

BOARD OF TRUSTEES  
Division of Public Works Retirement System  
Meeting Minutes  
June 25, 2019

A meeting of the Board of Trustees, Public Works Retirement System was held at 11:32 a.m. on Tuesday, June 25, 2019, in the Large Conference Room located at 9 Riverside Street.

**Trustees Present:** Frank Anderson, Mayoral Appointee  
Kathie Berube, Employee Member  
David Fredette, Treasurer Designee Member  
Michael O'Brien, Aldermanic Liaison  
Frank Teas, BPW Commissioner

**Trustees Absent:** Ben Bausha, Employee Member

**Others in Attendance:** Derek Danielson, Asst. City Treasurer  
Mary Woods, Admin. Assistant

**Expected Visitors:**

None

**Minutes of the Meeting:**

The minutes of the May 21, 2019 meeting were presented for review and acceptance.

**MOTION BY:** Trustee, Frank Teas moved to accept, place on file, and approve the minutes of the May 21, 2019 meeting.

**SECONDED BY:** Trustee, Kathie Berube

**MOTION CARRIED:**

**DISCUSSION:**

**Personnel:**

The resignation of Mandeep Gill was presented to the Trustees effective June 21, 2019 after 2.25 years of service. She worked for the Engineering Department.

**MOTION BY:** Trustee, Frank Anderson moved to approve the resignation of Ms. Mandeep Gill.

**SECONDED BY:** Trustee, Frank Teas

**MOTION CARRIED:** Unanimously

**DISCUSSION:** Trustee, Frank Teas wanted to compliment Ms. Gill on her Paving Presentation to the Alderman.

The resignation of Stephan Lecomte was presented to the Trustees effective June 4, 2019 after 37 weeks of service. He worked for the Wastewater Department.

**MOTION BY:** Trustee, Frank Anderson moved to approve the resignation of Mr. Stephan Lecomte.

**SECONDED BY:** Trustee, Frank Teas

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

The death benefit of Mr. Joseph Bouley was presented to the Trustees effective June 12, 2019.

**MOTION BY:** Trustee, Frank Anderson moved to approve the death benefit payment for Mr. Joseph Bouley in the amount of \$3,000.00.

**SECONDED BY:** Trustee, Frank Teas

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

#### **Old Business:**

Issue of the Hooker & Holcombe Contract for administrative services being paid directly from the Retirement Trust Fund needs to be placed on the agenda in November 2019 for discussion.

The Trustees agreed that this was an appropriate discussion to have.

#### **New Business:**

Approval of the current disbursement of funds for the period of May 1, 2019 thru May 31, 2019 in the amount of \$271,069.03 was presented to the Board. The Trustees reviewed the detail.

**MOTION BY:** Trustee, David Fredette moved to approve the current disbursement of funds for the period of May 1, 2019 thru May 31, 2019 in the amount of \$271,069.03.

**SECONDED BY:** Trustee, Kathie Berube

**MOTION CARRIED:** Unanimously

**DISCUSSION:**

The Hooker and Holcombe Portal Demonstration was given by Mr. Danielson. Trustee Anderson asked who was invited to attend the initial demonstration and Mr. Danielson responded that the Benefits personnel attended as well as Human Resources, Cindy Bielawski, Trustee Fredette and Mr. Danielson from the Financial Services Division. Mr. Danielson said that this will be demonstrated to the current employees at a later date.

Trustee O'Brien asked about "QDOT (Qualified Domestic Trust)" and Trustee Fredette said that the City is exempt from QDOT which was explained as type of trust established for the purpose of permitting the Federal Estate Marital Deduction.

Mr. Danielson said that this program will be rolled out by July 1, 2019. The retirees have received a letter and the current employees will receive one the first or second week of July. Trustee Berube thinks there should be a terminal for employees to access and maybe add a link to the BOT Minutes. Mr. Danielson said that maybe we could have a link to this website somewhere else on the City website to cross reference. Trustee Anderson asked if there would be a phone number for employees to call and Mr. Danielson said yes.

A discussion took place about the Hooker & Holcombe presentation and it was asked if there is an online tutorial and Mr. Danielson said yes, that there will be literature given out. He would also like to have a presentation in the Auditorium for the Administrative Assistants and then another one for everyone to come. The Trustees also wanted to thank Mr. Danielson for his hard work with this new system.

**Period for Public Comment:**

None

**Items by the Trustees:**

Trustee Teas wanted to know where we stood with the election of a full board. It was explained that the election will be taking place within the next few weeks and we should have a full board by the next BOT meeting. Trustee Teas also asked about Trustee Fredette being sworn in as a member and it was explained that he was already assigned a trustee and didn't need to be sworn in.

Next meeting is set for July 30, 2019.

**MOTION TO ADJOURN:** Trustee, Frank Anderson moved to adjourn at 12:12pm.

**SECONDED BY:** Trustee, Kathie Berube

**MOTION CARRIED:** Unanimously

*Minutes Transcribed by: Mary Woods*