

The regular meeting of the Montague Retirement Board, duly posted, was held at One Avenue A, Turners Falls, MA on the above date, and came to order at 1:00 PM.

Retirement Board Members Present: Carolyn Olsen, Steven Ellis, David Dion and Cheryl Clark were present. Marianne Fiske was absent. Mr. Dion was acting Chairperson for the purposes of this meeting.

Retirement Board Staff Present: Administrator Deb Underhill was present.

Minutes: Minutes of the June 26, 2018 Retirement Board Meeting were presented for review and approval.

On a motion made by Carolyn Olsen, seconded by Steven Ellis, the Board voted to approve the June 26, 2018 minutes.

Vote: 4 In Favor 0 Opposed 0 Abstained

Warrant: Contributory Retirement Warrant #7A, dated July 2, 2018 in the amount of \$188.15.

On a motion made by Carolyn Olsen, seconded by Steven Ellis, the Board voted to approve the July 2, 2018 Warrant #7A in the amount of \$188.15.

Vote: 4 In Favor 0 Opposed 0 Abstained

Warrant: Contributory Retirement Warrant #7, dated July 31, 2018 in the amount of 254,044.87.

Payroll	\$ 245,829.51
Expenses	\$ 6,302.94
AS Refunds	<u>\$ 1,912.42</u>
Total Warrant	\$ 254,044.87

On a motion made by Carolyn Olsen, seconded by Steven Ellis, the Board voted to approve the July 31, 2018 Warrant #7 in the amount of \$254,044.87.

Vote: 4 In Favor 0 Opposed 0 Abstained

Financial Statements: Board reviewed June 2018 financial statements, containing the following documents for each month:

Cash Receipts Report	Bank Reconciliation	Detail General Ledger
Cash Disbursements Report	Bank Statements	Supplementary Schedule
Adjustments Report	PRIT Reconciliation	
Trial Balance	PRIT Statements	

New Members: Liana Pleasant, GMRSB, Food Service Supervisor, effective 6/1/2018
Suzanne LoManto, TWN, Cultural Coordinator, effective 7/9/2018
Patrick Murphy, TWN, WPCF Laborer/Operator, effective 7/9/2018
Kevin Boissonnault, TWN, WPCF, Chief Operator, effective 7/9/2018

On a motion made by Carolyn Olsen, seconded by Cheryl Clark, the Board voted to approve the new members listed above.

Vote: 4 In Favor 0 Opposed 0 Abstained

Refund of Annuity Savings: Catherine Donovan, GMRSD, Paraprofessional, 9/19/2016-2/5/2018, 1 year, 4 months, 14 days, has submitted an application for withdrawal of her annuity savings. She also transferred in 23 days of service with FRRS, 10/13/2015-11/5/2015.

On a motion made by Cheryl Clark, seconded by Carolyn Olsen, the Board voted to approve withdrawal of annuity savings for Catherine Donovan, GMRSD, 1 year, 4 months, 14 days.

Vote: 4 In Favor 0 Opposed 0 Abstained

Refund of Annuity Savings: Arlene Jigarjian, GMRSD, Admin Asst, 8/18/2014-8/22/2014, 5 days, has submitted an application for withdrawal of her annuity savings.

On a motion made by Carolyn Olsen, seconded by Cheryl Clark, the Board voted to approve withdrawal of annuity savings for Arlene Jigarjian, GMRSD, 5 days.

Vote: 4 In Favor 0 Opposed 0 Abstained

Payment of Superannuation Retirements: Board to discuss and approve allowing the Administrator to pay new retirees prior to receiving PERAC approval if it is not received by the second month following the retirement date. If there is any change once the PERAC approval is received, it would be adjusted in a subsequent month payroll. Attorney Tom Gibson was asked for his advice regarding this issue, and his email response follows:

“Many retirement systems, including Middlesex where I am Chairman, pay members pending PERAC approvals. Getting members their first check in a timely manner is very important. As you note, PERAC takes some time to render formal approvals. Not sure whether Montague has a PERAC “waiver” so that calculations for member whose entire service was rendered in Montague would not need PERAC approval. Even so, PERAC approval would be required for s. 3(8)(c) purposes if you had transfers in.

If PERAC’s numbers are different, the Board makes an adjustment in the next check. There is neither statutory authorization nor prohibition for this practice, but it has worked elsewhere and not presented issues with PERAC audits.”

