

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, Marianne Fiske, and Steven Ellis were present.

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

**Minutes:** March 23, 2021 Retirement Board meeting minutes were presented for review and approval.

On a motion made by Steven Ellis, seconded by Cheryl Clark, the Board voted to approve the March 23, 2021 Retirement Board meeting minutes.

**Roll Call Vote:** Marianne Fiske YES Carolyn Olsen YES Cheryl Clark YES Steven Ellis YES David Dion ABSTAIN

**Vote: 4 In Favor 0 Opposed 1 Abstained**

**Contributory Retirement Warrant #4:** Approve April 2021 Warrant #4, dated April 30, 2021, in the amount of \$349,983.52.

Payroll	\$ 276,576.65
Expenses	\$ 8,041.49
AS Refunds	\$ 4.50
3(8)c Payments	<u>\$ 65,360.88</u>
Total Warrant	<u>\$ 349,983.52</u>

On a motion made by Marianne Fiske, seconded by Cheryl Clark, the Board voted to approve the April 2021 Warrant #4, dated April 30, 2021, in the amount of \$349,983.52.

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

**Vote: 5 In Favor 0 Opposed 0 Abstained**

**New Members:** Approve new members listed below:

Emory Penland, GMRSD, Paraprofessional, effective 3/30/21  
Barbara Sabol, GMRSD, Cafeteria Assistant, effective 4/26/21

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

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

**Vote: 5 In Favor 0 Opposed 0 Abstained**

**Superannuation Retirement:** Approve Superannuation Retirement, Option A, for Janet Dobias, GMRSD, effective August 7, 2021.

On a motion made by Steven Ellis, seconded by Cheryl Clark, the Board voted to approve the Superannuation Retirement, Option A, for Janet Dobias, GMRSD, effective August 7, 2021.

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

**Vote: 5 In Favor 0 Opposed 0 Abstained**

**Partial Refund:** approve partial refund of annuity savings for Brenda Gravelle in the amount of \$4.50 due to GMRSD withholding retirement deductions for Uniform Stipend on 1/26/2017 in error.

On a motion made by David Dion, seconded by Cheryl Clark, the Board voted to approve the partial refund of annuity savings for Brenda Gravelle in the amount of \$4.50 due to GMRSD withholding retirement deductions for Uniform Stipend on 1/26/2017 in error.

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

**Vote: 5 In Favor 0 Opposed 0 Abstained**

**Creditable Service Request:** Gail Pizzo, GMRSD, has requested that the Board grant 1 month of creditable service during her unpaid leave of absence, 1/13/2021 – 3/10/2021, per PERAC Memo#10/2003.

On a motion made by Marianne Fiske, seconded by Steven Ellis, the Board voted to approve 1 month of creditable service for Gail Pizzo, GMRSD, during her unpaid leave of absence, 1/13/2021 – 3/10/2021.

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

**Vote: 4 In Favor 0 Opposed 1 Abstained**

**Review draft of letter:** for Board to send to Representative Natalie Blais and Senator Joanne Comerford regarding Bill HD1794 and SD1686. All Board members have read the letter, and voted to allow Board Chairperson Carolyn Olsen sign the letter on the Board's behalf.

On a motion made by Steven Ellis, seconded by Marianne Fiske, the Board voted to allow Board Chairperson Carolyn Olsen to sign the letter regarding Bill HD1794/SD1686 on the Board's behalf.

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

**Vote: 5 In Favor 0 Opposed 0 Abstained**

**Notice of Retiree Death:** Agnes Dobosz, Option A, date of death 4/20/2021.

**Notice:** The Montague Selectboard appointed Town Administrator Steven Ellis to his second term as the 2<sup>nd</sup> member of the Montague Retirement Board at their March 8, 2021 meeting. Mr. Ellis' term commences on May 23, 2021 and expires on May 22, 2024.

**Notice:** The MACRS June conference will be held *virtually* on June 7-8. There will be a legal panel on Monday June 7<sup>th</sup> for 3 credits, and a Veterans' Benefits session on June 8<sup>th</sup> for 3 credits. Registration and other details are not yet available. Please review PERAC Memo #14/2021 2<sup>nd</sup> Quarter Training for this and other education opportunities.

**Notice:** Administrator Deb Underhill will be taking a vacation day on Monday, May 17<sup>th</sup>.

**Financial Statements:** Board reviewed the March 2021 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

**Other Business:** Marianne Fiske asked the Board if they would consider changing the time of the monthly meeting to 9:15 AM as she is also on the Greenfield Retirement Board and they meet at 10:00 AM on the same day of the month. Carolyn Olsen suggested we move the meeting to 9:00 AM. David Dion said that 9:00 AM would be a better time for him. The Board agreed that beginning with the May 25, 2021 meeting, the Board will meet at 9:00 AM.

**Meeting Adjourned: 9:51 am**

On a motion made by Cheryl Clark, seconded by Marianne Fiske, the meeting was adjourned at 9:51 am.

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

**Vote: 5 In Favor 0 Opposed 0 Abstained**

**Upcoming Meetings: Tuesday May 25, 2021 @ 9:00 am via Zoom**  
**Tuesday June 22, 2021 @ 9:00 am via Zoom**

**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 – expires 5/22/21
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