

The regular meeting of the Montague Retirement Board, duly posted, was held online via Zoom (due to COVID19) on the above date, and came to order at 9:32 am.

Board members appointed Carolyn Olsen acting chairperson for the purposes of this meeting only.

On a motion made by David Dion, seconded by Steven Ellis, the Board voted to appoint Carolyn Olsen acting Chairperson for this meeting only.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES

Vote: 4 In Favor 0 Opposed 0 Abstained

Acting Chairperson Olsen announced that the meeting was being recorded, and roll call was taken:

Retirement Board Members Present: Carolyn Olsen, Steven Ellis, David Dion, and Marianne Fisk were present. Cheryl Clark was absent due to illness.

Retirement Board Staff Present: Administrator Deb Underhill was present.

Others Present: Attorney Jim Dolan was present.
Horace Moody, of Moody Consulting, was present.

ADR Application: Brenda Gravelle, GMRSD, Kitchen Manager, was injured at work on 11/7/2017, and has filed an application for Accidental (or Ordinary) Disability. Retirement Board to vote to accept the disability application and submit it to PERAC for a medical panel review. Attorney Jim Dolan, representing Ms. Gravelle, was present at the meeting.

Discussion: Board Member Steven Ellis asked if all Board members had reviewed the ADR Application and medical records for Ms. Gravelle prior to the Board meeting. Administrator Deb Underhill said yes, all Board members had come in to the Retirement office to review the file.

On a motion made by Carolyn Olsen, seconded by Marianne Fiske, the Board voted to accept the Accidental Disability Retirement application from Brenda Gravelle, and to submit it to PERAC for a medical panel review.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES

Vote: 4 In Favor 0 Opposed 0 Abstained

9:40 am: Attorney Jim Dolan left the meeting.

Secure FAX Service for Retirement Office: Administrator Deb Underhill requested approval from the Board for the Retirement Office to purchase a web-based, secure fax service. HIPPA requires all medical records to be faxed or mailed directly to the Retirement office. Medical offices prefer to fax records, as it is more secure, easier, and less expensive than mailing large medical files. Also, the Retirement Administrator would no longer have to scan all the paper medical records that come into the office for the purposes of uploading them to PROSPER. Horace Moody, IT Specialist of Moody Consulting, has recommended a Sfax, a web based, online fax service, after he discussed this issue with PERAC. The **Standard Sfax Plan** is \$29/month, and includes 350 pages per month. The **Sfax Plus Plan** is \$49/month, and includes up to 700 pages per month.

Medical records will need to be downloaded directly from Sfax and stored on their own separate thumb or hard drive, and backed up regularly to alternate drives. PERAC and HIPPA require medical records to be stored separately from the PC that is on the Town network. All items are also stored indefinitely by Sfax.

Ms. Underhill suggests the Board start with the Standard Plan of 350 pages at \$29 per month, and upgrade later if necessary. There will be additional costs for Mr. Moody's time, and for external drives. Mr. Moody was in attendance at the Board meeting to answer any questions.

Discussion: Administrator Deb Underhill outlined the issues listed above and requested Board approval of the annual costs of the Sfax service, related equipment, and the time for IT Specialist Horace Moody for purchase and set up. Carolyn Olsen asked Mr. Moody what the cost would be for his time. Mr. Moody replied that his hourly rate is \$90 per hour, and the Sfax setup would consist of 4 or 5 hours.

Carolyn Olsen moved that the Board approve an expense of up to \$1000 to set up the Sfax service, including the annual fee of \$29 per month, related equipment, and IT time.

On a motion made by Carolyn Olsen, seconded by Marianne Fiske, the Board voted to approve the cost of the annual Sfax service, including related costs, up to \$1000.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES

Vote: 4 In Favor 0 Opposed 0 Abstained

9:50 am: Horace Moody left the meeting.

Minutes: Minutes of the July 28, 2020 Retirement Board meeting minutes were presented for review and approval.

On a motion made by Steven Ellis, seconded by Marianne Fiske, the Board voted to approve the July 28, 2020 minutes.

Roll Call Vote: Carolyn Olsen YES Steven Ellis YES, David Dion YES, Marianne Fiske YES

Vote: 4 In Favor 0 Opposed 0 Abstained

Contributory Retirement Warrant #8: Dated August 31, 2020 in the amount of \$292,942.81.

Payroll	\$ 272,782.72
Expenses	\$ 6,501.78
AS Refunds	\$ 13,658.31
Total Warrant	<u>\$ 292,942.81</u>

On a motion made by David Dion, seconded by Marianne Fiske, the Board voted to approve the August 31, 2020 Warrant #8 in the amount of \$292,942.81.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES.

Vote: 4 In Favor 0 Opposed 0 Abstained

AS Refund: Approve Annuity Savings Refund for Melissa Rushford, GMRSD, 11/9/2016 – 7/8/2020, 3 years, 8 months, in the amount of \$13,658.31.

