

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 10:00 AM.

Retirement Board Members Present: Carolyn Olsen, Cheryl Clark, Steven Ellis and David Dion were present. Marianne Fiske joined the meeting by phone at 11AM.

Retirement Board Staff Present: Administrator Deb Underhill was present.

Others Attending: Tom Bergeron, Montague DPW Superintendent, and Laura Strickland, MA PRIM Client Services.

Discussion: Tom Bergeron, Montague DPW Superintendent, gave an update regarding the renovation of the new retirement office space. Mr. Bergeron listed the work that has been done and the costs to date for renovating the new office space:

Electric	\$ 4875
Alarm	\$ 2559
Carpet	\$ 2380
Painting	\$ 3750
Ceiling	\$ 2000
Total	\$15,564

Security Alarm Expense: approve the cost of the estimate from Detectoguard in the amount of \$2559.00 for adding the new office to the existing Town Hall alarm system.

On a motion made by Cheryl Clark, seconded by David Dion, the Board voted to approve the alarm expense in the amount of \$2559 (Detectoguard) for the new Retirement Board office space.

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

Approve additional expenses for office renovation:

On a motion made by Steven Ellis, seconded by Carolyn Olsen, the Board voted to approve an increase of the total approved cost of the renovation of the new office space from \$10,000 to \$16,000, including the alarm quote approved in the prior motion.

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

10:15 AM Laura Strickland joined the meeting in person.

10:20 AM Tom Bergeron left the meeting.

Presentation: Laura Strickland, MA PRIM, Senior Client Services Officer presented a PRIM update to Board and staff.

10:55 AM Laura Strickland left the meeting

11:00 AM Marianne Fiske joined the meeting by telephone

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.

Notice: Administrator Deb Underhill told the Board 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.

Supplemental Regulation Review: Board reviewed the 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 discussed 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? **Board discussed briefly and tabled this issue until the September 27th Board meeting.**

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.

On a motion made by Cheryl Clark, seconded by Steven Ellis, the Board voted to require the Montague Housing Authority to enroll Andrew Nicoletti in the Montague Retirement System.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye, Steven Ellis – Aye

5 in Favor 0 Opposed 0 Abstained

11:10 AM Steven Ellis left the meeting.

Minutes: July 26, 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 July 26, 2022 Retirement Board meeting minutes.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye,

4 in Favor 0 Opposed 0 Abstained

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

Payroll	\$ 329,372.63
Expenses	\$ 27,068.02
3(8)c Payment	\$ 60,172.41
AS Transfers	\$ 1,755.61
Total Warrant	<u>\$ 418,368.67</u>

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve the August 2022 Warrant #8, dated August 31, 2022, in the amount of \$418,368.67.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye,

4 in Favor 0 Opposed 0 Abstained

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.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted 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.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye,

4 in Favor 0 Opposed 0 Abstained

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.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted 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.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye,

4 in Favor 0 Opposed 0 Abstained

Administrator Extra Hours: PERAC Auditor’s will be in the office Monday 8/29 – Wednesday 8/31 all day. Board approve Administrator to work extra hours as needed.

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to approve Administrator to work extra hours as needed 8/29 – 8/31 for PERAC Audit.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye,

4 in Favor 0 Opposed 0 Abstained

Notice: Administrator Deb Underhill will be taking vacation time from 9/1/22 – 9/8/22.

Financial Statements: Board reviewed the July 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 11:15 AM.

Roll Call Vote: Cheryl Clark - Aye, Carolyn Olsen - Aye, Marianne Fiske – Aye, David Dion - Aye,

4 in Favor **0** Opposed **0** Abstained

Upcoming Meetings: Tuesday, September 27, 2022 at 9 AM - Annex Meeting Room
Tuesday, October 25, 2022 at 9 AM – remote via Zoom

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

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