

**Retirement Board Meeting**  
**June 27, 2017**  
**1:00 PM**  
**Montague Town Hall - 1<sup>st</sup> Floor**  
**Agenda**

1. **Minutes** of May 30, 2017 meeting for review and approval.

**BOARD MOVE** to approve minutes of May 30, 2017 meeting.

2. **Contributory Retirement Warrant #6**, dated June 30, 2017.

**BOARD MOVE** to approve June 2017 Warrant #6 dated June 30, 2017.

3. **Amend Montague Retirement Board Supplementary Regulation A6, listed below:**

**Current Regulation:**

**A. Eligibility:**

6. In the case of an individual being appointed to fill the term of a paid elected position, the following shall apply:

- a. If the individual is currently a member of the Montague Retirement System, the individual shall be credited with full-time service for the duration of the appointment.
- b. If the individual is not an eligible member of the Montague Retirement System, they shall not be eligible for membership until such time as the individual is elected to the position and selects membership in the Montague Retirement System.

**Proposed Regulation with changes highlighted:**

**A. Eligibility:**

6. In the case of an individual being appointed to fill the term of a paid elected position, the following shall apply:

- c. If the individual is currently a member of the Montague Retirement System, the individual shall be credited with full-time service for the duration of the appointment.
- d. If the individual is not an eligible member of the Montague Retirement System, **and will be working less than 20 hours per week**, they shall not be eligible for membership until such time as the individual is elected to the position and selects membership in the Montague Retirement System.
- e. **If the individual will work 20 or more hours per week, they must become a member of the Montague Retirement System.**

**BOARD MOVE** to amend MRB Supplementary Regulation A6, regarding eligibility.

4. **Draft a regulation to define “temporary” employee:** Below is what Ken Hill from PERAC states regarding temporary employees:

“I believe that “temporary” is a term of art that is open to the reasonable interpretation of the board. If the Board reasonably considers a position to be “temporary,” then it is temporary. It is a case-by-case basis. PERAC can provide an opinion, if necessary. Please note that PERAC was recently asked to opine on a similar issue, which concerned a board’s interpretation that a job scheduled to last for 2 years was of “limited duration” and therefore, not regular compensation. PERAC disagreed with that interpretation.

I also believe that the board is free to draft a regulation stating the parameters for what constitutes “temporary,” subject to PERAC’s approval.” -Ken Hill, PERAC

**BOARD MOVE** to draft and adopt regulation to define “temporary” employee.

5. **Amend Travel Regulations, section 6, Meals, for review and possible update:**

**Current Travel Regulation:**

Meals

6.1 The maximum reimbursement for individual meals shall be \$7 for breakfast, \$15 for lunch, and \$25 for dinner. The maximum reimbursement for any combination of meals shall be the combined maximums. The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations.

**Proposed Travel Regulation with changes highlighted:**

Meals

6.1 The maximum reimbursement for individual meals shall be \$10 for breakfast, \$15 for lunch, and \$35 for dinner. The maximum reimbursement for any combination of meals shall be the combined daily allowance of all meals (\$60). The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations. Boston, Cape Cod, and the Islands are considered to be high-cost locations, and the Board may designate other locations as high-cost locations as the need arises.

**Additional Proposed change to Travel Regulation with all changes highlighted, and additional proposed change in bold:**

The Board may allow for reimbursement in excess of the allowable amount for travel to high-cost locations. **The increased amount of allowable meal costs shall be set, whenever practicable, prior to the travel.** Boston, Cape Cod, and the Islands are considered to be high-cost locations, and the Board may designate other locations as high-cost locations as the need arises.

**BOARD MOVE** to amend MRB Travel Regulation

6. **Superannuation application**, Option C, received for Mary Ann Packard, TWN, Library Assistant, effective 9/1/2017.

**BOARD MOVE** to accept Superannuation Retirement Application, Option C, for Mary Ann Packard, effective 9/1/2017.

7. **Retirement Office Computer:** Horace Moody has informed Deb Underhill, Administrator, that the warranty on the retirement office computer will expire on 9/26/2017. He said that if we need service after that it will be difficult and expensive. He also noted that the availability of Windows 7 is quickly expiring. It is his suggestion that we purchase and install a new computer in October 2017, at a total cost of \$1500, including installation.

**BOARD MOVE** to approve purchase of new computer for the retirement office.

8. **Retirement Office Scanner:** Currently, there is no scanner in the retirement office. The administrator has to scan on the town scanner, and have someone email her the scan. This will become too unwieldy with the new PROSPER requirements, especially for disability applications. There is currently a disability application that needs to be scanned and uploaded to PROSPER, asap. Horace gave a \$700 quote (plus installation) for a new HP all in one printer, copier, and scanner for the retirement office. (MRS paid \$2254.00 in 2007 for the current all-in-one printer).

**BOARD MOVE** to approve the purchase of a new all in one printer-scanner-copier.

9. **Records Access Officer and Public Records Request Guidelines:** Per PERAC, all retirement boards must designate a Records Access Officer (RAO) as of July 1, 2017. The RAO's contact information, the board's guidelines for making a public record request, and if feasible, commonly requested documents should be posted on the board's website.

**BOARD MOVE** to appoint a Records Access Officer (RAO) and either create guidelines, or instruct the RAO to create guidelines, for making a public record request.

10. **Topics not anticipated covered in the 48 hour posting requirement.**

**Next meeting Tuesday, July 25, 2017 @ 1:00 PM**