

**Winthrop Contributory Retirement System Board Meeting
Minutes from the Meeting Held on November 29, 2021, 6:00 PM**

Meeting was held remotely via Conference Call using Zoom

Present Were: Francis Carberry **James Feeley Karin Chavis Dennis Boudrow

Also Present: * Attorney Christopher Collins, Superintendent of Schools Lisa Howard, Stacy Calla HR Director

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Chairman Carberry called the meeting to Order at 6:05PM

New Business

Chairman Carberry moved the discussion of the cafeteria staff hours to the first item on the agenda to accommodate Lisa Howard and Stacy Calla. The Retirement Coordinator explained that some of the cafeteria staff who work the qualifying hours are enrolled in the retirement system. However, there are several who are not enrolled in the retirement system since they are not consistently working 20 hours per week, the hours fluctuate each pay period. The supplemental guidelines state an individual must be employed permanently 20 hours or more per week. The cafeteria staff are seeking health insurance benefits and if they do not qualify for retirement, they do not qualify for the GIC. Chairman Carberry asked Attorney Collins to clarify the 20 hours per week requirement and if the mandate was not met. Attorney Collins stated that the word permanent means guaranteed through the contract with the employer. He stated that there must be an absolute guarantee from the employer on the hours or they do not meet the Board requirements. Lisa Howard asked Attorney Collins about language in the hiring letters for cafeteria workers and their collective bargaining agreement. She stated the hiring letters in the past do not indicate whether the employees were hired full time or part time. In addition, she stated that hiring letters need to be clarified going forward in the future. She stated even if they are hired for 20 hours per week, their hours may fluctuate due to half days, weather, and school vacations impacting their work hours. Attorney Collins stated that since the language states permanent, we can not use an average of hours and the best way to handle is to identify the employees who are meeting the required minimum of 20 hours per week of guaranteed hours. Lisa Howard asked if employees are hired for 20 hours per week and there are weeks, they do not meet the minimum due to sick days or weather what decides then? Attorney Collins said if there is an expectation of staff to work 20 hours per week, an occasional unpaid day is acceptable. Chairman Carberry asked if there was a regulation the Board should adopt to state an expectation of hours worked, however Attorney Collins does not believe this needs to be changed in the regulations and we should work within the guidelines of required hours. Chairman Carberry asked if the Board should have different regulations that apply to cafeteria workers, Attorney Collins stated it is possible but he advises against it. Stacy Calla and Lisa Howard suggested an increase in minimum hours worked would assist the town financially due to the criteria to meet GIC requirements. Stacy Calla pointed out there are other town workers whose hours do fluctuate (harbor master, ferry and inspectional services) that may cross this line in the future. She followed up with asking what is considered permanent since there are workers who work certain months out of the year. Attorney Collins stated that if someone is hired to work 20 hours and their hours are reduced in the future, the law states "once a member, always a member" so they would retain their membership in the system. Attorney Collins stated he would continue to research the issue and follow up with the Retirement Coordinator. Chairman Carberry stated that the Board should continue to discuss and follow up at the December meeting.

Chairman Carberry asked the Retirement Coordinator to update the Board on the Section 91C excess earnings collection issue. She stated that retired member Ralph Cali who worked for the school department and retired on December 10, 2010, and that he has exceeded his allowable hours since 2011, except for 2014 and 2020. The Retirement Coordinator stated the earnings were caught early enough for 2021 and that he is aware of his allowable earnings for the remainder of the year. Attorney Collins stated it is up to the retiree to monitor his hours and earnings. Chairman Carberry asked if the Board could enter a payment plan and if there was a minimum to collect. Attorney Collins stated it is at the Board's discretion, however PERAC prefers the money collected as soon as possible. In addition, it would be up to the retiree to submit financials to determine if there is a financial hardship before entering a payment plan. Attorney Collins stated himself or Attorney Sacco can review the financials for the Board. Voted on a motion by Karin Chavis, seconded by James Feeley to send a demand letter to collect the debt and have financial statements returned by December 31, 2021, the item would be discussed at the January meeting with payments being suspended starting by February 2022 payment. After a roll call vote the motion passed 4-0.

