

Retirement Board Meeting
Town Hall – Annex Meeting Room
Tuesday September 27, 2022
9:00 AM

AGENDA

- 1. Minutes:** August 23, 2022 Retirement Board meeting minutes for review and approval.

BOARD MOVE to approve the minutes of the August 23, 2022 Retirement Board meeting.

- 2. Contributory Retirement Warrant:** approve September 2022 Warrant #9, dated September 30, 2022, in the amount of \$355,871.29.

BOARD MOVE to approve September 2022 Warrant #9, dated September 30, 2022, in the amount of \$355,871.29.

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

Ruth Witty, GMRSD, Paraprofessional, effective 8/29/2022
Michael Fleck, GMRSD, Paraprofessional, effective 8/29/2022
Andrew Nicoletti, MHA, Groundskeeper/Custodian, effective 8/25/2022
Dominique Bienvenue, GMRSD, Paraprofessional, effective 8/29/2022
Claire Bialeck, GMRSD, Paraprofessional, effective 9/6/22
Rene Capen-Clark, GMRSD, CNA Life Skills, effective 9/1/22
Michelle Simon, GMRSD, Paraprofessional, effective 9/13/22
Robert Wainstein, GMRSD, Paraprofessional, effective 9/12/22
Vivien Gude, GMRSD, Paraprofessional, effective 8/29/22
Jessica Sager, GMRSD, Paraprofessional, effective 9/19/22
Cassandra Nelson, GMRSD, Paraprofessional, effective 8/29/20

BOARD MOVE to approve new members listed above.

- 4. AS Refund (Rollover):** Lance Hansen, TWN, 7/6/2020 – 3/18/2021, 8 months, 12 days, rollover of annuity savings into a traditional IRA in the amount of \$3,011.38.

BOARD MOVE to approve rollover of annuity savings into a traditional IRA for Lance Hansen, TWN, 7/6/2020 – 3/18/2021, 8 months, 12 days, in the amount of \$3,011.38

- 5. AS Transfer:** Elizabeth Phillips, TWN, 2/11/2019 – 9/24/2019, 7 months, 16 days creditable service, transfer to Franklin Regional Retirement Board in the amount of \$2,441.07.

BOARD MOVE to approve transfer to Franklin Regional Retirement Board for Elizabeth Phillips, TWN, 2/11/2019 – 9/24/2019, 7 months, 16 days creditable service, in the amount of \$2,441.07.

- 6. Nominations for Retirement Board Chairperson**

BOARD MOVE to approve chairperson.

7. **AS Transfer:** Amy Killay, GMRSB, 10/1/2018 – 6/16/2022, 3 years, 8 months, 15 days creditable service, transfer to Greenfield Retirement Board in the amount of \$17,021.95.

BOARD MOVE to approve transfer to Greenfield Retirement Board for Amy Killay, GMRSB, 10/1/2018 – 6/16/2022, 3 years, 8 months, 15 days creditable service, in the amount of \$17,021.95.

8. **Supplemental Regulation #3:** review and amend 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.*

Motion: to amend supplemental regulation #3 by inserting the bold language as follows:
“Part time employees who work a minimum of twenty hours per week **for a minimum of 6 months, unless the unit has applied to the Board in advance and received an exemption for unusual circumstances, such as filling vacancies due to military or medical leave,** must become members of the system.”

BOARD MOVE to approve motion to amend supplemental regulation #3 as stated above.

9. **Notice:** Administrator Deb Underhill will be taking a vacation day on October 3, 2022.
10. **Retirement Office Relocation:** A quote was received from Baker Office Supply in the amount of \$2501.93 for a new desk, and a round table with chairs. Chairperson Carolyn Olsen approved the purchase as we are under time constraints. The furniture has been ordered and should be here this week. There may be a need for another metal cabinet or a bookshelf after the office is moved and we see how much storage space there is. Deb Underhill is also looking into what documents can be stored electronically instead of physically.

What is the plan for the downstairs door (currently marked “not a public entrance”) that leads to the new retirement office? Will it be left open? Or closed with a sign on it? The door to the main retirement office will need to be kept closed for air and temperature regulation. How can we avoid people wandering around downstairs?

The move is tentatively scheduled to take place the week of October 3rd.

Financial Statements: Board review August 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

Topics not anticipated covered in the 48 hour posting requirement.

Upcoming Meetings: Tuesday, October 25, 2022 at 9 AM via Zoom
Tuesday, November 22, 2022 at 9 AM via Zoom

Meeting Materials:
Agenda, September 27, 2022
September 30, 2022 Warrant #9, with associated documents
August 23, 2022 Minutes
August 2022 Financial Reports