

**Retirement Board Meeting  
Town Hall – via Zoom  
Tuesday December 20, 2022  
9:00 AM**

**Retirement Montague is inviting you to a scheduled Zoom meeting.**

**Topic: Montague Retirement Board  
Time: Dec 20, 2022 09:00 AM Eastern Time (US and Canada)**

**Join Zoom Meeting  
<https://us02web.zoom.us/j/84196979190>**

**Meeting ID: 841 9697 9190**

**Dial by your location  
+1 646 558 8656 US (New York)  
Meeting ID: 841 9697 9190**

**Find your local number: <https://us02web.zoom.us/u/kbXBdnRo81>**

## **AGENDA**

- 1. Minutes:** November 22, 2022 Retirement Board meeting minutes for review and approval.

**BOARD MOVE** to approve the minutes of the November 22, 2022 Retirement Board meeting.

- 2. Contributory Retirement Warrant:** approve December 2022 Warrant #12, dated December 29, 2022, in the amount of \$341,656.92.

**BOARD MOVE** to approve December 2022 Warrant #12, dated December 29, 2022, in the amount of \$341,656.92.

- 3. PRIT Fund transfer:** approve additional one-time redemption from PRIT Cash to Greenfield Co-op Bank Checking in the amount of \$60,000.00 to cover cash shortfall.

**BOARD MOVE** to approve additional one-time redemption from PRIT Cash to Greenfield Co-op Bank Checking in the amount of \$60,000.00 to cover cash shortfall.

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

Lorna Cook, GMRSD, Paraprofessional, effective 11/28/22  
Eric Cole, TWN, Building Maintenance, effective 11/21/22  
Christopher Smerz, TWN, Patrolman, effective 12/5/22

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

- 5. AS Refund:** Mackenzie Salls, GMRSD, paraprofessional, 11/23/2020 – 6/15/2021, 6 months, 22 days, refund in the amount of \$1,011.34.

**BOARD MOVE** to approve annuity savings refund for Mackenzie Salls, GMRSD, paraprofessional, 11/23/2020 – 6/15/2021, 6 months, 22 days, in the amount of \$1,011.34.

**6. AS Refund:** Rene Capen-Clark, GMRSD, CNA, 9/1/2022 – 11/21/2022, 2 months, 20 days, refund in the amount of \$497.67.

**BOARD MOVE** to approve annuity savings refund for Rene Capen-Clark, GMRSD, CNA, 9/1/2022 – 11/21/2022, 2 months, 20 days, in the amount of \$497.67.

**7. AS Transfer:** Kelly Burgh, GMRSD, paraprofessional, 5/5/2022 – 6/16/2022, 1 month, 11 days, transfer to Franklin Regional Retirement System in the amount of \$4,232.78. (includes transfer in from FRRS)

**BOARD MOVE** to approve annuity savings transfer for Kelly Burgh, GMRSD, paraprofessional, 5/5/2022 – 6/16/2022, 1 month, 11 days, transfer to Franklin Regional Retirement System in the amount of \$4,232.78. (includes prior transfer in from FRRS)

**8. Partial AS Refund:** Andrew Nicoletti, MHA, Groundskeeper/Custodian, partial refund in the amount of \$130.35, due to overpayment of deductions on excess hours worked.

**BOARD MOVE** to approve partial refund in the amount of \$130.35, due to overpayment of deductions for hours worked in excess of his minimum guaranteed hours, for Andrew Nicoletti, MHA, Groundskeeper/Custodian,.

**9. Partial AS Refund:** Dawn Nussbaum, MHA, Office Assistant, partial refund in the amount of \$9.61, due to overpayment of deductions for hours worked in excess of her minimum guaranteed hours.

**BOARD MOVE** to approve partial refund in the amount of \$9.61, due to overpayment of deductions for hours worked in excess of her minimum guaranteed hours, for Dawn Nussbaum, MHA, Office Assistant.

**10. CY2021 Melanson Audit:** Board to review the final report from Melanson for the CY2021 town audit.

**11. Retirement Office Relocation:**

1. The Town received an ADA improvement grant to replace the 1<sup>st</sup> street entrance door, upgrade the landing pad, and install an automatic door opener on the heavy interior door across from the elevator on the ground floor.
2. Carpet off-gassing: the ERV doesn't eliminate all of the odor and VOC's from the new carpet, causing Deb to have daily headaches soon after coming in to work. Retirement was loaned an air purifier by the Town, but it needs a new filter, so it is not currently working. DPW is working on it.
3. The alarm was installed, or partially installed, still waiting for alarm codes to be assigned, have reached out to the DPW.
4. Upcoming basement construction and bathroom access, how will that affect the retirement office?

**12. Financial Statements:** Board review October 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, January 24, 2023 at 9 AM via Zoom  
Tuesday, February 28, 2023 at 9AM via Zoom**

**Meeting Materials:**  
Agenda, December 20, 2022  
December 29, 2022 Warrant #12, with associated documents  
November 22, 2022 Minutes  
October 2022 Financial Reports  
Melanson CY2021 Final Audit Report