Before Attorney Collins left the meeting, the Retirement Coordinator asked if Board members had any other questions with regards to the Town's proposal for the Winthrop Retirement Board to be the Town's OPEB Board. Attorney Collins stated that since the town has no treasurer at this time, the town cannot proceed with establishing an OPEB Trust. The statute requires the town treasurer be the custodian of the fund and to perform the tasks. The Retirement Coordinator is not allowed to move funds on behalf of the OPEB Trust, it would be a conflict of interest. Attorney Collins left the meeting after the discussion.

JAF KC JPC

Voted on a motion by Karin Chavis, seconded by James Feeley, to approve the Retirement Board minutes for the meeting held on October 26, 2021. After a roll call vote the motion passed 4-0.

Voted on a motion by James Feeley, seconded by Karin Chavis, to approve the revised Retirement Board warrant for September from \$1,659,332.19 to \$2,409,332.19 and October warrant from \$1,205,843.54 to \$455,843.54. The Retirement Coordinator explained the difference of \$750,000 was the money that was moved on September 30th and not October 1st due to town hall being closed on Fridays. After a roll call vote the motion passed 4-0.

Voted on a motion by Karin Chavis, seconded by James Feeley, to approve the Retirement System Warrant (Payroll, Accounts Payable, Investment transfers) for November 2021 in the amount of \$417,572.48. After a roll call vote the motion passed 4-0.

No transfer of funds was needed, effective December 1, 2021, from PRIM to Eastern Bank to cover payroll and accounts payable for December 2021

Voted on a motion by Karin Chavis, seconded by James Feeley to approve the following acceptances at 9% + 2% after a roll call vote the motion passed 4-0. Karin Chavis questioned the delay of start date for member Danna Ferullo, the Retirement Coordinator stated Ms. Ferullo was late returning paperwork after numerous requests.

Name	Title/Group	Start Date	Salary
Danna Ferullo	Office Admin WHA/1	08/25/2021	\$41,500.16/full time
Robyn Callanan	Assistant Director WHA/1	10/04/2021	\$61,000.00/full time
Audrey Inkiarto	School ESP/1	10/12/2021	\$23,108.95/full time
Leif Faber	School ESP/1	10/12/2021	\$23,108.95/full time
S. Kate Parham	IT Librarian/1	10/25/2021	\$41,500.00/full time
Connor Sullivan	School IT/1	11/01/2021	\$26,392.73/full time
Jared Delacruz	School IT/1	11/01/2021	\$26,392.73/full time

Voted on a motion by James Feeley, seconded by Dennis Boudrow, to approve the following rollover/refund of accumulated deductions effective November 30, 2021:

Shelton Moorman DPW Dates of service: 9/3/2019 – 04/23/2021 1.5833 years
After a roll call vote the motion passed 4-0.

Voted on a motion by Karin Chavis, seconded by James Feeley, to approve Dawne Armitstead's Application for Voluntary Superannuation Option C, beneficiary Aaron Armitstead, effective December 31, 2021. Dawne is a Winthrop Police Officer and has 28.1667 years of creditable service. After a roll call vote the motion passed 4-0.

Old Business

Chairman Carberry asked to table the discussion and vote appropriation and funding schedule rate to the December meeting

Chairman Carberry asked to table the discussion of the annual review of the Retirement Coordinator to the December meeting as well.

Karin Chavis asked that a discussion be added to the December agenda regarding an increase in COLA base for retirees. She pointed out that in the November publication of The Voice, that 72 of the 104 Retirement Systems in the state had a COLA base larger than \$12,000.

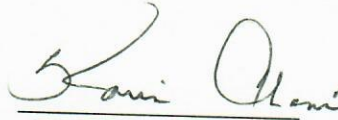
Administrators Announcements:

The December meeting is tentatively scheduled for Monday, December 20th at 6:00PM via Zoom

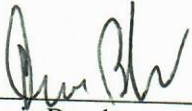
Voted on a motion by Karin Chavis, seconded by James Feeley to adjourn at 6:59 PM. After a roll call vote the motion passed 4-0.



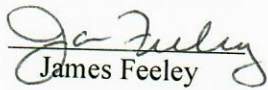
Francis Carberry



Karin Chavis



Dennis Boudrow



James Feeley