

**Minutes  
Retirement Board Meeting of  
July 31, 2018**

The monthly meeting of the Marlborough Retirement Board was held on July 31, 2018. Gregory Brewster, William Taylor, David Keene, Diane Smith, Daniel Stanhope and Margaret Shea were present.

1. The meeting was called to order at 8:15 a.m.
2. The Board reviewed the minutes of the meeting of June 26, 2018. A motion was made and seconded to approve. Vote unanimous.
3. The Board discussed issues related to the Board's current office space. The elevator in the building has been out since late June. The Board reviewed its options regarding office space and agreed to meet in late August to reassess.
4. The Board will conduct a hearing regarding Scott Taylor's application for accidental disability retirement. The Board reviewed the medical panel reports to determine if requests for clarification were required.
5. The Board reviewed a request for creditable service for Holly Kersey. Ms. Kersey was a member of the retirement system, employed as a LPN, when her employment status was changed to a daily substitute on September 1, 2015. During her time as a daily substitute, Ms. Kersey worked a full-time schedule. The School Department discontinued her retirement contribution. Her status was changed to a regular full-time employee on April 4, 2016 and retirement contributions began again. Ms. Kersey requested creditable service from September 1, 2015 to April 4, 2016. Since the retirement contributions were discontinued in error, a motion was made and seconded to grant .7 months of creditable service. Vote unanimous.

The Director asked the Board to adjust the creditable service award made last month to Kimberly Capobianco, a member of the Massachusetts Teachers' Retirement System. The Board had originally granted two years of liability. After discussion, a motion was made and seconded to allow three years of creditable service. Vote unanimous.

6. The following individuals applied for superannuation in June; Vangie Brennan, Ursula Lynch, Christina Mish, Reina Rago, Ruth Ann Regan, Susan Skulley, and Kathleen Wilson. After a review of pertinent information, a motion was made and seconded to approve. Vote unanimous.
7. A motion was made and seconded to approve the refund applications of Adrienne MacDonald and Shachan Cabral and to refund 2% contributions taken in error from Ruth Ann Regan and Ursula Lynch. Vote unanimous.
8. The Board reviewed an updated operating budget as of June 30, 2018. A motion was made and seconded to approve. Vote unanimous.

9. The Board reviewed the operating budget as of July 31, 2018. A motion was made and seconded to accept and place on file. Vote unanimous.
10. The review of cash reconciliation was the next item on the agenda. The reconciliation was not completed. The item will appear on next month's agenda.
11. The Board reviewed the cashbooks, journals, and trial balances for June 2018. A motion was made and seconded to accept and place on file. Vote unanimous.
12. A motion was made and seconded to approve the following warrants; retiree payroll for July 2018, #172018, #182018, and #192018. Vote unanimous.
13. The Board reviewed PERAC memoranda #21 and #22. A motion was made and seconded to accept and place on file. Vote unanimous.
14. A motion was made and seconded to adjourn the meeting. Vote unanimous.

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Gregory P. Brewster  
Chairman

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David Keene

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Diane Smith

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Daniel J. Stanhope

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William S. Taylor