

The regular meeting of the Montague Retirement Board, duly posted, was held via Zoom on the above date, and came to order at 9:01 AM.

Chairperson Carolyn Olsen opened the meeting and took a roll call vote.

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

Retirement Board Staff Present: Administrator Deb Underhill was present.

Moved to beginning of meeting: COLA

FY23 COLA additional 2%: vote to approve additional 2% retiree COLA on \$18,000 base per G.L.c.32, s103, retroactive to July 1, 2022, pursuant to PERAC Memo #29/2022, for members who retired on or before June 30, 2021. This brings the total FY23 COLA to 5%. If approved, local approval must be received from the Montague Selectboard.

Discussion: Board members discussed the additional cost to the retirement system for the one-time additional 2% COLA, an estimated total of \$597,600. Steven Ellis told the Board that the Montague Selectboard will want to know the additional total cost for the Town portion, and how it will affect their annual appropriation. David Dion mentioned that the Selectboard will be voting for all of the employer units that belong to the Retirement System, not just the Town. Steve Ellis said the Selectboard will want to know the statute that allows them to do so. Carolyn Olsen said that she would put together an estimate of the total cost and present it to the Selectboard at their next meeting on November 28, 2022.

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to approve the additional 2% retiree COLA on \$18,000 base per G.L.c.32, s103, retroactive to July 1, 2022, pursuant to PERAC Memo #29/2022, for members who retired on or before June 30, 2021.

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

9:11 AM: Cheryl Clark left the meeting.

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

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to approve the October 25, 2022 Retirement Board meeting minutes.

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

4 in Favor 0 Opposed 0 Abstained

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

Payroll	\$ 329,235.14
Expenses	\$ 7,826.45
AS Transfers	\$ 57,669.11
AS Refunds	\$ <u>306.22</u>
Total Warrant	\$ <u>395,036.92</u>

On a motion made by David Dion and seconded by Steven Ellis, the Board voted to approve the November 2022 Warrant #11, dated November 30, 2022, in the amount of \$395,036.92.

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

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

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

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

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

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

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)

On a motion made by Steven Ellis and seconded by David Dion, the Board voted 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)

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

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

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.

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to approve withholding Judith Leveille 91A excess earnings for CY2021 beginning with her January 2023 retirement allowance.

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

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

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.

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted 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.

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

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

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.

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted 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.

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

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

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.

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to accept the use of electronic signatures, with the regulation to be drafted by Administrator Deb Underhill for approval at a future meeting.

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

4 in Favor 0 Opposed 0 Abstained

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 1st 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.

Discussion: The Board told Deb Underhill to contact Tom Bergeron, DPW Superintendent, regarding the above listed issues.

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

Topics not anticipated covered in the 48 hour posting requirement. None

Upcoming Meetings: Tuesday, December 20, 2022 at 9 AM via Zoom

Tuesday, January 24, 2023 at 9 AM via Zoom

Adjournment: On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to adjourn at 9:32 AM.

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

4 in Favor 0 Opposed 0 Abstained

APPROVED BY THE MONTAGUE BOARD OF RETIREMENT

Carolyn Olsen , Chairperson

Cheryl Clark

David Dion

Marianne Fiske

Steven Ellis

respectfully submitted,

Debra Underhill
Administrator
Montague Retirement Board

Meeting Materials:
Agenda, November 22, 2022
November 30, 2022 Warrant #11, with associated documents
October 25, 2022 Minutes
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