

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 1:00 PM.

**Retirement Board Members Present:** Marianne Fiske, Carolyn Olsen, Frank Abbondanzio and Cheryl Clark were present. David Dion was absent.

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

**Minutes:** Minutes of the September 26, 2017 Retirement Board Meeting were presented for review and approval.

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the board voted unanimously, with no discussion, to approve the September 26, 2017 minutes.

Vote: 4 In Favor 0 Opposed 0 Abstained

**Warrant:** Contributory Retirement Warrant #10, dated October 31, 2017 in the amount of \$252,495.55.

Payroll	\$ 223,638.51
Expenses	\$ 4,871.69
Furniture & Equipment	\$ 889.31
Travel	\$ 271.38
AS Transfers	\$ 20,797.46
AS Withdrawal	<u>\$ 2,027.20</u>
Total Warrant	\$ 252,495.55

PRIT Management Fees – September \$ 37,865.60

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the board voted unanimously, with no discussion, to approve the October 31, 2017 Warrant #10 in the amount of \$252,495.55, plus PRIT management fees of \$37,865.60 for September 2017.

Vote: 4 In Favor 0 Opposed 0 Abstained

**New Members:** Ryan Sena, GMRSD, effective 9/25/2017  
Caitlin McDonough, GMRSD, effective 10/2/2017  
James Zimmerman, GMRSD, effective 9/29/2017  
Kathleen Lacey, TWN, effective 9/1/2017

On a motion by Carolyn Olsen, seconded by Cheryl Clark, the board voted to accept the new members listed above.

Vote: 4 In Favor 0 Opposed 0 Abstained

**Election:** It is hereby determined Cheryl Clark was the only candidate nominated for the Fourth Member of the Montague Retirement Board. Ms. Clark's term will commence December 17, 2017 and expire on December 16, 2020.

On a motion by Carolyn Olsen, seconded by Frank Abbondanzio, the board voted to declare Cheryl Clark to be elected to the Montague Retirement Board and no election shall take place

Vote: 4 In Favor 0 Opposed 0 Abstained

**Withdrawal of Annuity Savings:** Pamela Rapport, GMR, Paraprofessional, resigned 6/30/2014.

On a motion made by Carolyn Olsen, seconded by Cheryl Clark, the board voted unanimously, with no discussion, to approve the annuity savings withdrawal for Pamela Rapport.

Vote: 4 In Favor 0 Opposed 0 Abstained

**3(8)c Liability & Transfer:** Brandon Breault, TFFD, 1/14/2013-9/18/2017, transfer to Franklin Regional Retirement System, 4 years, 8 months, 4 days creditable service.

On a motion made by Carolyn Olsen, seconded by Cheryl Clark, the board voted unanimously, with no discussion, to approve the transfer to Franklin Regional Retirement System, and accept creditable service liability for Brandon Breault, TFFD, 4 years, 8 months, 4 days.

Vote: 4 In Favor 0 Opposed 0 Abstained

**3(8)c Liability & Transfer:** Lee Ann LaRue, GMRS, 9/4/2014-8/29/2017, transfer to Franklin Regional Retirement System, 2 years, 11 months, 25 days creditable service

On a motion made by Carolyn Olsen, seconded by Cheryl Clark, the board voted unanimously, with no discussion, to approve the transfer to Franklin Regional Retirement System, and accept creditable service liability for Lee Ann LaRue, GMR, 2 years, 11 months, 25 days.

Vote: 4 In Favor 0 Opposed 0 Abstained

**Insurance Advisory Committee:** The town is activating the Insurance Advisory Committee. Chapter 32B, section 3 specifies that *“said committee shall consist of eight members as follows: seven persons to be duly elected or appointed to membership on such committee by organizations of the employees affected, and one person who shall be a retiree of a governmental unit who shall be duly appointed to membership on said committee by the appropriate public authority.”* Therefore, pursuant to Chapter 32B, section 3, The Montague Board of Selectmen have requested that the Montague Retirement Board appoint a retiree to serve in this role, as well as select an additional retiree for nomination to fill one of the at-large roles.

Retirement Board decided to table this vote after discussion. The board asked Administrator Deb Underhill to send a letter to all retirees with October payroll asking for interested parties to give their names to the Retirement office via phone, email or in writing by November 3, 2017. A Special Meeting will be held to have this vote.

