

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 9:09am.

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 reviewed and discussed the draft job description and employment advertisement for the Retirement Administrator position and made some minor changes to both documents.

Board discussed where to post employment advertisements and asked Administrator Deb Underhill to post the advertisement in various paper and online sites.

Board discussed the retirement enrollment policy communication and coordination with Town departments.

On a motion made by Steven Ellis, seconded by Marianne Fiske, the Board moved to adjourn at 10:55 am.

VOTE: 5 in Favor 0 Opposed 0 Abstained

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

Monday, May 18, 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