Fee	\$3,000.00
Town of Winchester- Treasurer	April Service Reimbursement	\$10,158.27
WB Mason Co., Inc.	File Cabinet	\$401.34

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Philip Ciampa	Yes
Michael Lucas	Yes
Thomas Tracy	Yes
Robert Frary	Yes

A motion was made by Tom Tracy, seconded by Michael Lucas to approve the May 31, 2023 Refunds and Transfers as follows:

<u>Name</u>	<u>Department/Position</u>	<u>Service</u>	<u>Amount</u>
Angelique Gomez	School/ESP	1.5000	\$3,319.04
To: IRS for Federal Tax			\$829.76
Chauncy Barbato	DPW/ Eq. Operator	1.7500	
To: Middlesex County Retirement			\$ 9,834.11
James Sullivan	Recreation/Program Supervisor	16.0000	
To: Reading Retirement			\$99,273.46

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Michael Lucas	Yes
Robert Frary	Yes
Thomas Tracy	Yes

A motion was made by Tom Tracy, seconded by Michael Lucas to approve the following New Members:

Name	Department/Position	Date of Hire	Group
Stephen DeSharnais	DPW/Custodian	05/16/2023	1

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Michael Lucas	Yes
Robert Frary	Yes
Thomas Tracy	Yes

The Board regretfully acknowledges the following deaths:

- Jasper Asaro died on April 19, 2023 at the age of 87. Jasper Retired on November 21, 1981 with 15.3333 years of service as a patrol Officer for the Winchester Police Department. He then worked part-time as a Hearing Officer for the Treasurers' Department up until his death.
- Robert M. Walsh, Jr. died on April 20, 2023 at the age of 83. Bob retired on May 3, 2001 from the Winchester Fire Department after more than 35 years of service. He leaves a benefit to his spouse, Barbara.

There were no Memorandums or correspondence to review.

The Administrator presented the Board with a job description as a starting point to consider hiring additional staff to help with the administrative office task.

Philip thought it was a good idea to train another person and would be interested to see what the other boards pay their office staff.

Robert Frary said he would like to see what this person's responsibilities would be.

Thomas Tracy relayed his experience in Watertown, noting it is a larger system than Winchester, however he did agree that additional help was a good idea. He suggested short term help could be looked at to help ease the immediate workload but believes the long term goal should be looked at as an insurance plan to provide a succession plan for the administration.

Robert Frary said he is on board for short term help now and to look at a succession plan by year end. He asked the Administrator what the course of action would be for the Board to move forward with hiring office help. Karen said a job description with pay and hours would have to be approved by the Board, the 2023 Budget would need to be amended and sent into PERAC and the position would need to be advertised. Chapter 32 provides the Retirement Board the authority to hire all staffing needs to see that the business that comes before the Board is completed.

Robert Frary thought it was a good solution for now and would like the Administrator to bring other retirement board assistant job descriptions back to the June Business meeting for discussion, along with hours and compensation.

A motion was made by Thomas Tracy, seconded by Michael Lucas, to approve the funds needed to hire part-time office help to allow Karen to take time off and to get office task completed while out of the office.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Michael Lucas	Yes
Robert Frary	Yes
Thomas Tracy	Yes

The next monthly board meetings will be:

- Tuesday, June 20, 2023 at 8:30 am - Virtual
- Tuesday, July 25, 2023 at 8:30 a, m – Virtual
- Tuesday, August 29, 2023 at 8:30 am – Virtual

On a motion by Tom Tracy, seconded by Michael Lucas, the Board voted to adjourn at 9:21 am.

ON THE ROLL CALL THE VOTE WAS AS FOLLOWS:

Stacie Ward	Yes
Michael Lucas	Yes
Robert Frary	Yes
Thomas Tracy	Yes

Respectfully submitted,
Karen Manchuso
Attest:

Stacie Ward, Ex-Officio

Michael Lucas, Appointed Member

Philip Ciampa, Elected Member

Robert Frary, Chairperson

Thomas J. Tracy, Fifth Member

