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**Winthrop Contributory Retirement System Board Meeting**  
**1 Metcalf Square, Winthrop, Massachusetts, 1<sup>st</sup> Floor Conference Room**  
**Minutes from the Meeting Held on November 26, 2019 6:00 PM**  
**Present Were: Francis Carberry Karin Chavis Anna Freedman**  
**Not Present: Stacy Calla & James Feeley**

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Chairman Carberry called the meeting to order at 6:06 PM

Voted on a motion by Karin Chavis, seconded by Anna Freedman, unanimous, to approve the Retirement Board minutes for the Meeting held on October 29, 2019.

Voted on a motion by Anna Freedman, seconded by Karin Chavis, unanimous, to approve the Retirement System Warrant (Payroll, Accounts Payable, Investment transfers) for November 2019 in the amount of \$378,192.16; also included October Eastern Bank statement reconciliation

No transfer of funds were needed, effective December 2, 2019 from PRIM to Eastern Bank to cover payroll and accounts payable for December 2019

Voted on a motion by Anna Freedman, seconded by Karin Chavis, unanimous, to approve the following acceptances:

Name	Title/Group	Start Date	Salary
Stacy Lamiaux	School /1	10/28/19	\$19,234.93 full time
Kenneth Hodgkins	School/1	11/12/19	\$25,593.19 full time

Voted on a motion by Karin Chavis, seconded by Anna Freedman, unanimous, to approve the following application for Voluntary Superannuation Option B retirement effective January 2, 2020:

Dorothy Mulone	Kitchen Manager Café/Winthrop Schools	20.25 years of service
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Voted on a motion by Anna Freedman, seconded by Karin Chavis, unanimous, to approve 1 year and 6 months of creditable service that the Winthrop Retirement Board will accept upon full payment by Eleanor Lundy to the Hingham Retirement System. Eleanor worked as a secretary for Winthrop Schools from July 21, 2014 until January 22, 2016 and took a refund of her accumulated deductions

#### New Business

Chairman Carberry asked the Retirement Coordinator for some background on the vote to approve the fees associated with Michelle St. Jean, Retirement Coordinator, becoming a Notary. The Coordinator explained that in planning for the retiree/survivor affidavits to be mailed in 2020 and trying to coordinate with the Town Clerks office, there was a timing concern due to it being an election year. The Coordinator stated she asked Attorney Sacco for an opinion as to whether the notary is required since it is not a PERAC guideline. Attorney Sacco stated it was in the Board's best interest to still request the notarization of the affidavits to help protect the Board. The Retirement Coordinator suggested to the Chairperson she was willing to become a notary to help ease the burden on other offices. The cost is \$60 and the estimated cost of the stamp is \$25. Voted on a motion by Anna Freedman, seconded by Karin Chavis, unanimous, to reimburse the Retirement Coordinator for the expenses incurred.

The Retirement Coordinator reviewed the PTG Pricing Contract with the Board for the upcoming six years. Chairman Carberry has signed off on the contract.

#### Old Business

The next item was to vote on the approval of Richard Swartz's application for retirement. The Board is in receipt of an opinion from PERAC stating the Winthrop Retirement Board must accept full liability. Voted on a motion by Karin Chavis, seconded by Anna Freedman, unanimous, to approve the following application for Voluntary Superannuation Option B retirement effective October 31, 2019:

Richard Swartz	Fire Captain/RECC Director	39.6667 years of service
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The Board did not enter into Executive Session pursuant to M.G.L. c. 30A, s. 21(2) to conduct contract negotiations with non-union personnel (Retirement Coordinator). Chairman Carberry stated the Retirement Coordinator has been with the Board for three years effective October 31<sup>st</sup> and her salary is currently at \$81,600 after a 2% COLA in July 2019. He presented the Board a list of salary surveys from other systems; however, it was noted Winthrop is a one-person office, compared with other systems which may be larger, but with two full time employees. Chairman Carberry stated it was a very smooth transition from the previous coordinator and that he has been pleased with the Retirement Coordinator's work thus far. Chairman Carberry stated and Board agreed, that the position is a separate entity and to award a salary increase as they see in the best interest of the Board. Voted on a motion by Karin Chavis, seconded by Anna Freedman for an annual salary change to \$84,500 retro to October 31, 2019. The motion passed 3-0.

**Administrators Announcements:**

Chairman Carberry stated the Board was in receipt of correspondence to PERAC from Attorney Sacco regarding a stipend issue. The Retirement Coordinator explained that the Animal Control Officer receives a stipend with Inspectional Services. When trying to calculate a buyback of time the issue came up whether this is retirement eligible. Attorney Sacco has sent a letter to PERAC for clarification

Retirement Calendar 2020 distributed to Board members


GASB 67/68 was received from PERAC


Accidental Disability Option A retiree Joseph Kearns passed away on November 8, 2019

The Board has scheduled the next meeting for December 17, 2019 at 5:00PM to accommodate the Finance Commission meeting being held at 6:00PM

Voted on a motion by Anna Freedman, seconded by Karin Chavis, unanimous, to adjourn at 6:34 PM.

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Anna Freedman

  
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Francis Carberry

  
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Karin Chavis

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Stacy Calla

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James Feeley