

**Retirement Board Meeting**  
**Town Hall – Annex Meeting Room**  
**Tuesday May 24, 2022**  
**9:00 AM**

**AGENDA**

1. **Minutes:** April 26, 2022 Retirement Board meeting minutes for review and approval.

**BOARD MOVE** to approve the minutes of the April 26, 2022 Retirement Board meeting.

2. **Contributory Retirement Warrant:** approve May 2022 Warrant #5, dated May 31, 2022 in the amount of \$343,318.36.

**BOARD MOVE** to approve May 2022 Warrant #5, dated May 31, 2022, in the amount of \$343,318.36.

3. **New Members:** approve new members listed below:

Kelly Burgh, GMRSD, Paraprofessional, effective 5/5/2022  
Michael Lovett, TWN, Truck Driver/Laborer, effective 5/2/2022  
Thomas Chabot, WPCF, Laborer/Operator, effective 5/16/2022

**BOARD MOVE** to approve new members listed above.

4. **AS Refund:** Samantha Shaw, GMRSD, 11/16/2017 – 6/22/2020, 2 years, 7 months, 6 days, refund of annuity savings in the amount of \$4,449.83.

**BOARD MOVE** to approve annuity savings refund for Samantha Shaw, GMRSD, 11/16/2017 – 6/22/2020, 2 years, 7 months, 6 days, in the amount of \$4,449.83.

5. **AS Refund:** Emma L Mielke, GMRSD, 8/26/2019 -6/13/2020, 9 months, 17 days, refund of annuity savings in the amount of \$1,521.54.

**BOARD MOVE** to approve annuity savings refund for Emma L Mielke, GMRSD, 8/26/2019 -6/13/2020, 9 months, 17 days, in the amount of \$1,521.54.

6. **AS Refund:** Audra Taylor, GMRSD, 5/16/2016 – 11/7/2016, 5 months, 21 days, refund of annuity savings in the amount of \$3,556.19 (refund includes funds transferred in from Greenfield of \$3,037.50).

**BOARD MOVE** to approve annuity savings refund for Audra Taylor, GMRSD, 5/16/2016 – 11/7/2016, 5 months, 21 days in the amount of \$3,556.19 (refund includes funds transferred in from Greenfield of \$3,037.50).

7. **AS Refund:** Roy Dennis, TWN, 10/5/2021 – 4/21/2022, 6 months, 16 days, refund of annuity savings in the amount of \$2,530.95.

**BOARD MOVE** to approve annuity savings refund for Roy Dennis, TWN, 10/5/2021 – 4/21/2022, 6 months, 16 days, refund of annuity savings in the amount of \$2,530.95.

**8. AS Transfer:** Andrew Keyser, TWN, WPCF, 12/19/2016 – 7/21/2018, 1 year, 7 months, 3 days, transfer to Hampshire County Retirement Board in the amount of \$6,386.08.

**BOARD MOVE** to approve annuity savings transfer for Andrew Keyser, TWN, WPCF, 12/19/2016 – 7/21/2018, 1 year, 7 months, 3 days, to Hampshire County Retirement Board in the amount of \$6,386.08.

**9. PRIM Update:** Laura Strickland, Senior Client Services Officer at PRIM, will be attending the July 26<sup>th</sup> Retirement Board Meeting at 10AM to present a PRIM update.

**10. Notice:** Administrator Deb Underhill will be taking vacation days on Thursday May 26<sup>th</sup>, and Monday June 13<sup>th</sup> – Thursday June 16<sup>th</sup>.

**11. Relocation of Retirement office:** Since the Town needs the retirement office for Town staff, we must relocate the retirement office. PERAC requires that we follow the procurement process by soliciting bids through an RFP to find office space outside of the Town Hall. If the Board would like to do this, a vote will need to be taken to start the process.

The Town Hall basement is another option, during this meeting the Board can look at the proposed space and discuss possible options.

**12. Financial Statements:** Board review April 2022 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, June 28, 2022 at 9 AM – COLA VOTE  
Tuesday, July 26, 2022 at 10 AM – PRIM UPDATE**

**Meeting Materials:**  
Agenda, May 24, 2022  
May 31, 2022 Warrant #5, with associated documents  
April 26, 2022 Minutes  
April 2022 Financial Reports, if available