

**Retirement Board Meeting
Town Hall – Annex Meeting Room
Tuesday September 26, 2023
9:30 AM**

AGENDA

1. **PRIM Investment Review:** Laura Strickland, MassPRIM Senior Client Services Officer, will present an investment review to the Board.

2. **Minutes:** August 22, 2023 Retirement Board meeting minutes for review and approval.

BOARD MOVE to approve the minutes of the August 22, 2023 Retirement Board meeting.

3. **Contributory Retirement Warrant:** approve September 2023 Warrant #9, dated September 29, 2023, in the amount of \$387,816.00.

BOARD MOVE to approve September 2023 Warrant #9, dated September 29, 2023, in the amount of \$387,816.00.

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

Mary Bazan, GMRSD, Paraprofessional, effective 8/28/2023
Melissa J DeLorenzo, GMRSD, Admin. Asst., effective 8/21/2023
Angela Amidon, TWN, Admin. Asst., effective 9/20/2023
Janet McLourin, GMRSD, Paraprofessional, effective 8/28/2023
Kirsten Sager, GMRSD, Food Service Asst., effective 8/28/2023
Krystal Ducharme, GMRSD, Food Service Asst., effective 8/28/2023
Jaclyn Thibeault, GMRSD, Paraprofessional, effective 8/28/23

BOARD MOVE to approve new member listed above.

5. **AS Transfers:** Approve the Annuity Savings transfers listed below:

1. Aimee Wallace, TWN, Dispatcher, 4/8/2014 – 5/23/2014, transfer 1 month, 15 days, in the amount of \$288.07 to Hampshire County Retirement Board.
2. Kimberly Rose, GMRSD, Paraprofessional, 2/23/2015 – 8/24/2020, transfer 5 years, 6 months, 2 days, in the amount of \$16,574.63, to MA Teachers' Retirement System.
3. Heather Powers, GMRSD, Paraprofessional, 8/27/2018 – 9/18/2020, transfer 2 years, 21 days, in the amount of \$3,104.13, to MA State Retirement Board.

BOARD MOVE to approve the AS transfers and accept creditable service liability as listed above.

6. Partial Refund: Jason Watroba, TFFD, Water Operator, partial refund for overpayment of retirement deductions in the amount of \$8.69.

BOARD MOVE to approve partial refund for overpayment of retirement deductions in the amount of \$8.69 for Jason Watroba, TFFD, Water Operator.

7. AS Refunds: Approve the Annuity Savings refunds listed below:

1. Gary Bourbeau, GMRSD, Paraprofessional, 8/29/2005 – 9/15/2005, 18 days (plus transfer in from Greenfield) annuity savings refund in the amount of \$2,117.25.
2. Teresa (Canuel) Chandler, GMRSD, Paraprofessional, 12/22/2014 – 6/26/2015, 6 months, 4 days, annuity savings refund in the amount of \$882.78.
3. Katherine Siwicki, GMRSD, Paraprofessional, 9/20/2021 - 3/2/2022, 5 months, 13 days, annuity savings refund in the amount of \$797.81.
4. Jason Watroba, TFFD, Water Operator, 12/9/2019 – 8/21/2023, 3 years, 8 months, 12 days, annuity savings refund in the amount of \$16,255.18.

BOARD MOVE to approve annuity savings refunds listed above.

8. Nominations for Retirement Board Chairperson

BOARD MOVE to approve chairperson.

9. 5th Board Member: The term of the 5th Board member, currently held by Marianne Fiske, expires on 1/31/2024. There will be a legal notice placed in the Greenfield Recorder in October, with applications due November 15th. The Board will review the applications at the November Board meeting, and select applicants to interview. Interviews will be scheduled, and a 5th Board member appointed at the January 2024 Retirement Board meeting.

10. Administrator Update: Deb Underhill would like to update the Board on a few items regarding the office administration.

11. Financial Statements: Board review August 2023 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, October 24, 2023 at 9AM via Zoom**
 Tuesday, November 28, 2023 at 9AM via Zoom

Meeting Materials:
Agenda, September 26, 2023
September 29, 2023 Warrant, with associated documents
Board Minutes, August 22, 2023