

**Retirement Board Meeting  
Town Hall – via Zoom  
Tuesday November 22, 2022  
9:00 AM**

**Montague Retirement Board (Steven Ellis) is inviting you to a scheduled Zoom meeting.**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88569825199>

**Dial in (646) 558-8656 US**

**Meeting ID: 885 6982 5199**

## **AGENDA**

- 1. Minutes:** October 25, 2022 Retirement Board meeting minutes for review and approval.

**BOARD MOVE** to approve the minutes of the October 25, 2022 Retirement Board meeting.

- 2. Contributory Retirement Warrant:** approve November 2022 Warrant #11, dated November 30, 2022, in the amount of \$395,036.92.

**BOARD MOVE** to approve November 2022 Warrant #11, dated November 30, 2022, , in the amount of \$395,036.92.

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

Lillian Margola, GMRSD, Paraprofessional, effective 9/6/22  
Cathleen Sullivan, GMRSD, Paraprofessional, effective 11/4/22  
Shayna Reardon, TWN, Administrative Asst., effective 11/7/22

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

- 4. AS Transfer:** Daniel Wasiuk, TWN, Director of Health, 6/3/2019 – 10/6/2022, 3 years, 4 months, 3 days, transfer to Southbridge Retirement System in the amount of \$57,669.11. (Includes funds transferred in from Northampton)

**BOARD MOVE** to approve transfer to Southbridge Retirement System for Daniel Wasiuk, TWN, Director of Health, 6/3/2019 – 10/6/2022, 3 years, 4 months, 3 days, in the amount of \$57,669.11. (Includes funds transferred in from Northampton)

- 5. 91A Excess Earnings:** Judith Leveille had CY2021 excess earnings in the amount of \$8,928.01. She has requested that we wait until January 2023 to start withholding her monthly retirement allowance.

**BOARD MOVE** to approve withholding Judith Leveille 91A excess earnings for CY2021 beginning with her January 2023 retirement allowance.

**6. Partial Refunds (see PERAC Memo 14/2023, SJC decision in Vernava II):** approve partial refunds of retirement deductions taken on supplemental pay while the member was receiving workers' compensation (WC), as this is not regular compensation, as follows:

1. Bryan Reardon, TWN, DPW, paid 30 hours of sick time 11/30/2021 – 12/2/2021, as WC supplemental pay, partial refund of retirement deductions in the amount of \$55.22.
2. Timothy Little, TWN, CWF, paid 24 hours of sick time 12/12/2016 – 12/14/2016, as WC supplemental pay, partial refund of retirement deductions in the amount of \$51.13.
3. Mark Nelson, Jr., TWN, DPW, paid 40 hours of sick time 8/7/2016 – 8/10/2016, as WC supplemental pay, partial refund of retirement deductions in the amount of \$69.91.
4. Billie Hudson, TWN, DPW, paid 30 hours of sick time in 2013, 20 hours of sick/vacation time in 2015, 20 hours of sick time in 2016, and 10 hours of sick time in 2021, all as SC supplemental pay. Partial refund of retirement deductions in the amount of \$129.96 total.

**BOARD MOVE** to approve partial refunds listed above of retirement deductions taken on supplemental pay while the member was receiving workers' compensation (WC), as this is not regular compensation.

**7. Amend Administrator's Contract:** to reflect 32 hours per week, effective 1/1/2023, as approved at the 10/25/2022 Board meeting, and to pro-rate vacation, sick, holiday and personal time according to the new weekly hours. Amendment of hourly rate effective 1/1/2023 to \$38.22 as approved at 10/25/2022 Board Meeting.

**BOARD MOVE** to amend Administrator Deb Underhill's employment contract to reflect 32 hours per week effective 1/1/2023, as approved at the 10/25/2022 Board meeting, and to pro-rate vacation, sick, holiday and personal time according to the new weekly hours. Amendment of hourly rate effective 1/1/2023 to \$38.22 as approved at 10/25/2022 Board Meeting.

**8. Electronic Signatures: PERAC Memo 28/2022 – 840 CMR 28.00 Electronic Signatures.** On 9/30/2022, regulations authorizing the use of Electronic Signatures on all retirement forms were published in the official Register by the Secretary of State of Massachusetts. The Board needs to determine if it is in the best interest of the system to allow the use of electronic signatures, and vote on whether to accept the use of electronic signatures.

If the Board votes to allow the use of electronic signatures, it must then draft a regulation indicating which forms it will accept with electronic signatures, and make widely known the use of such signatures. If the Board votes **not** to accept electronic signatures, no further action is needed.

**BOARD MOVE** to accept the use of electronic signatures, with the regulation to be drafted and approved at a later date, if approved.

**9. Retirement Office Relocation Discussion:**

1. No door has been installed between the middle entry room & garage bays as originally planned.
2. Chemicals & paints are not being used in a well ventilated area, causing very strong odors in the basement on occasion.
3. Alarm not yet installed.
4. Need a lock for door across from ground floor elevator that can be left unlocked, and perhaps a push button opener. That door is heavy and needs to open all the way to accommodate a wheelchair. Is the door into the office wide enough?
5. The outside door from the office to 1<sup>st</sup> Street will **not** be made ADA accessible in the near future.
6. The DPW said that they have ordered new signs for the ground floor.
7. Other discussion as needed.

**10. Notice:** Administrator Deb Underhill will be taking a vacation days on December 27 – 29, 2022.

**11. Financial Statements:** Board review October 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, December 20, 2022 at 9 AM via Zoom  
Tuesday, January 24, 2023 at 9 AM via Zoom**

**Meeting Materials:**  
Agenda, November 22, 2022  
November 30, 2022 Warrant #11, with associated documents  
October 25, 2022 Minutes  
October 2022 Financial Reports, if available  
PERAC Memo 14/2023, SJC decision in Vernava II  
PERAC Memo 28/2022 – 840 CMR 28.00 Electronic Signatures  
Amendment to Administrator Contract of Employment