

The regular meeting of the Montague Retirement Board, duly posted, was held at One Avenue A, Turners Falls, MA on the above date, and came to order at 1:05 PM.

**Retirement Board Members Present:** Marianne Fiske, Carolyn Olsen, Cheryl Clark, and Frank Abbondanzio were present, David Dion arrived at 1:17pm just prior to the vote on item 7, "Retirement Office Computer".

**Retirement Board Staff Present:** Administrator Deb Underhill was present.

**Minutes:** Minutes of May 30, 2017 Retirement Board Meeting were presented for review and approval.

**Retirement Board Moved:** To approve May 30, 2017 minutes.

Vote: 4 In Favor 0 Opposed 0 Abstained

**Warrant:** Contributory Retirement Warrant #6, dated June 30, 2017 in the amount of \$293,443.94.

Payroll	\$ 237,153.20
Expenses	\$ 6,053.13
3(8)c Payment-MA Teachers	<u>\$ 50,237.61</u>
Total Warrant	\$ 293,443.94

**Retirement Board Moved:** To approve June 30, 2017 Warrant #6 in the amount of \$293,443.94.

Vote: 4 In Favor 0 Opposed 0 Abstained (David Dion signed Warrant #6 when he arrived)

**Amend Montague Retirement Board Supplementary Regulation A6, listed below:**

**Current Regulation:**

**A. Eligibility:**

6. In the case of an individual being appointed to fill the term of a paid elected position, the following shall apply:
  - a. If the individual is currently a member of the Montague Retirement System, the individual shall be credited with full-time service for the duration of the appointment.
  - b. If the individual is not an eligible member of the Montague Retirement System, they shall not be eligible for membership until such time as the individual is elected to the position and selects membership in the Montague Retirement System.

**Retirement Board Moved:** to amend current regulation, as follows:

**Amended Regulation:**

**A. Eligibility:**

6. In the case of an individual being appointed to fill the term of a paid elected position, the following shall apply:
  - a. If the individual is currently a member of the Montague Retirement System, the individual shall be credited with full-time service for the duration of the appointment.
  - b. If the individual is not currently a member of the Montague Retirement System, then regular eligibility requirements shall apply.

Vote: 4 In Favor 0 Opposed 0 Abstained

**Superannuation application:** Option C, received for Mary Ann Packard, TWN, Library Assistant, effective 9/1/2017.

**Retirement Board Moved:** to accept Superannuation Retirement Application, Option C, for Mary Ann Packard, effective 9/1/2017.

Vote: 4 In Favor 0 Opposed 0 Abstained

**Retirement Board to draft a regulation to define “temporary” employee:**

Carolyn Olsen suggests the board add item #1A to the current eligibility regulations, to possibly read as follows:

Temporary employees are defined as those employees expected to work for fewer than \_\_\_\_ months. If an employee is hired to work for fewer than \_\_\_\_ months but actually works \_\_\_\_ months or longer, and works a regular schedule of at least 20 hours per week, they shall become a member when they have worked \_\_\_\_ months.

This would come into play in instances such as when a police officer is hired in advance of a vacancy (to save overtime costs by putting the officer through the academy before the shift is vacant) or when someone is appointed to fill a vacancy in a full-time elected position. It shouldn't be too short of a period because you don't want real short-timers forced into membership and have to refund them, but you don't want someone working too long before becoming a member because then they have a lot of time to buy back. This perfect length of time will be discussed next month.

**Retirement Board Moved:** after discussion, moved to table this item and have further discussion at the next board meeting.

**Review MRB Travel Regulations, section 6, Meals:** The MRB travel regulations were last updated in 2006. The board discussed increasing the breakfast and dinner amounts, and to define and clarify what “high cost areas” are. Regarding meal tip reimbursement amounts, Scott Henderson said “I looked at 840 CMR 2.00, which is PERAC’s standard travel rules. In 2.09(1)(a) it mentions “gratuities paid in accordance with local custom”. My “opinion” would be that it’s up to the individual Boards to determine something like this. I would imagine that PERAC would approve a reg with either 15% or 20%.”

**Current Travel Regulation:**

Meals

6.1 The maximum reimbursement for individual meals shall be \$7 for breakfast, \$15 for lunch, and \$25 for dinner. The maximum reimbursement for any combination of meals shall be the combined maximums. The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations.

**Proposed Travel Regulation with changes highlighted:**

Meals

6.1 The maximum reimbursement for individual meals shall be \$10 for breakfast, \$15 for lunch, and \$35 for dinner. The maximum reimbursement for any combination of meals shall be the combined daily allowance of all meals consumed. (Alternate option: maximum reimbursement for any combination of meals shall be equal to the total of daily meal allowance (\$60).

The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations. Boston, Cape Cod, and the Islands are considered to be high-cost locations, and the Board may designate other locations as high-cost locations as the need arises.

**Additional Proposed change to Travel Regulation with all changes highlighted, and additional proposed change in bold:**

The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations. **The increased amount of allowable meal costs shall be set, whenever practicable, prior to the travel.** Boston, Cape Cod, and the Islands are considered to be high-cost locations, and the Board may designate other locations as high-cost locations as the need arises.

**Retirement Board Moved:** After discussion, the board tabled this issue until the July 2017 board meeting. Once the revised 6.1 travels regulations are approved, section 6.1.1 of the travel regulations should be deleted or removed, as it will be repetitive of section 6.1.

**Retirement Office Computer:** Horace Moody has informed Deb Underhill, Administrator, that the warranty on the retirement office computer will expire on 9/26/2017. He said that if we need service after that it will be difficult and expensive. He also noted that the availability of Windows 7 is quickly expiring. It is his suggestion that we purchase and install a new computer in October 2017, at a total cost of \$1500, including installation.

**Retirement Office Scanner:** Currently, there is no scanner in the retirement office. The administrator has to scan on the town scanner, and have someone email her the scan. This will become too unwieldy with the new PROSPER requirements, especially for disability applications. There is currently a disability application that needs to be scanned and uploaded to PROSPER, asap. Horace gave a \$700 quote (plus installation) for a new HP all in one printer, copier, and scanner for the retirement office. (MRS paid \$2254.00 in 2007 for the current all-in-one printer).

**Retirement Board Moved:** to approve the purchase of a new computer and all in one printer-scanner-copier.

Vote: 5 In Favor 0 Opposed 0 Abstained

**Records Access Officer and Public Records Request Guidelines:** Per PERAC, all retirement boards must designate a Records Access Officer (RAO) as of July 1, 2017. The RAO's contact information, the board's guidelines for making a public record request, and if feasible, commonly requested documents should be posted on the board's website.

**Retirement Board Moved** to appoint Administrator Deb Underhill the Records Access Officer (RAO). Deb will create guidelines and post information regarding making a public record request on the town website.

Vote: 5 In Favor 0 Opposed 0 Abstained

Next meeting: **Tuesday July 25, 2017 @ 1pm.**

Adjourned 1:38 PM

**APPROVED BY THE MONTAGUE BOARD OF RETIREMENT**

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Marianne Fiske, Chairperson

Respectfully submitted,

\_\_\_\_\_  
Carolyn Olsen

\_\_\_\_\_  
Debra Underhill

\_\_\_\_\_  
David Dion

Administrator  
Montague Retirement Board

\_\_\_\_\_  
Cheryl Clark

\_\_\_\_\_  
Frank Abbondanzio