

The regular meeting of the Montague Retirement Board, duly posted, was held via Zoom on the above date, and came to order at 9:00 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.

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

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the November 22, 2022 Retirement Board meeting minutes.

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

5 in Favor 0 Opposed 0 Abstained

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

Payroll	\$ 327,026.69
Expenses	\$ 8,748.48
AS Transfers	\$ 4,232.78
AS Refunds	\$ 1,648.97
Total Warrant	<u>\$ 341,656.92</u>

On a motion made by David Dion and seconded by Cheryl Clark, the Board voted to approve the December 2022 Warrant #12, dated December 29, 2022, in the amount of \$341,656.92.

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

5 in Favor 0 Opposed 0 Abstained

New Members: approve new members listed below:

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

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

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

5 in Favor 0 Opposed 0 Abstained

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

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the 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.

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

5 in Favor 0 Opposed 0 Abstained

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

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the annuity savings refund for Rene Capen-Clark, GMRSD, CNA, 9/1/2022 – 11/21/2022, 2 months, 20 days, refund in the amount of \$497.67.

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

5 in Favor 0 Opposed 0 Abstained

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)

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the 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.

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

5 in Favor 0 Opposed 0 Abstained

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.

On a motion made by David Dion and seconded by Cheryl Clark, the Board voted to approve the partial annuity savings refund for Andrew Nicoletti, MHA, Groundskeeper/Custodian, due to overpayment of deductions on excess hours worked, in the amount of \$130.35.

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

5 in Favor 0 Opposed 0 Abstained

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.

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the partial annuity savings refund for Dawn Nussbaum, MHA, Office Assistant, due to overpayment of deductions for hours worked in excess of her minimum guaranteed hours, in the amount of \$9.61.

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

5 in Favor 0 Opposed 0 Abstained

CY2021 Melanson Audit: Board reviewed the final report from Melanson for the CY2021 town audit.

Retirement Office Relocation:

1. The Town received an ADA improvement grant to replace the 1st 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, and Deb said that it is somewhat helpful.

Discussion: Carolyn Olsen said the Retirement Board should purchase an Air Purifier for the office.

3. The alarm was installed, or partially installed, still waiting for alarm codes to be assigned, have reached out to the DPW.

Discussion: Carolyn Olsen suggested that Deb call Detectoguard directly to find out how to set up alarm codes.

4. Upcoming basement construction and bathroom access, how will that affect the retirement office?

Discussion: Carolyn Olsen said that when she looked at the preliminary plans for the basement renovation, it looked like the entry door to the Retirement Office inside the Town Hall was going to be moved. Steven Ellis said that he didn't think so, but that Deb should reach out to Assistant Town Manager Walter Ramsey with questions. Steve also said that the bathroom in the Annex meeting room should remain available during the construction.

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. None

**Upcoming Meetings: Tuesday, January 31, 2023 at 10 AM via Zoom
Tuesday, February 28, 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 9:25 AM.

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

5 in Favor 0 Opposed 0 Abstained

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

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