

**Retirement Board Meeting**  
**Town Hall – Annex Meeting Room**  
**Tuesday August 23, 2022**  
**10:00 AM**

**AGENDA**

1. **Discussion:** Tom Bergeron, Montague DPW Superintendent, update and review of new retirement office space.
2. **Additional Expense:** approve estimate in the amount of \$2559.00 from Detectoguard for adding the new office doors to the existing Town Hall alarm system, (and any other additional expenses that may be requested by the Town after review with Mr. Bergeron, DPW Superintendent.

**BOARD MOVE** to approve additional expense(s) for new Retirement Board office space.

3. **Presentation:** Laura Strickland, MA PRIM, Senior Client Services Officer to present PRIM update to Board and staff.
4. **Minutes:** July 26, 2022 Retirement Board meeting minutes for review and approval.

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

5. **Contributory Retirement Warrant:** approve August 2022 Warrant #8, dated August 31, 2022, in the amount of \$418,368.67.

**BOARD MOVE** to approve August 2022 Warrant #8, dated August 31, 2022, in the amount of \$418,368.67.

6. **Partial AS Refund:** Tamra Little, GMRSD, partial refund of annuity savings due to GMRSD taking a retirement deduction in error on her cleaning allowance on 1/26/2017. This was discovered when Ms. Little retired on 6/25/22. The partial refund was on the July 26, 2022 warrant #7.

**BOARD MOVE** to approve partial annuity savings refund for Tamra Little, GMRSD in the amount of \$4.50, due to a retirement deduction paid in error on 1/26/2017.

7. **AS Transfer:** Eric Lemm, GMRSD, 9/16/2020 – 6/14/2021, 8 months, 28 days, transfer to Franklin Regional Retirement System in the amount of \$1,755.61.

**BOARD MOVE** to approve transfer to Franklin Regional Retirement System for Eric Lemm, GMRSD, 9/16/2020 – 6/14/2021, 8 months, 28 days, in the amount of \$1,755.61.

8. **Notice:** As of the date of this posting, there is no new information available regarding the governor signing the bill to permit an FY23 5% COLA for the 102 retirement systems in Massachusetts. The increase has been approved for the State and Teachers' Boards.

- 9. Notice:** It has come to the attention of Administrator Deb Underhill that Montague Housing Authority (MHA) possibly has more than one employee working over 20 hours per week who are not enrolled as members of the Retirement System. MHA is not complying with requests to provide payroll information, including hours worked, for all of their OBRA employees. Attorney Tom Gibson has written them a letter regarding this situation, which was sent via email to the MHA Executive Director and Accountant on 8/16/22. A copy of the email request, the letter from Attorney Gibson, and a copy of the Board's rules & regulations have been sent via certified mail to the MHA Executive Director, Accountant and Board members on 8/18/22.
- 10. Supplemental Regulation Review:** Board to review MRB supplemental regulation #3 that states: *Part time employees who work a minimum of twenty hours a week must become members of the system.* Board to discuss clarifying this regulation further to include when a person is hired at less than 20 hours per week, but then consistently works over 20 hours per week. At what point must they become a member of the retirement system?
- 11. Membership Determination:** Montague Housing Authority (MHA) has an employee (Andrew Nicoletti) who was hired to work 15 hours per week. This employee has consistently worked over 20 hours per week for CY2021 & CY2022. MHA wrote in an email that this employee worked extra hours in 2021 due to a Capital Grant to do some improvements and pay for increased employee hours. Currently this employee is working extra hours to cover for another employee who is out with a broken neck (not injured at work). His average weekly hours for 2021 were 20.79, and his average weekly hours for 2022, are currently 25.45. Board to determine if this employee must become a member of the retirement system.

**BOARD MOVE** to require Montague Housing Authority to enroll Andrew Nicoletti in the Montague Retirement System.

- 12. Notice:** Administrator Deb Underhill will be taking vacation time from 9/1/22 – 9/8/22.
- 13. Financial Statements:** Board review July 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, September 27, 2022 at 9 AM**  
**Tuesday, October 25, 2022 at 9 AM**

**Meeting Materials:**  
 Agenda, August 23, 2022  
 August 31, 2022 Warrant #8, with associated documents  
 July 26, 2022 Minutes  
 July 2022 Financial Reports, if available  
 MHA Letter & Payroll Documents  
 Detecto Guard Alarm Quote