



## Town of Reading Meeting Posting with Agenda

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2016 SEP 22 A 11:06

### Board - Committee - Commission - Council:

Contributory Retirement Board

Date: 2016-09-27

Time: 5:00 PM

Building: Reading Retirement Administration Location: Conference Room

Address: 2 Haven Street Unit 307 Agenda:

Purpose: General Business

Meeting Called By: Joseph R. Veno

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

**All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.**

### Topics of Discussion:

- Call to Order
- Joseph Belmonte will be attending the meeting to discuss the purchase of his military service
- Approval of Minutes
- Approve the following new members:
  - Gail Dowd
  - Stacy Scouten
  - Tracy Schultz
- Approve the following retirement applications:
  - Valerie O'Brien
  - Keith Strong
- Approve the final calculations for the following retirements approved by PERAC:
  - Kenneth Evans
  - Yeri Castellanos
- Approve or deny request from Board Administrator and Assistant to attend the PTG User Group Meeting held October 12, 2016 in Topsfield, MA.
- Board must vote for an election officer for the election of the first elected member. Louis deBrigard's term as board member expires on March 31, 2017.
- Board must approve/deny the ESS (Employee Self-Service) Portal.
- Board must approve/deny PBI (Pension Benefit Information).
- Approval of Invoices to be Paid.
- Information/Questions
- Discussion on ESS (employee self-service) portal
- Notification of member/retiree deaths
- Distribute copies of the Reading Retirement Board PRIT and Monthly Accounting reports
- Next board meeting is scheduled for Tuesday, October 25, 2016, at 5:00 pm in the Conference Room.
- Memorandums and Letters Received
- Old & New Business
  - Discussion of draft copy of Employee Handbook.
  - Administrative Assistant would like to adjust her hours.
- Open Session for topics not reasonably anticipated 48 hours in advance of the meeting
- Adjourn

This Agenda has been prepared in advance and represents a listing of topics that the chair reasonably anticipates will be discussed at the meeting. However the agenda does not necessarily include all matters which may be taken up at this meeting.