

Patrick Dello Russo
Scott ColborneKelly Cogavin
John McLaughlin, Jr.

Michael Lyle 581

**Melrose Retirement Board Meeting
January 26, 2021**

The Regular Meeting of the Melrose Retirement Board duly posted to be held in the Retirement Office, City Hall, Melrose, MA on the above date was called to order at 9:00 AM by Chairman Dello Russo with Board Members Lyle, Cogavin, Colborne and McLaughlin, Jr. were present via remote web based meeting. Also in attendance were Executive Director Adam Travinski and his assistant Marty Stanton.

New Business:

1. On a motion made by Board Member Colborne and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the December 29, 2020 meeting and sign them into record.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

2. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #01-2021 and Retirement Payroll Warrant #01-2021.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

3. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to sign the following certificates and include them for Membership in the Melrose Retirement Board:

- Certificate #3429: Ian Dolaher. Mr. Dolaher is a Desktop Technician for the School Department. He is a Group 1, hired on January 4, 2021.
- Certificate #3430: David Anaya. Mr. Anaya is a Laborer for the DPW. He is a Group 1, hired on January 4, 2021.
- Certificate #3431: Maria Abramo. Ms. Abramo is a School Nurse for the Health Department. She is a Group 1, hired on January 11, 2021.

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- Certificate #3432: Andrew Ruby. Mr. Ruby is a Patrol Officer for the Police Department. He is a Group 4, hired on February 1, 2021.
- Certificate #3433: Shaun McManus. Mr. McManus is the Systems Administrator for the School Department. He is a Group 1, hired on January 4, 2021.
- Certificate #3434: Andrea Nichols. Ms. Nichols is the Head Clerk for the Treasurer's Department. She is a Group 1, hired on January 19, 2021.
- Certificate #3435: Cameron Hickey. Mr. Hickey is a Patrol Officer for the Police Department. He is a Group 4, hired on January 4, 2021.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

4. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to sign the following certificates for retirement:

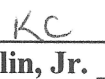
- Certificate #346. Diane Barrett. Ms. Barrett was a Patrol Officer for the Police Department. She retired on September 26, 2020 with 12 years and 11 months of creditable service and chose Option A. She will receive an annual retirement allowance of \$21,320.64.
- Certificate #345. Marion Ellis. Ms. Ellis was the Assistant Treasurer for the Treasurer's Department. She retired on October 3, 2020 with 23 years and 3 months of creditable service and chose Option A. She will receive an annual retirement allowance of \$43,047.84.
- Certificate #354. Gail Williams. Ms. Williams was a Paraprofessional for the School Department. She retired on October 13, 2020 with 18 years and 5 months of creditable service and chose Option B. She will receive an annual retirement allowance of \$8,022.84.
- Certificate #216. Mark Antonangeli. Mr. Antonangeli was a Prosecutor for the Police Department. He retired on December 1, 2020 with 34 years and 8 months of creditable service and chose Option C. He will receive an annual retirement allowance of \$51,562.80.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

Patrick Dello Russo
Scott Colborne



Kelly Cogavin
John McLaughlin, Jr.



Michael Lyle 583



5. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss a salary adjustment for the Executive Director.

The Chairman stated that the City Council voted to table the compensation study. They intend to bring it out again at a future meeting this year and expects it to be prior to July 1st. The Chairman stated he cannot tell when it will be brought up to the Council because it is up to the Mayor. Based on that he cannot tell when it would even be completed even if they do approve it. The Board can decide also at some point if they would like to go into Executive Session and that does not have to be today. The Board can decide to convene and take it to the next meeting. The Board can ask for more information. Board Member McLaughlin, Jr. stated that this was up for discussion and we tabled that because of the salary study that City Hall is doing. He asked what the Executive Director is being paid and what the motion was at the prior meeting. The Director stated that last December 2019 it was a 2-2 vote for a \$10,000 increase to the base salary. Board Member McLaughlin, Jr. asked what was the salary and what was the proposal to go to. The Director stated it was \$10,000 on the base salary, and then it got tabled and ended up getting a 3% raise in July. Board Member McLaughlin, Jr. asked if the Board had the actual salary figure in front of them. Chairman Dello Russo stated no, but he can get that to the Board. Board Member McLaughlin, Jr. stated that his understanding was that there was a base salary and a proposal to increase it by \$10,000, instead of that it was increased by 3% which was roughly a number. So he was curious to know what the base salary was. The Director stated that right now his base salary is just under \$101,000. Board Member McLaughlin, Jr. asked if that was after the 3%. The Director stated yes. Board Member Lyle stated that last year the Director was at roughly \$97,000 and the proposal was to go to \$107,000. The Director stated yes. Chairman Dello Russo asked if the Board would like to discuss this in Executive Session. The Board stated yes. On a motion by Board Member Colborne and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to **ENTER** Executive Session at 9:13 am. Chairman Dello Russo asked if the Director could step out of the meeting.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by **ROLL CALL** to **END** Executive Session at approximately 9:19 AM and **RETURN** to Open Session.