On a motion made by Marianne Fiske, seconded by Steven Ellis, the Board voted to approve the Annuity Savings Refund for Melissa Rushford, GMRSD, 11/9/2016 – 7/8/2020, 3 years, 8 months, in the amount of \$13,658.31.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES.

Vote: 4 In Favor 0 Opposed 0 Abstained

New Members: Approve new members listed below:

Lance Hansen, TWN, DPW, effective 7/6/20
Rachel Vachula, GMRSD, Administrative Asst., effective 7/13/20
Shelly Dobias, GMRSD, Administrative Asst., effective 7/13/20

On a motion made by Marianne Fiske, seconded by David Dion, the Board voted to accept the new members listed above.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES.

Vote: 4 In Favor 0 Opposed 0 Abstained

Notice of Active Member Death: William Mercier, GMRSD, Paraprofessional, date of death July 20, 2020. Mr. Mercier named his son as his Option D beneficiary, but named both of his son's equal beneficiaries on the Return of Accumulated Deductions form. I have advised the Option D beneficiary that he can either accept the Option D benefit, or refuse it and have the accumulated deductions split equally between named beneficiaries.

Discussion: Carolyn Olsen asked if there had been any more communication between Deb Underhill and the Option D beneficiary. Deb Underhill said that there had been, and the beneficiary would like to choose the Option D allowance. Due to the FY20 contract just being signed at GMRSD, Ms. Underhill has to wait until Mr. Mercier's retroactive pay and deductions have been paid to do an Option D calculation.

Payment Waiver Request: Board to review and vote regarding a letter received from Victoria Daniels requesting a waiver of the repayment of COLA that was over paid in error for FY19 & FY20, in the amount of \$796.56, plus .1% correction of errors interest.

Discussion: Steven Ellis asked if what the precedent has been for the Board granting waivers. Deb Underhill said she would look back through the minutes to see what the outcome was of other waiver requests.

Waiver request was tabled until the September Board meeting.

Investment Return Assumption: Board reviewed the 1/1/20 Actuarial Evaluation provided by PERAC, and voted to change of the Investment Return Assumption from 7.25% to 7.0%, at the advice of John Boorack, PERAC Actuary.

On a motion made by Steven Ellis, seconded by Marianne Fiske, the Board voted to change of the Investment Return Assumption from 7.25% to 7.0%.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES.

Vote: 4 In Favor 0 Opposed 0 Abstained

Funding Schedule: The current funding schedule, which was adopted 1/1/2018, has appropriation payments that increase 5.2% per year until FY31, with a final amortization payment in FY32. Mr. John Boorack, PERAC Actuary, has presented the following three funding schedules for consideration, based on the 1/1/20 Actuarial Evaluation:

1. Alternative 1 amortizes the Unfunded Actuarial Liability (UAL) by increasing the total appropriation by 5.2%, until FY32, with a final amortization in FY33. This option leaves the percentage that appropriation payments increase the same, but adds one year to our funding schedule.
2. Alternative 2 amortizes the UAL by increasing the total appropriation by 6.0% per year until FY31, with a final amortization payment in FY32. This alternative was designed to complete the amortization of UAL in the same year as the current funding schedule, with a .8% increase in appropriation payments each year.
3. Alternative 3 amortizes the UAL by increasing the total appropriation by 3.5% for 2 years, then increasing by 5.9% each year to FY33.

On a motion made by Marianne Fiske, seconded by David Dion, the Board voted to accept the Alternative 1 funding schedule as described above.

Roll Call Vote: Carolyn Olsen YES, Steven Ellis YES, David Dion YES, Marianne Fiske YES.

Vote: 4 In Favor 0 Opposed 0 Abstained

Financial Statements: Board reviewed the July 2020 financial statements 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

Notice: Administrator Deb Underhill will be taking a vacation day on September 3, 2020.

Meeting Adjourned 10:04 am.

Next meeting: Tuesday, September 29, 2020 at 9:30 am.

APPROVED BY THE MONTAGUE BOARD OF RETIREMENT

_____ respectfully submitted,
Cheryl Clark, Chairperson

_____ Debra Underhill
Administrator
Montague Retirement Board

_____ David Dion

_____ Marianne Fiske

_____ Steven Ellis

BOARD MEMBER POSITION & TERMS:

1. C. Olsen – Ex-Officio
2. S. Ellis – appointed by Selectboard
3. D. Dion – expires 5/30/22
4. C. Clark – expires 12/16/20
5. M. Fiske – expires 12/31/21

Annual items:

- Jan/Feb - Post COLA hearing
- March – COLA
- Mar/Apr – Approve Annual Stmt
- Sept – Vote chairman
- Oct – Administrator evaluation & compensation, stipends, budget for next year
- Nov – Budget approval