

The special meeting of the Montague Retirement Board, duly posted, was held in the Montague Town Hall, Retirement Office, on the above date, and came to order at 9:15am.

Retirement Board Members Present: Cheryl Clark, Marianne Fiske, Steven Ellis, and Angelica Desroches. David Dion was absent.

Retirement Staff Present: Administrator Deb Underhill was present.

Board discussed and determined the hiring process for the Retirement Administrator position, including the job description and employment advertisement. The Board set the position hours at 35 hours per week, and the salary range at \$73,000 - \$95,600 annually.

Angelia Desroches and Deb Underhill will revise and update the job description; Deb Underhill will write an employment advertisement.

On a motion made by Steven Ellis, seconded by Marianne Fiske, the Board moved to adjourn at 10:32am.

VOTE: 5 in Favor 0 Opposed 0 Abstained

Upcoming Meetings: Tuesday April 14, 2026 at 9AM – Montague Retirement Office

Tuesday, April 28, 2026 at 9AM – Montague Town Hall Annex

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:
Retirement Administrator Job Description
Current Retirement Administrator Contract