**Travel Expenses:** Approve travel expenses for board and staff to attend the PRIM Board-Investor Conference on November 9, 2017 at the College of the Holy Cross in Worcester, MA.

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the board voted unanimously to approve travel expenses for board and staff to attend the PRIM Board-Investor Conference on November 9, 2017 at the College of the Holy Cross in Worcester, MA.

Vote: 4 In Favor 0 Opposed 0 Abstained

**5<sup>th</sup> Board Member Position:** The 5<sup>th</sup> Board Member position, currently held by Marianne Fiske, expires January 31, 2018. Administrator Deb Underhill will post a notice requesting letters of interest from any interested party who is not currently a retiree, employee, or governmental official of the Town of Montague.

**Copystar Printer/Copier:** Board Member Carolyn Olsen declared the Copystar Printer/Copier to be no value surplus. Administrator Deb Underhill will contact the Montague DPW for removal and disposal.

**Annual Budget for CY2018 (attached) - Discussion:** Carolyn Olsen would like to increase the Treasurer stipend to \$3000 per year since the work is no different for someone new than for an experienced treasurer. Marianne Fiske asked about increasing the Board stipend. Administrator Deb Underhill shared a spreadsheet showing all board stipends throughout state. Marianne Fiske indicated that Montague is already at the high end of the stipend range. Ms. Olsen felt the board was adequately compensated and no one else expressed an interest in increasing the board stipend. Carolyn Olsen asked that the PTG budget include the \$4000 annual fee for scanning capability, so the appropriation will be available if the board decides to purchase the scanning module. Carolyn Olsen suggested a \$1000 line item for Furniture & Equipment to accommodate a possible purchase of additional file cabinets. Employee Fringe Costs need to be reviewed and adjusted. The Board reviewed the Administrator salary survey and discussed Administrator Deb Underhill’s request for an adjustment of her pay scale to \$27.58 per hour in order to more closely reflect what other Administrators in the state earn. An increase in hours to 28 hours per week was discussed. Carolyn Olsen said that the Montague Administrator has the same responsibilities and job description as other system Administrators and that the size of the system is reflected in the Administrator’s hours. Board members present supported the wage increase.

A final budget will be presented at November board meeting for approval and will include all changes discussed, including an increase to the Treasurer stipend, and an adjustment to Administrator salary and hours.

FY2018 Budget AS PRESENTED at Board Meeting:

MONTAGUE RETIREMENT SYSTEM  
CALENDAR 2018 BUDGET

Description	CY17	2017	Difference	CY2018	%
	BUDGETED	Actual		Proposed	CHANGE
<b>Salaries</b>					
Town Accountant	4,020	4,020	0	4,020	0.00%
Treasurer	2,000	2,000	0	2,000	0.00%
* Administrator/25 hrs (see notes below)	30,797	30,490	307	35,100	13.97%
**Administrator Extra Hours	500		500	1,200	140.00%
Board Stipend	16,080	16,080	0	16,080	0.00%
<b>Total Salaries</b>	<b>53,397</b>	<b>52,590</b>	<b>807</b>	<b>58,400</b>	<b>9.37%</b>
<b>Expenses</b>					
Fiduciary Ins.	2,300	2,188	112	2,300	0.00%
Copier Service Contract	400		400	0	-100.00%
Administrative Expenses ***	5,000	2,735	2,265	5,000	0.00%
PTG Support	15,400	15,400	0	16,200	5.19%
Association Dues	400	400	0	400	0.00%
Election	500		500	500	0.00%
Employee Fringe Costs****	7,200	7,876	-676	7,500	4.17%
Furniture & Equip.	0	4,691	-4,691	0	0.00%
Legal Exp.	7,000	675	6,325	7,000	0.00%
Travel & Education/Training	8,500	7,229	1,271	8,500	0.00%
Town Audit - GASB	4,500	4,500	0	4,500	0.00%
Management Fees (PRIT)	201,000	205,000	-4,000	210,000	4.48%
<b>Total Expenses</b>	<b>252,200</b>	<b>250,694</b>	<b>1,506</b>	<b>261,900</b>	<b>3.85%</b>
<b>Total Salaries &amp; Expenses</b>	<b>305,597</b>	<b>303,284</b>	<b>2,313</b>	<b>320,300</b>	<b>4.81%</b>

