

**Retirement Board Meeting**  
**July 25, 2017**  
**1:00 PM**  
**Montague Town Hall - 1<sup>st</sup> Floor**  
**Agenda**

1. **Minutes** of June 27, 2017 meeting for review and approval.

**BOARD MOVE** to approve minutes of June 27, 2017 meeting.

2. **Contributory Retirement Warrant #7**, dated July 31, 2017.

**BOARD MOVE** to approve July 2017 Warrant #7 dated July 31, 2017.

3. **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.

**BOARD MOVE** to draft and adopt regulation to define “temporary” employee.

4. **Amend Travel Regulations, section 6, Meals, for review and possible update:**

**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. **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. The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations.

**BOARD MOVE** to amend MRB Travel Regulation

5. **Superannuation application**, Option A, received for Philip Przybyla, TWN, DPW, effective 12/15/2017.

**BOARD MOVE** to accept Superannuation Retirement Application, Option A, for Philip Przybyla, effective 12/15/2017.

6. **Superannuation application**, Option B, received for Angela Conti, GMR, Paraprofessional, effective 8/28/2017.

**BOARD MOVE** to accept Superannuation Retirement Application, Option B, for Angela Conti, effective 8/28/2017.

7. **Travel Expenses:** Approve travel expenses for Administrator Deb Underhill and Board Chair Marianne Fiske to attend Administrator training on August 10, 2017 in Northampton, and for Board Chair Marianne Fiske to attend the Emerging Issues Forum in Worcester on September 14, 2017.

**BOARD MOVE** to approve travel expenses as stated above.

8. **Topics not anticipated covered in the 48 hour posting requirement.**

**Next meeting Tuesday, August 22, 2017 @ 1:00 PM**