Patrick Dello Russo
Scott Colborne

Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 584

ROLL CALL VOTE to OPEN SESSION:

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

The Executive Director came back to the meeting. The Chairman stated that the Board will meet next month and put some materials together before then. He asked if the Director would put that on the agenda for next month. The Director stated ok. Board Member Lyle stated that the Board is labeling it and do we need to do a roll call to table it. The Chairman stated yes. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to table the salary discussions.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

Board Member McLaughlin, Jr. asked that we explain the process for the next meeting to the Director. Chairman Dello Russo stated the Board will update the information they used last time on comparative communities, involving staff as well to look at how much staff you have to work with as opposed to other cities and towns. He stated Board Member Colborne will look at the survey he has as well at the survey the Chairman has to be brought to the Board at the next meeting. He stated that they're not going to wait or at least he thinks they aren't going to wait unless the Board changes their thought process because the City salary study may never materialize at all and if it does, it may be so late into next fiscal year. Board Member Cogavin asked if the Board is leaving HR out of it or are they looping them in. Chairman Dello Russo stated that Board Member Colborne will work on his end and the Chairman will have HR update the information on his end since they did it for him last time. Board Member Cogavin asked if it would include staff. Chairman Dello Russo stated that if he didn't have it last time, he's going to put it in this time. The Director asked the Board so they're getting HR with the City involved? The Chairman stated just to make the calls to the Boards. He already knows what communities he would like to use and have HR makes the phone calls since they've already done it once before.

Patrick Dello Russo 
Scott Colborne _____

Kelly Cogavin KC
John McLaughlin, Jr. _____

Michael Lyle  585

6. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review and approve the Cashbooks for December.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

7. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review and approve the reconciliation of the MMDT and Eastern Bank statements for December.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

8. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to approve a member's accidental disability retirement application based on the results of the medical panel that the member is incapacitated to work and positive recommendation from Attorney Sacco. The Director stated this was a memo to the Board from Attorney Sacco for the positive recommendation to approve. He stated that all of these are written on the agenda to follow what the recommendation was. Board Member Lyle stated that he filed a disclosure with his boss the Mayor and he Cc'ed the Chairman on that as well that he's impartial.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

9. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to deny a member's accidental disability retirement application based on the medical panels negative incapacity response. When all three doctor's state the member is not incapacitated to work, the Board is required to deny the application. Board member Lyle stated he did file a disclosure and sent a copy to the Mayor.

Patrick Dello Russo
Scott Colborne

Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 586

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

Chairman Dello Russo left the meeting at 9:30 am. He asked that Board Member Lyle run the rest of the meeting.

10. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to deny a survivor's accidental death benefits application based on the lack of evidence in the medical records supplied to the Board.

Board Member: Cogavin	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

Other Business:

-To review the PRIT Fund activity for December 2020. The Director stated that we had a good month and the fund was almost at \$100 million. That was because the appropriation was sent to us in November and is reflected this month.

-All retirees and survivors have responded to the 2020 affidavits. The Director stated we had to chase about 20 people. With Covid happening, we utilized the outside mailbox so there was no contact.

-The 1099 tax forms and group 4 health insurance letters have been processed. They will be mailed out at the end of the month.

-Update on the correspondence the Director has had with Ascent and Invesco. Our rep for Ascent has determined that it is in the best interest of the investors to keep the fund going. They do intend to make more distributions into the New Year. The Director stated that the Invesco rep stated they do not want to close the fund, but it will be liquidated by June 2021. He stated the Board only has about \$350 left with them, so he's hoping they send us one check and we'll be done.

Memo #39-2020: Tobacco Company List

Memo #01-2021: 840 CMR 10:10(3) & 10:15(1)(c)- Annual Review of Medical Testing Fee

Patrick Dello Russo
Scott Colborne



Kelly Cogavin KC
John McLaughlin, Jr.

Michael Lyle ML 587

Memo #02-2021: 2021 Limits under Chapter 46 of the Acts of 2002

Memo #03-2021: 2021 Limits under Section 23 of Chapter 131 of the Acts of 2010

Memo #04-2021: COLA Notice

Memo #05-2021: PROSPER SFI Online Submission

Memo #06-2021: 2021 Interest Rate set at 0.1%

Memo #07-2021: Buyback and Make-up Repayment Worksheets

The date of the February meeting will be Wednesday, February 24th at 9:00 AM.

The date of the March meeting will be Wednesday, March 31st at 9:00 AM.

On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** to adjourn the meeting at 9:32 AM.

Board Member: Cogavin Yes

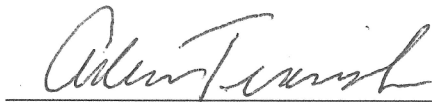
Board Member Colborne: Yes

Board Member Lyle: Yes

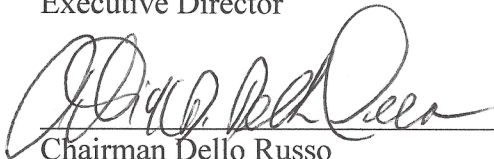
Board Member McLaughlin, Jr: Yes

Melrose Retirement Board Meeting
January 26, 2021

Respectfully submitted,



Executive Director



Chairman Dello Russo



Board Member Cogavin



Vice Chairman Lyle

Board Member McLaughlin, Jr

Board Member Colborne