

**Montague Retirement Board Meeting
via Zoom
December 30, 2025
9:00 AM**

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

Time: Dec 30, 2025 09:00 AM Eastern Time (US and Canada)

**Join Zoom Meeting
<https://us02web.zoom.us/j/89832006977>**

Meeting ID: 898 3200 6977

**One tap mobile
+13052241968,,89832006977# US
+13092053325,,89832006977# US**

**Join instructions
https://us02web.zoom.us/join/89832006977?signature=MGsYYUFo7j65pS3PrfOpQc_21G44TFR1qx1IPhaOWuc**

AGENDA

- 1. Chairperson calls the meeting to order, announces that the meeting is being recorded, and takes roll call attendance.**
- 2. Minutes:** November 25, 2025 Retirement Board meeting minutes for review and approval.

BOARD MOVE to approve the minutes of the November 25, 2025 Retirement Board meeting.

- 3. Contributory Retirement Warrant:** approve the December 2025 Warrant #12 dated December 30, 2025 in the amount of \$387,833.95.

BOARD MOVE to approve the December 2025 Warrant #12 dated December 30, 2025 in the amount of \$387,833.95.

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

Genevieve Fongemie, GMRSD, Instructional Asst., effective 11/25/2025
Katarina Lenois, GMRSD, Instructional Asst., effective 10/20/2025

BOARD MOVE to approve new members listed above.

5. **AS Transfer:** approve AS transfer for Devin Togneri, GMRSD, 10/12/2023 – 8/22/2025, 1 year, 10 months, 11 days of creditable service in the amount of \$7,098.27.

BOARD MOVE to approve AS transfer for Devin Togneri, GMRSD, 10/12/2023 – 8/22/2025, 1 year, 10 months, 11 days of creditable service in the amount of \$7,098.27.

6. **Partial AS Refund:** approve partial annuity savings refund for Jimena Cabezas de Pareja, GMRSD, for deductions withheld on extra hours in error, in the amount of \$237.11.

BOARD MOVE to approve partial annuity savings refund for Jimena Cabezas de Pareja, GMRSD, for deductions withheld on extra hours in error, in the amount of \$237.11.

7. **Notice of Retiree Death:** Dorothy Kosewicz, TWN, date of death 12/1/2025. She was an Option B retiree and has no funds remaining.

8. **Administrator Vacation Rollover:** Administrator Deb Underhill’s contract allows her to rollover 1 week (32 hours) of vacation time to the following calendar year. Deb will have 36.5 vacation hours remaining at the end of 2025. Will the Board allow Deb to rollover 36.5 hours to CY2026?

BOARD MOVE to allow Administrator Deb Underhill to rollover 36.5 vacation hours to CY2026.

9. **Legal RFP:** Review and evaluate proposals received in response to Legal RFP, and select an attorney or law firm. The board will negotiate a contract for legal services for a period of not more than 7 years with the selected attorney or firm, to begin January 25, 2026.

BOARD MOVE to select an attorney or law firm with which to negotiate a contract for legal services for a period of not more than 7 years beginning January 25, 2026.

10. **Software Update:** Administrator Deb Underhill to update the Board regarding our software change from PTG to Bay State Pension, and issues obtaining our scanned data.

11. **Financial Statements:** Board review November 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

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

Upcoming Meetings: Tuesday, January 27, 2025 at 9AM via Zoom

Tuesday, February 24, 2025 at 9AM via Zoom

Meeting Materials:

Agenda, December 30, 2025

November 28, 2025 Minutes

December 30, 2025, 2025 Warrant #12

Legal proposals, evaluation sheets, register of responses