Retirement Board Meeting
September 25, 2018
1:00 PM
Montague Town Hall - 1st Floor
Agenda – REVISED

1. **Paul Todisco** from the PRIM Board will be presenting financial and investment updates and information.

2. **Minutes** of August 28, 2018 meeting for review and approval.

    BOARD MOVE to approve minutes of August 28, 2018 meeting.

3. **Contributory Retirement Warrant**: approve September 2018 Warrant #10, dated September 28, 2018.

    BOARD MOVE to approve September 2018 Warrant #9 dated September 28, 2018.

4. **Financial Statements**: Board Review August 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	

5. **New Members:**   Tim Little, TWN, WPCF, 9-17-2018
    Colleen M. Rauch, TWN, Library, 9-10-2018
    Heather Powers, GMRSD, Paraprofessional, 8-27-18
    Beverly Ketch, TWN, Custodian, 9-4-18
    Carrie Tirrell, GMRSD, Paraprofessional, 9-5-18
    Matthew Lee, GMRSD, Paraprofessional, 9-17-18

    BOARD MOVE to accept new members listed above.

6. **Nominations for Retirement Board Chairperson**.

    BOARD MOVE to approve chairperson.

7. **Procurement Officer:** Board to appoint a Procurement Officer for the purposes of administering all RFP's.

    BOARD MOVE to appoint a Procurement Officer.

8. **Refund of Annuity Savings:**

    BOARD MOVE to approve withdrawal of annuity savings for

9. **PTG Scanning Module:** Board to discuss and vote regarding adding Scanning Module to the current PTG Hosting Services Agreement. The cost will be $4000 annually added to the current annual invoice, plus a one-time cost of $18K - $22K for the scanning, category separation, and upload of all members, or all members and non-members, documents into PensionPro.

> **BOARD MOVE** to approve payment for adding the Scanning Module to the PensionPro software, and for the one-time scanning cost of all members, or all members and non-members documents.

10. **Website posting of Actuarial Valuation:** Board to discuss and decide what information regarding the current actuarial valuation it would like to have posted on the town website.

11. **Notice:** Administrator Deb Underhill will be taking a personal day on Thursday, October 4, 2018.

Topics not anticipated covered in the 48 hour posting requirement.

Next meeting Tuesday October 23, 2018 at 1pm.

Annual items:
Jan/Feb - Post COLA hearing
Sept – Vote chairman
Oct – Administrator evaluation & compensation, stipends, budget for next year
Nov – Budget approval