

The regular meeting of the Montague Retirement Board, duly posted, was held in person on the above date, and came to order at 9:35 AM.

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

**Retirement Board Staff Present:** Administrator Deb Underhill was present.

**Others Present:** Laura Strickland, MA PRIM Senior Client Services Officer.

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

Laura Strickland left the meeting at 10:12 am.

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

On a motion made by Cheryl Clark and seconded by Marianne Fiske, the Board voted to approve the August 22, 2023 Retirement Board meeting minutes.

5 in Favor 0 Opposed 0 Abstained

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

Payroll	\$ 338,097.24
Expenses	\$ 9,690.22
Refunds & Transfers	\$ 40,028.54
Total Warrant	\$ <u>387,816.00</u>

On a motion made by Cheryl Clark and seconded by Steven Ellis, the Board voted to approve the September 2023 Warrant #9, dated September 29, 2023, in the amount of \$387,816.00.

5 in Favor 0 Opposed 0 Abstained

**New Members:** approve new member 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

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

5 in Favor 0 Opposed 0 Abstained

**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.

On a motion made by Marianne Fiske and seconded by Cheryl Clark, the Board voted to approve the AS transfers and accept creditable service liability as listed above.

5 in Favor 0 Opposed 0 Abstained

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

On a motion made by Marianne Fiske and seconded by Steven Ellis, the Board voted to approve the partial refund for overpayment of retirement deductions in the amount of \$8.69 for Jason Watroba, TFFD, Water Operator.

5 in Favor 0 Opposed 0 Abstained

**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.

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

5 in Favor 0 Opposed 0 Abstained

**Nominations for Retirement Board Chairperson:**

On a motion made by Cheryl Clark and seconded by David Dion, the Board voted to appoint Carolyn Olsen Board chairperson.

5 in Favor 0 Opposed 0 Abstained

**5<sup>th</sup> Board Member Notice:** The term of the 5<sup>th</sup> 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 15<sup>th</sup>. The Board will review the applications at the November Board meeting, and select applicants to interview. Interviews will be scheduled, and a 5<sup>th</sup> Board member appointed at the January 2024 Retirement Board meeting.

**Discussion: Administrator Update:** Deb Underhill updated the Board on a few items regarding the office administration:

1. The Board agreed that Deb could work extra hours on occasional Friday mornings to clean out member and retiree files so to make more room in the file cabinets. Cheryl Clark said that she would be willing to come in and help with shredding of documents.
2. PTG, the pension software, is having a lot of issues. PTG seems to be working on resolving these issues. The Board will need to do an RFP, probably next year, to look at upgrading the pension software.
3. The office will be needing a new printer soon.
4. There are 2 retirees who did not return their Benefit Verification Forms. They received 2 notices and 2 phone calls. A check was written for their September retirement allowance instead of a direct deposit. When they bring in the form, they will be given their check.

**Adjournment:** On a motion made by Steven Ellis and seconded by Cheryl Clark, the Board voted to adjourn at 10:35 AM.

5 in Favor 0 Opposed 0 Abstained

**Upcoming Meetings:**            **Tuesday, October 24, 2023 at 9:00 AM via Zoom**  
   **Tuesday, November 28, 2023 at 9:00 AM via Zoom**

**APPROVED BY THE MONTAGUE BOARD OF RETIREMENT**

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Carolyn Olsen , Chairperson

respectfully submitted,

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Cheryl Clark

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Debra Underhill  
Administrator  
Montague Retirement Board

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David Dion

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Marianne Fiske

\_\_\_\_\_  
Steven Ellis