

Montague Retirement Board

May 26, 2026

9:00 AM

Montague Town Hall
Annex Meeting Room

AGENDA

1. **Chairperson calls the meeting to order and announces that the meeting is being recorded.**

2. **Minutes:** March 31, 2026, April 7, 2026, April 14, 2026, and April 28, 2026, Retirement Board meeting minutes for review and approval.

BOARD MOVE to approve the minutes of the March 31, 2026, April 7, 2026, April 14, 2026, and April 28, 2026, Retirement Board meeting minutes for review and approval.

3. **Contributory Retirement Warrant:** approve May 2026 Warrant #5 dated May 28, 2026 in the amount of 416,693.97.

BOARD MOVE to approve the May 2026 Warrant #5 dated May 28, 2026, in the amount of \$416,693.97.

4. **Superannuation Retirement:** approve Superannuation Retirement, Option C, for Todd Brunelle, TFFD, effective 4/25/2026.

BOARD MOVE to approve Superannuation Retirement, Option C, for Todd Brunelle, TFFD, effective 4/25/2026

5. **Superannuation Retirement:** approve Superannuation Retirement, Option C, for David Brown, GMRSB, effective 7/25/25.

BOARD MOVE to approve Superannuation Retirement, Option C, for David Brown, GMRSB, effective 7/25/25.

6. **Superannuation Retirement:** approve Superannuation Retirement, Option B, for Debra Underhill. Retirement, effective 6/26/2026.

BOARD MOVE to approve Superannuation Retirement, Option B, for Debra Underhill. Retirement, effective 6/26/2026.

7. **AS Transfer:** Paul Platek, TWN, DPW, 4/6/2026 – 4/23/2026, 18 days, transfer to Franklin Regional Retirement System.

BOARD MOVE to approve AS transfer for Paul Platek, TWN, DPW, 4/6/2026 – 4/23/2026, 18 days, transfer to Franklin Regional Retirement System.

8. **AS Refund:** Brian Dickens, GMRSD 1/15/25 – 2/27/25, 1 month 12 days in Montague, plus service and funds transferred in from Hampshire County and the State Board.

BOARD MOVE to approve AS refund for Brian Dickens, GMRSD 1/15/25 – 2/27/25, 1 month 12 days in Montague, plus 2 years, 6 months service and funds transferred in from Hampshire County and the State Board.

9. **Administrator Sick & Vacation Time Buyout:** approve the sick and vacation time buyout for Administrator Deb Underhill when she retires.

BOARD MOVE to approve the sick and vacation time buyout for Deb Underhill when she retires.

10. **IT issues:** Board to discuss the possibility of creating free Gmail accounts for all Board members. The office is now unable to send large attachments to comcast & iCloud email accounts.

11. **Notice:** CBIZ (Town Audit Firm) is planning to begin the CY2025 audit of the retirement system in June, and they would like to have it completed by August prior to starting the Town audit.

12. **Update Administrator hiring process, if necessary**

13. **Financial Statements:** Board review December 2025, January 2026, and February 2026 financial statements, if available, containing the following documents:

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

Discussion: Deb's retirement date is 6/26/2026 and will be prior to the next Board meeting. Board to discuss transition to new Administrator or schedule another meeting to discuss.

14. Executive Session to consider or interview applicants for employment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. This clause shall not apply to any meeting regarding applicants who have passed a prior preliminary screening.

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

Upcoming Meetings: Wednesday May 27, 2026 at 9:15am – Montague Town Hall Annex

Tuesday June 30, 2026 at 9AM – Montague Town Hall

Meeting Materials:

Agenda May 26, 2026

May 29, 2026, Warrant #5

December 2025, January 2026 & February 2026 Financial Reports

March 31, 2026, April 7, 2026, April 14, 2026, and April 28, 2026 Minutes

BOARD:

Angelica Desroches	ex-officio
Steven Ellis	5/21/2027
David Dion	5/30/2028
Cheryl Clark	12/16/2026
Marianne Fiske	1/31/2027