

The regular meeting of the Montague Retirement Board, duly posted, was held in the Town Hall Annex Meeting Room at One Avenue A, Turners Falls, MA on the above date, and came to order at 9:00 AM.

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

Retirement Board Staff Present: Administrator Deb Underhill was present.

Minutes: June 28, 2022 Retirement Board meeting minutes for review and approval.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the June 28, 2022 Retirement Board meeting minutes

Vote: 3 in Favor 0 Opposed 0 Abstained

Contributory Retirement Warrant: approve July 2022 Warrant #7, dated July 29, 2022, in the amount of \$333,539.68.

Payroll	\$ 319,496.92
Expenses	\$ 7,697.73
AS Refunds	\$ 6,345.03
Total Warrant	<u>\$ 333,539.68</u>

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the July 2022 Warrant #7, dated July 29, 2022, in the amount of \$333,539.68.

Vote: 3 in Favor 0 Opposed 0 Abstained

Contributory Retirement Warrant: approve July Warrant #7A, dated July 20, 2022, in the amount of \$2,300,000.00 to transfer funds from Greenfield Co-operative Bank to MA PRIM.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve July 2022 Warrant #7A, dated July 20, 2022, in the amount of \$2,300,000.00.

Vote: 3 in Favor 0 Opposed 0 Abstained

New Members: approve new members listed below:

- Luke Timberlake, TWN, Airport Operations Manager, effective 7/1/2022
- Molly Brooks, GMRSD, Food Service Director, effective 6/22/2022
- Riley Watroba, TFFD, Water Operator, effective 7/11/2022
- William J Doyle, TFFD, Probationary FF, effective 6/20/2022
- Albert Millett, TWN, Custodian, effective 7/12/2022**

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the new members listed above.

Vote: 3 in Favor 0 Opposed 0 Abstained

AS Refund: Paul Emery, TWN, TFFD, Elected Official, Board of Assessors, 5/20/1996 – 5/16/2011, 15 years, 4 months, in the amount of \$6,337.53.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the annuity savings refund for Paul Emery, Elected Official, Board of Assesors, 5/20/1996 – 5/16/2011, 15 years, 4 months, in the amount of \$6,337.53.

Vote: 3 in Favor 0 Opposed 0 Abstained

Travel Expenses: approve travel expenses for Board and Staff to attend PERAC Administrator Training in Northampton on August 24, 2022.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the travel expenses for Board and Staff to attend PERAC Administrator Training in Northampton on August 24, 2022.

Vote: 3 in Favor 0 Opposed 0 Abstained

Travel Expenses and Conference Fees: approve travel expenses and conference fees for Board and Staff to attend the MACRS conference in Springfield October 3-5, 2022.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the travel expenses and conference fees for Board and Staff to attend the MACRS conference in Springfield October 3-5, 2022.

Vote: 3 in Favor 0 Opposed 0 Abstained

Discussion: Update regarding retirement office relocation was discussed. The Board discussed that a new desk will be purchased, and possibly a 2nd metal cabinet to store supplies. Deb won't know exactly what is needed until after the move. Deb reported that DPW Superintendent Tom Bergeron said that he would find out the cost to add the outside door and a motion detector to the current alarm system. Deb will look into the cost of a water bubbler delivery as there are no drinking fountains on the basement level.

In response to the Air Quality test results, Deb expressed concern that the custodian is still setting up his cleaning supplies outside the new office, and that the chemicals and paints located in the vicinity have not been either moved or put into a chemical closet with doors kept closed. Deb would like this resolved as soon as possible to hopefully lower the chemical compounds in the air. Carolyn Olsen said that she would follow up on this.

David Dion suggested that we invite Tom Bergeron to our next Board meeting to discuss the new office space.

Reminder: Administrator Deb Underhill has been called for Jury Duty on 7/28/2022.

PRIM Update Reminder: Laura Strickland, Senior Client Services Officer at PRIM, will be attending the August 23rd Retirement Board Meeting at 10AM to present a PRIM update.

Financial Statements: Board reviewed the June 2022 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

Adjournment: On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to adjourn at 9:14 AM.

Vote: 3 in Favor 0 Opposed 0 Abstained

Upcoming Meetings: Tuesday, August 23, 2022 at 10AM – PRIM Update – Town Hall Annex
Tuesday, September 27, 2022 at 9AM – Town Hall Annex

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

Meeting Materials:
Agenda, July 26, 2022
July 29, 2022 Warrant #7, with associated documents
July 20, 2022 Warrant #7A
June 28, 2022 Minutes
June 2022 Financial Reports