

**Retirement Board Meeting  
Remote Meeting via Zoom  
Tuesday December 22, 2020  
9:30 AM**

**Retirement Montague is inviting you to a scheduled Zoom meeting.**

**Topic: Montague Retirement Board**

**Time: Dec 22, 2020 09:30 AM Eastern Time (US and Canada)**

**Join Zoom Meeting  
<https://zoom.us/j/94970559432>**

**Meeting ID: 949 7055 9432  
One tap mobile  
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+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
Meeting ID: 949 7055 9432**

**Find your local number: <https://zoom.us/u/ackQ5DxWVG>**

## **AGENDA**

- 1. Chairperson opens meeting, takes roll call attendance.**
- 2. Minutes:** November 24, 2020 Retirement Board meeting minutes for review and approval.  
**BOARD MOVE** to approve the minutes of the November 24, 2020 Retirement Board meeting.
- 3. Contributory Retirement Warrant:** approve December 2020 Warrant #12, dated December 31, 2020, in the amount of \$281,127.62.  
**BOARD MOVE** to approve December 2020 Warrant #12, dated December 31, 2020, , in the amount of \$281,127.62.
- 4. New Members:** Approve new members listed below:  
  
Mackenzie Salls, GMRS, Paraprofessional, effective 11/23/2020  
Shawna Williams, TWN, Patrol Officer, effective 11/1/2020  
  
**BOARD MOVE** to approve new members listed above.

5. **AS Partial Refund:** Samuel Stevens, TWN, WPCF, had retirement deductions withheld on overtime pay and his vacation buyout in his last paycheck from the Town of Northfield. These deductions were subsequently transferred to Montague. Notice was received from the Franklin County Retirement System regarding this error, including payroll records.

**BOARD MOVE** to approve the partial refund in the amount of \$217.83 (with \$43.57 federal tax withheld) for Samuel Stevens, due to deductions withheld by the Town of Northfield in error.

6. **Notice:** Shayne Mercier is the Option D beneficiary of William Mercier, GMRSD, who died as an active member on July 20, 2020. It took the school a couple of months to pay his final pay to his estate, plus the retroactive pay that was due to Mr. Mercier. Administrator Deb Underhill had several phone conversations with beneficiary Shayne Mercier during this time. In the beginning of October, Shayne was sent a letter with the calculated amount of his monthly benefit, and a request for a copy of his birth certificate, William's death certificate, plus a direct deposit form and a W-4P. To date, Shayne has not responded to this letter. He has been called several times, with messages left. He was mailed a certified letter on December 8, 2020, including a copy of the original letter and forms. The certified letter was signed by someone, with an indecipherable signature, on December 14, 2020. The retirement office still has not heard from Shayne Mercier. His Option D benefit cannot be paid until the requested documents are received.
7. **Interview of 5<sup>th</sup> Board Member applicant:** Board to interview Ms. Marianne Fiske for the 5<sup>th</sup> Board Member position for the term commencing on February 1, 2021, and ending on January 31, 2024.
8. **Financial Statements:** Board Review October 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           |
9. **Notice:** Administrator Deb Underhill will be out of the office for holiday/vacation/personal time from 12/23/2020 through 1/3/2021.

**Topics not anticipated covered in the 48 hour posting requirement.**  
**Upcoming Meetings: Tuesday January 26, 2021 @ 9:30am**

**Meeting Materials:**

December 31, 2020 Warrant #12, with associated documents  
November 24, 2020 Minutes  
October 2020 Financial Statements