

The regular meeting of the Montague Retirement Board, duly posted, was held online via Zoom (due to COVID19) on the above date, and came to order at 9:30 am.

**Chairperson Carolyn Olsen announced that the meeting was being recorded, and roll call was taken.**

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

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

**Minutes:** December 22, 2020 Retirement Board meeting minutes were presented for review and approval.

On a motion made by Cheryl Clark, seconded by Marianne Fiske, the Board voted to approve the December 22, 2020 Retirement Board meeting minutes.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

**Contributory Retirement Warrant #1:** Approve January 2021 Warrant #1, dated January 29, 2021, in the amount of \$405,447.10.

Payroll	\$ 275,363.97
Expenses	\$ 9,292.91
Software Support & Hosting CY2021	\$ 22,300.00
Dues	\$ 600.00
3(8)c Reimbursements	<u>\$ 97,890.22</u>
Total Warrant	<u>\$ 405,447.10</u>

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the Board voted to approve the January 29, 2021 Warrant #1 in the amount of \$405,447.10.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

**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

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the Board voted to approve the new members listed above.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

**Accidental Disability Retirement:** Board to vote to approve Accidental Disability Retirement for Brenda Gravelle, GMRSD. Board has received the 3 single Medical Panel Certificates and Narratives from PERAC, and reviewed the file. The Board was asked the following questions:

- 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?**

On a motion made by Cheryl Clark, seconded by Marianne Fiske, the Board voted that the member is mentally or physically incapable of performing the essential duties of her job as GMRSD Kitchen Manager, as described in the current job description.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

- 2. Is said incapacity likely to be permanent?**

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the Board voted that said incapacity is likely to be permanent.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

- 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?**

On a motion made by Cheryl Clark, seconded by Marianne Fiske, the Board voted that 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.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

**Approve Accidental Disability Retirement** for Brenda Gravelle, GMRSD.

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the Board voted to approve the Accidental Disability Retirement for Brenda Gravelle in accordance with the provisions of MGL Chapter 32 section 7.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

**Covid19 Board Signature Policy:** 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 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 Board Chair indicating their approval. Would the Board like to adopt this policy?

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the Board voted to adopt the above stated policy regarding Board signatures on monthly warrants & minutes per PERAC guidance.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

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

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

**Meeting Adjourned: 9:41 am**

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the meeting was adjourned at 9:41 am.

**Roll Call Vote:** David Dion YES, Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES

**Vote: 4 In Favor 0 Opposed 0 Abstained**

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

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

**APPROVED BY THE MONTAGUE BOARD OF RETIREMENT**

\_\_\_\_\_  
Carolyn Olsen, Chairperson

respectfully submitted,

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

\_\_\_\_\_  
Debra Underhill  
Administrator  
Montague Retirement Board

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

\_\_\_\_\_  
Marianne Fiske

\_\_\_\_\_  
Steven Ellis

**BOARD MEMBER POSITION & TERMS:**

1. C. Olsen – Ex-Officio
2. S. Ellis – appointed by Selectboard
3. D. Dion – expires 5/30/22
4. C. Clark – expires 12/16/23
5. M. Fiske – expires 1/31/24

**Annual items:**

- Jan/Feb - Post COLA hearing
- March – COLA
- Mar/Apr – Approve Annual Stmt
- Sept – Vote chairman
- Oct – Administrator evaluation & compensation, stipends, budget for next year
- Nov – Budget approval