Motion: Carolyn Olsen made a motion to allow the Administrator to pay Superannuation Retirements prior to receiving PERAC approval. Cheryl Clark seconded the motion.

Discussion: David Dion asked how much we would pay, and would it be a percentage? Carolyn Olsen said no, we would pay the actual retirement amount. Cheryl Clark clarified that it would be the retroactive amount, as calculated by the Administrator. Mr. Dion said he thought we just wanted to get them a check, he didn’t know it would be the full amount. Administrator Underhill said that PERAC doesn’t do the actual calculation; she does the calculation and sends it to PERAC for approval. Mr. Dion asked if PERAC ever found errors. Ms. Underhill said only once, and that was only by a few pennies. Ms. Underhill further stated that her software does the calculation, so as long as all the pertinent data is entered correctly, there shouldn’t be a problem with the calculation. Mr. Dion asked if we need to put this policy in our rules and regulations. Ms. Olsen said that we could if we wanted to, but that she doesn’t think it’s necessary. Mr. Ellis said that either the rules & regulations or the minutes would show anyone who has been denied this benefit in the past a clear date when we began this practice. Mr. Dion asked if it took 2 months to wait for PERAC approval. Ms. Underhill said the entire retirement approval process takes about 3 months, depending on the date of retirement. Mr. Ellis stated that people retire in all kinds of circumstances, and sometimes people aren’t prepared financially. Mr. Ellis thinks it would be good practice to provide retirement benefits as soon as possible to new retirees. Ms. Olsen stated that as a retirement board, our duty is to our members, and it is to their benefit to receive their retirement allowance as soon as possible.

On the above motion, the Board voted to approve allowing the Administrator to pay new Superannuation Retirement benefits prior to receiving the PERAC approval letter.

Vote: 4 In Favor 0 Opposed 0 Abstained

Travel: Board to approve travel expenses for upcoming educational conferences, as follows:

8/16/18	Administrators Meeting	Northampton
9/13/18	Emerging Issues	Worcester
9/27/18	Smoothing, Spiking and Other Actuarial Mysteries	Somerville
9/30-10/3/18	MACRS Conference	Springfield

On a motion by Carolyn Olsen, seconded by Cheryl Clark, the Board voted to approve travel expenses for Board members and Administrator to attend the above listed trainings.

Vote: 4 In Favor 0 Opposed 0 Abstained

Legal Services: Attorney Tom Gibson's current agreement to provide legal services to the Montague Retirement Board expires on January 24, 2019. Under the provisions of G.L.c.23B, the Board is required to conduct an RFP for legal services. Attorney Gibson would like to submit a proposal to continue as Board counsel as part of the RFP process.

Attorney Gibson has provided the Board with a sample public notice for posting at PERAC, along with a sample RFP for the Board's review. The Board should feel free to add, delete, amend or reject it entirely.

Discussion: The Board reviewed the Legal RFP template that Attorney Gibson provided. Carolyn Olsen suggested that Deb Underhill look at the Inspector General website for procurement information. Steve Ellis said that Deb Underhill should call PERAC and ask if they have a template that can be compared to the one provided by Attorney Gibson.

Meeting Dates: David Dion requested that the Board set the dates for all upcoming Board meetings through the end of the calendar year. The Board agreed on the following dates:

August 28, 2018	November 27, 2018
September 25, 2018	December 18, 2018
October 23, 2018	

Reminders: Stephan Georgacopoulos from PTG will be presenting at the August 28, 2018 board meeting.

Paul Todisco from the PRIM board will be presenting at the September 25, 2018 board meeting.

Motion to Adjourn: On a motion by Carolyn Olsen, seconded by Cheryl Clark, the Board voted to adjourn the meeting at 1:27pm.

Vote: 4 In Favor 0 Opposed 0 Abstained

Next meeting: **Tuesday August 28, 2018 @ 1 pm.**

Annual items:

Jan/Feb - Post COLA hearing

Sept – Vote chairman

Oct – Administrator evaluation & compensation, stipends, budget for next year

Nov – Budget approval

APPROVED BY THE MONTAGUE BOARD OF RETIREMENT

Marianne Fiske, Chairperson

Respectfully submitted,

Carolyn Olsen

Debra Underhill
Administrator

David Dion

Montague Retirement Board

Cheryl Clark

Steven Ellis