

**Retirement Board Meeting**  
**September 24, 2019**  
**9:30 AM**  
**Montague Town Hall - 1<sup>st</sup> Floor**  
**Downstairs Meeting Room**  
**Agenda**

1. **Mr. John Parsons, Executive Director, PERAC**, is scheduled to give a short presentation.
2. **Minutes** of August 27, 2019 meeting for review and approval.

**BOARD MOVE** to approve minutes of August 27, 2019 meeting.

3. **Contributory Retirement Warrant**: approve August 2019 Warrant #9, dated September 30, 2019, in the amount of \$324,814.61.

**BOARD MOVE** to approve September 2019 Warrant #9, dated September 30, 2019, in the amount of \$324,814.61.

4. **New Members**: Approve new member applications as follows:

Adam Kleeberg, TWN, WPCF, enrolled 9/3/19  
Stephen Orloske, TWN, Library, enrolled 6/25/19  
Emma Mielke, GMRSD, Paraprofessional, enrolled 8/26/19  
Jillian Orsi, GMRSD, Occupational Therapist Assistant, enrolled 8/26/19  
Melissa Gavazzi, GMRSD, Paraprofessional, enrolled 8/26/19  
David Franklin, GMRSD, Paraprofessional, enrolled 8/26/19  
Amanda Rivera, GMRSD, Paraprofessional, enrolled 8/26/19

**BOARD MOVE** to approve new member applications listed above.

5. **Refunds**: Approve Annuity Savings refunds and rollovers, listed below:

1. Emma Olson, GMRSD, Paraprofessional, 10/9/2012 – 4/19/2013, 6 months, 10 days.
2. Robert Brownlee, TWN, DPW, 8/23/2004 – 5/31/2017, 12 years, 9 months, 8 days.
3. Michele Esposito, TWN, DPW, 9/22/2014 – 8/2/2018, 3 years, 10 months, 11 days.

**BOARD MOVE** to approve Annuity Savings refunds (including rollovers) listed above.

6. **Nominations for Retirement Board Chairperson.**

**BOARD MOVE** to approve chairperson.

7. **Administrator Contract**: Board to review and discuss Administrator's contract for renewal.
8. **Upcoming Meetings**: Board and Administrator to set date for October – December meetings.

**9. Financial Statements:** Board Review August 2019 financial statements, if available, containing the following documents:

Cash Receipts Report	Bank Reconciliation	Detail General Ledger
Cash Disbursements Report	Bank Statements	Supplementary Schedule
Adjustments Report	PRIT Reconciliation	Y-T-D Budget
Trial Balance	PRIT Statements	

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

**Annual items:**  
**Jan/Feb - Post COLA hearing**  
**Sept – Vote chairman**  
**Oct – Administrator evaluation & compensation, stipends, budget for next year**  
**Nov – Budget approval**