

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: Carolyn Olsen, Steven Ellis, David Dion and Marianne Fiske were present. Cheryl Clark was absent due to having jury duty.

Retirement Board Staff Present: Administrator Deb Underhill was present.

Presentation: PTG Scanning Module: Stephan Georgacopoulos from PTG presented information to the board regarding the Scanning Module. An informative slide show gave the board a visual look at how the scanned documents will be added to the current PTG software. The additional annual cost to add the Scanning Module is \$4000. Stephan will send Administrator Deb Underhill the estimated cost to have all active, inactive and retiree paper files scanned. The board will discuss and vote regarding adding the Document Scanning Module at the September board meeting.

Minutes: Minutes of the July 24, 2018 Retirement Board Meeting were presented for review and approval.

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to approve the July 24, 2018 minutes.

Vote: 4 In Favor 0 Opposed 0 Abstained

Warrant: Contributory Retirement Warrant #8A, dated August 1, 2018 in the amount of \$1,600,000.00, to transfer funds to PRIT.

On a motion made by Carolyn Olsen, seconded by Steven Ellis, the Board voted to approve the August 1, 2018 Warrant #8A in the amount of \$1,600,000.00

Vote: 4 In Favor 0 Opposed 0 Abstained

Warrant: Contributory Retirement Warrant #8, dated August 31, 2018 in the amount of \$260,706.47.

Payroll	\$ 245,813.01
Expenses	\$ 10,293.76
AS Refunds	\$ 1,740.38
AS Transfers	\$ <u>2,859.32</u>
Total Warrant	\$ 260,706.47

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to approve the August 31, 2018 Warrant #8 in the amount of \$260,706.47.

Vote: 4 In Favor 0 Opposed 0 Abstained

Financial Statements: Board reviewed July 2018 financial statements, containing the following documents for each month:

Cash Receipts Report	Bank Reconciliation	Detail General Ledger
Cash Disbursements Report	Bank Statements	Supplementary Schedule
Adjustments Report	PRIT Reconciliation	
Trial Balance	PRIT Statements	

New Members: Cody Wells, TWN, Police, effective 7/18/2018.
Jamie Matosky, TWN, DPW, effective 8/20/2018
Sionan Kinney, GMRSD, Food Services, effective 8/27/2018

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to approve the new members listed above.

Vote: 4 In Favor 0 Opposed 0 Abstained

Notice: Death of Member in Service: Linda Cusack, GMRSD, date of death August 14, 2018. Ms. Cusack listed her daughter, Kimberly Cusack, as her Option D beneficiary. The member's husband, Patrick Cusack, has been notified of his option to supersede the named beneficiary and receive the Option D survivor benefits. If he declines, the member's daughter will receive the monthly Option D benefit.

Superannuation Retirement: Richard Clough, TWN, Option B, effective 10/19/2018.

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to accept the Superannuation Retirement application from Richard Clough, TWN, Option B, effective 10/19/2018.

Vote: 4 In Favor 0 Opposed 0 Abstained

Superannuation Retirement: Madelyn Hampp, TWN, Option C, effective 11/30/2018.

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to accept the Superannuation Retirement application from Madelyn Hampp, TWN, Option C, effective 11/30/2018.

Vote: 4 In Favor 0 Opposed 0 Abstained

Transfer of Annuity Savings: Lisbeth A. Kuerzel, GMRSD, 2/4/2013-8/1/2014, transfer to MTRS, 1 year, 5 months, 28 days creditable service.

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to approve transfer of annuity savings for Lisbeth A. Kuerzel, GMRSD, 2/4/2013-8/1/2014, 1 year, 5 months, 28 days creditable service.

Vote: 4 In Favor 0 Opposed 0 Abstained

Refund of Annuity Savings: Robert Emberley, GMRSD, 6/3/2013-7/11/2014, 1 year, 1 month, 8 days, has submitted an application to withdraw his annuity savings.

On a motion made by Carolyn Olsen, seconded by Steven Ellis, the Board voted to approve the refund of annuity savings for Robert Emberley, GMRSD, 6/3/2013-7/11/2014, 1 year, 1 month, 8 days.

Vote: 4 In Favor 0 Opposed 0 Abstained

AS Rollover: Maria Siano, GMRSD, 10/9/2012-1/24/2013, 3 months, 15 days, has submitted an application to rollover her annuity savings into a qualified account.

On a motion made by Carolyn Olsen, seconded by David Dion, the Board voted to approve rollover for Maria Siano, GMRSD, 10/9/2012-1/24/2013, 3 months, 15 days creditable service.

Vote: 4 In Favor 0 Opposed 0 Abstained

Investment Return Assumption: Board to vote on investment return assumption, based on based on the results of the January 1, 2018 actuarial valuation of the Montague Retirement System done by PERAC actuary James Lamenzo. Mr. Lamenzo has recommended that the board reduce the assumption from 7.5% to 7.25% as of January 1, 2018.

On a motion made by Carolyn Olsen, seconded by Steven Ellis, the board voted to reduce the investment return assumption to 7.25% as of January 1, 2018.

Vote: 4 In Favor 0 Opposed 0 Abstained

Actuarial Evaluation: Board to review 2018 actuarial evaluation and choose a new funding schedule, based on the results of the January 1, 2018 actuarial valuation of the Montague Retirement System done by PERAC actuary James Lamenzo.

Discussion: Board members discussed the differences between the following alternatives:

1. Total cost increases 3.9% per year until FY34 with a final amortization payment in FY35.
2. Total cost increases 6.4% per year until FY29 with a final amortization payment in FY30.
3. Total cost increases 5.2% per year until FY31 with a final amortization payment in FY32.

Ms. Carolyn Olsen stated that she liked option 3 as it is a modest increase in both the cost and total time period. David Dion and Marianne Fiske agreed with Ms. Olsen. Mr. Steven Ellis said that he liked option 1, with the possibility of choosing a more aggressive option at the next valuation in 2 years. Mr. Ellis said he is concerned about the additional cost to the town.

On a motion made by Carolyn Olsen, seconded by David Dion, the board voted to adopt alternative 3, a total cost increase of 5.2% per year until FY31, with a final amortization payment in FY32.

Vote: 3 In Favor 1 Opposed 0 Abstained

Reminders: Paul Todisco from the PRIM board will be presenting at the September 25, 2018 board meeting.

Motion to Adjourn: On a motion by Carolyn Olsen, seconded by David Dion, the Board voted to adjourn the meeting at 1:27pm.

Vote: 4 In Favor 0 Opposed 0 Abstained

Next meeting: **Tuesday September 25, 2018 @ 1 pm.**

Annual items:

Jan/Feb - Post COLA hearing

Sept – Vote chairman

Oct – Administrator evaluation & compensation, stipends, budget for next year

Nov – Budget approval

APPROVED BY THE MONTAGUE BOARD OF RETIREMENT

Marianne Fiske, Chairperson

Respectfully submitted,

Carolyn Olsen

Debra Underhill
Administrator

David Dion

Montague Retirement Board

Cheryl Clark

Steven Ellis