

**Retirement Board Meeting
Remote Meeting via Zoom
Tuesday January 26, 2021
9:30 AM**

**Retirement Montague is inviting you to a scheduled Zoom meeting.
Topic: Montague Retirement Board
Time: Jan 26, 2021 09:30 AM Eastern Time (US and Canada)**

**Join Zoom Meeting
<https://zoom.us/j/91701324640>**

**Meeting ID: 917 0132 4640
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Find your local number: <https://zoom.us/u/adpmsgPEUvw>

AGENDA

- 1. Chairperson opens meeting, takes roll call attendance.**
- 2. Minutes:** December 22, 2020 Retirement Board meeting minutes for review and approval.

BOARD MOVE to approve the minutes of the December 22, 2020 Retirement Board meeting.

- 3. Contributory Retirement Warrant:** approve January 2021 Warrant #1, dated January 29, 2021, in the amount of \$405,447.10.
- 4. BOARD MOVE** to approve January 2021 Warrant #1, dated January 29, 2021, in the amount of \$405,447.10.
- 5. New Members:** Approve new members listed below:

Jessica Stafford, GMRSD, Paraprofessional, effective 12/4/20
Colleen Kennedy Letourneau, GMRSD, Life Skills Job Coach, effective 11/30/20
Amber Flagg, GMRSD, Paraprofessional, effective 11/30/20
Andre Beauregard, GMRSD, Paraprofessional, effective 11/30/20

BOARD MOVE to approve new members listed above.

6. **Accidental Disability Retirement:** Brenda Gravelle, Board to vote to approve application. Board has received the 3 single Medical Panel Certificates from PERAC, and reviewed the file. The following questions are to be answered:

1. Is the member mentally or physically incapable of performing the essential duties of her job as GMRSD Kitchen Manager, as described in the current job description?
2. Is said incapacity likely to be permanent?
3. Is said incapacity such as might be the natural and proximate result of the personal injury sustained or hazard undergone on account of which retirement is claimed?

BOARD MOVE to approve Accidental Disability Retirement for Brenda Gravelle, GMRSD, in accordance with the provisions of MGL Chapter 32, section 7.

7. **Discussion:** We no longer have 3 Board members working in the Town Hall building, and the building is closed to the public due to Covid. PERAC will allow Boards to adopt a policy (for the duration of the State of Emergency) relative to meeting minutes and Warrants, that allows the Board to authorize the Administrator or the Board Chair to sign on behalf of the other Board members, after these documents have been reviewed by the Board. The Board should document everything, including the adoption of the policy, and the review of each document. Regarding Warrant approval, each Board member should send an email to the Administrator or Board Chair indicating their approval. Would the Board like to adopt this policy, or make other arrangements for signatures on Minutes and Warrants?

8. **Financial Statements:** Board Review November & December 2020 financial statements, containing the following documents, if available:

Cash Receipts Report	Bank Statements	Monthly Trial Balance
Cash Disbursement Report	Bank Reconciliation	Y-T-D Trial Balance
Adjustments Report	PRIT Statements	Monthly General Ledger
Supplementary Schedule	PRIT Reconciliation	Y-T-D Budget

Topics not anticipated covered in the 48 hour posting requirement.

Upcoming Meetings: Tuesday February 23, 2021 @ 9:30 am

Tuesday March 23, 2021 @ 9:30 am FY22 COLA Vote

Meeting Materials:

January 29, 2021 Warrant #1, with associated documents

December 22, 2020 Minutes

November 2020 Financial Statements

December 2020 Financial Statements (if available)