\***Administrator salary adjustment** = Administrator requests the board adjust her pay scale to accurately reflect the demands and responsibility of the position, to become more in line with what other Administrators earn, and to acknowledge her over 30 years of accounting and business management experience. Administrator Deb Underhill requests her salary to be adjusted as if she had started at \$26 per hour with a 3% increase CY2017 and CY2018, to \$27.58 per hour beginning 1/1/2018. (Pay scale advertised for position in 2016 was \$23-\$28 per hour) There will be salary surveys and other information available at the board meeting

\*\***Extra Hours** -Administrator anticipates extra hours will be required due to increase in retirements and work load.

\*\*\***Admin. Expenses** - postage, telephone, office supplies, binding records, forms & stationary, etc.

\*\*\*\***Empl. Fringe Costs** = \$6400 BC/BS PPO Individual, \$250 WC, \$835 MC (includes MC for board stipends).

FY2018 Budget WITH CHANGES DISCUSSED by board:

MONTAGUE RETIREMENT SYSTEM  
CALENDAR 2018 BUDGET

Description	CY17	2017	Difference	CY2018	% CHANGE
	BUDGETED	Actual		Proposed BUDGET	
<b>Salaries</b>					
Town Accountant	4,020	4,020	0	4,020	0.00%
Treasurer	2,000	2,000	0	3,000	50.00%
* Administrator/28 hrs (see notes below)	30,797	30,797	0	40,156	30.39%
**Administrator Extra Hours	500	400	100	500	0.00%
Board Stipend	16,080	16,080	0	16,080	0.00%
<b>Total Salaries</b>	<b>53,397</b>	<b>53,297</b>	<b>100</b>	<b>63,756</b>	<b>19.40%</b>
<b>Expenses</b>					
Fiduciary Ins.	2,300	2,188	112	2,400	4.35%
Copier Service Contract	400			0	-100.00%
Administrative Expenses ***	5,000	3,000	2,000	5,000	0.00%
PTG Support	15,400	15,400	0	20,200	31.17%
Association Dues	400	400	0	400	0.00%
Election	500		500	500	0.00%
Employee Fringe Costs****	7,200	7,530	-330	8,200	13.89%
Furniture & Equip.	0	4,691	-4,691	1,000	0.00%
Legal Exp.	7,000	675	6,325	8,000	14.29%
Travel & Education/Training	8,500	7,229	1,271	8,500	0.00%
Town Audit - GASB	4,500	4,500	0	4,500	0.00%
Management Fees (PRIT)	201,000	205,000	-4,000	210,000	4.48%
<b>Total Expenses</b>	<b>252,200</b>	<b>250,613</b>	<b>1,187</b>	<b>268,700</b>	<b>6.54%</b>
<b>Total Salaries &amp; Expenses</b>	<b>305,597</b>	<b>303,910</b>	<b>1,287</b>	<b>332,456</b>	<b>8.79%</b>

\*Administrator salary adjustment =

Per discussion at October 24, 2017 board meeting, administrator salary adjustment to \$27.58 per hour to be more in line with other Administrator's in the state.

Plus, an increase in hours to 28 hours per week.

\*\*Extra Hours -Administrator anticipates extra hours will be required due to increase in retirements and work load.

\*\*\*Admin. Expenses - postage, telephone, office supplies, binding records, forms & stationary, etc.

\*\*\*\*Empl. Fringe Costs = \$7000 BC/BS PPO Individual, \$275 WC, \$925 MC (includes MC for board stipends).

August 2017 Financial Reports: board members reviewed August 2017 Financial Reports.

Next meeting: Tuesday November 28, 2017 @ 1 pm.

Adjourned 1:44 PM

**APPROVED BY THE MONTAGUE BOARD OF RETIREMENT**

\_\_\_\_\_  
Marianne Fiske, Chairperson

Respectfully submitted,

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

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

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

Administrator  
Montague Retirement Board

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

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

Annual items:  
Jan/Feb post COLA hearing, discuss board stipend (memo #2/2012)  
Sept – vote chairman  
Oct – Administrator evaluation & compensation, budget for next year