

**Retirement Board Meeting
via Zoom
November 25, 2025
9:00 AM**

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

Time: Nov 25, 2025 09:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87167700570>

Meeting ID: 871 6770 0570

One tap mobile
+13017158592,,87167700570# US (Washington DC)
+13052241968,,87167700570# US

Join instructions
<https://us02web.zoom.us/join/87167700570?signature=fOnQ3ESiA9F8cD2Nm5AaIMP3tiRMogj0fPQezitQLZ8>

AGENDA

1. **Chairperson calls the meeting to order, announces that the meeting is being recorded, and takes roll call attendance.**
2. **Minutes:** October 28, 2025 Retirement Board meeting minutes for review and approval.

BOARD MOVE to approve the minutes of the October 28, 2025 Retirement Board meeting.

3. **Contributory Retirement Warrant:** approve the November 2025 Warrant #11 dated November 28, 2025 in the amount of \$395,272.19.

BOARD MOVE to approve the November 2025 Warrant #11 dated November 26, 2025 in the amount of \$395,272.19.

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

Jason Haskins, TWN, Chief of Police, effective 11/17/2025
Adam Williams, TWN, DPW, effective 11/17/2025
Roberto Rodriguez, GMRSD, Instructional Asst., effective 11/10/2025

BOARD MOVE to approve new members listed above.

5. **Superannuation Retirement:** approve Superannuation retirement, option B, for Christopher Williams, TWN, Chief of Police, effective 12/20/2025.

BOARD MOVE to approve Superannuation retirement, option B, for Christopher Williams, TWN, Chief of Police, effective 12/20/2025.

6. **Administrator hours:** Administrator Deb Underhill would like to temporarily change her hours until the end of January from 8:30 – 5 to 8 – 4:30 as she has trouble seeing well when driving after dark, especially if it is bad weather. There is at least one other Town Hall employee who comes in at 8am.

BOARD MOVE to approve the temporary change to the Administrator’s daily hours to 8am – 4:30pm until the end of January.

7. **Town Audit:** Board review the draft financial statements and management letter as prepared by CBIZ for the CY2024 audit.

8. **Notice of Retiree Death:** Joan Podlenski, TWN, date of death 10/26/2025. She had an Option B superannuation retirement with no funds remaining to be disbursed.

9. **Financial Statements:** Board review October 2025 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 Comparison

10. **Topics not anticipated to be covered in the 48 hour posting requirement, if any.**

Upcoming Meetings: Tuesday, December 16, 2025 at 9AM via Zoom

Tuesday, January 27, 2025 at 9AM via Zoom

Meeting Materials:

Agenda, November 25, 2025
October 28, 2025 Minutes
November 28, 2025, 2025 Warrant #11
CBIZ CY20024 Draft Financial Statements
CBIZ CY2024 Management Letter
Corrective Action Plan Letter for CBIZ Audit
October 2025 Financial Reports, if available