

The regular meeting of the Montague Retirement Board, duly posted, was held via Zoom on the above date, and came to order at 9:02 AM.

**Chairperson Cheryl Clark announced that the meeting was being recorded, and roll call was taken.**

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

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

**Minutes:** November 25, 2025 Retirement Board meeting minutes for review and approval.

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to approve the November 25, 2025 Retirement Board meeting minutes.

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

**Contributory Retirement Warrant** approve the December 2025 Warrant #12 dated December 30, 2025 in the amount of 387,833.95.

Payroll	\$ 376,514.82
Expenses	\$ 11,082.02
Refunds	<u>\$ 237.11</u>
Total Warrant	<u>\$ 387,833.95</u>

On a motion made by Marianne Fiske and seconded by Angelica Desroches, the Board voted to approve the December 2025 Warrant #12 dated December 30, 2025 in the amount of \$387,833.95

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

**New Members:** approve new member listed below:

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

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

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

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

On a motion made by Marianne Fiske and seconded by David Dion, the Board voted to approve the Annuity Savings transfer for Devin Togneri, GMRSD, 10/12/2023 – 8/22/2025, 1 year, 10 months, 11 days of creditable service to the Greenfield Retirement System in the amount of \$7,098.27.

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

**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.

On a motion made by Marianne Fiske and seconded by Steven Ellis, the Board voted 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.

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

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

**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?

On a motion made by Steven Ellis and seconded by Marianne Fiske, the Board voted to allow Administrator Deb Underhill to rollover 36.5 vacation hours to CY2026.

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

**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, beginning January 25, 2026.

**Discussion:** The Board used our RFP evaluation form to compare the proposals. Cheryl Clark said that while all 3 attorneys that sent proposals were good options, Attorney Gibson was the least expensive option and has been our Board attorney for many years. He knows our system and our Board well. The Board discussed the length of the contract and decided that 5 years would be a reasonable length of time.

On a motion made by Steven Ellis and seconded by Marianne Fiske, the Board voted to select the Law Offices of Thomas Gibson for legal services for a period 5 years beginning January 25, 2026 and ending January 24, 2031.

**Roll Call Vote:** Cheryl Clark - Aye, David Dion – Aye, Steven Ellis – Aye, Angelica Desroches, Aye, Marianne Fiske - Aye

5 in Favor 0 Opposed 0 Abstained

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

PTG is charging us twice as much as they have charged much larger retirement systems to send our scanned documents to Bay State Pension Solutions. We paid PTG over \$20K to scan all of our member files in 2018-2019, plus we have been paying PTG \$4K per year to host those scanned documents. The data belongs to the Board, not to the company that hosts the data.

Paul Wallace at Bay State said that PTG has changed the way they send the data, and it is not easily transferrable. In the past PTG has sent data for Boards that have switched to Bay State in a more usable format. We have been given an invoice in the amount of \$800 from PTG which Deb Underhill will not pay until Bay State says they have received our scanned documents in a usable format.

**Adjourn:** On a motion made by Marianne Fiske, seconded by Angelica Desroches, the meeting adjourned at 9:32 AM.

**Upcoming Meetings:** Tuesday, January 27, 2026 at 9AM via Zoom  
Tuesday, February 24, 2026 at 9AM via Zoom

**APPROVED BY THE MONTAGUE BOARD OF RETIREMENT**

\_\_\_\_\_  
Cheryl Clark, Chairperson

respectfully submitted,

\_\_\_\_\_  
Angelica Desroches

\_\_\_\_\_  
Debra Underhill  
Administrator  
Montague Retirement Board

\_\_\_\_\_  
David Dion

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

\_\_\_\_\_  
Marianne Fiske

**Meeting Materials:**  
Agenda, December 30, 2025  
November 28, 2025 Minutes  
December 30, 2025, 2025 Warrant #12  
Legal proposals, evaluation sheets, register of responses