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By City Clerks Office at 10:31 am, Aug 26, 2025

Patrick Dello Russo PDR Kelly Cogavin KC Michael Lyle ML ~~586~~ 588
Scott Colborne ______ John McLaughlin, Jr. ________

**Melrose Retirement Board Meeting**
**February 24, 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 9:03 AM by Chairman Dello Russo with Board Members Lyle, Cogavin, Colborne and McLaughlin, Jr. were present via remote web based meeting. Also in attendance was Executive Director Adam Travinski.

**New Business:**

1. On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the January 26, 2021 meeting and sign them into record.

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| 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 #02-2021 and Retirement Payroll Warrant #02-2021.

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| 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 #3436: Brianna Garcia. Ms. Garcia is the Administrative and Communications Coordinator for the City of Melrose. She is a Group 1, hired on January 25, 2021.
- Certificate #3437: Johnathan Nascimento. Mr. Nascimento is a Junior Mechanic for the DPW. He is a Group 1, hired on January 25, 2021.
- Certificate #3438: Tia Marie Bucci. Ms. Bucci is a Paraprofessional for the School Department. She is a Group 1, hired on February 22, 2021.

- Certificate #3439: Thomas Grant. Mr. Grant is a Patrol Officer for the Police Department. He is a Group 4, hired on February 1, 2021.
- Certificate #3440: Richard Cutlip. Mr. Cutlip is a Laborer for the DPW. He is a Group 1, hired on February 22, 2021.
- Certificate #3441: Vonnie Reis. Ms. Reis is the City Engineer for the DPW. She is a Group 1, hired on February 22, 2021.
- Certificate #3442: Jill Koontz. Ms. Koontz is a Paraprofessional for the School Department. She is a Group 1, hired on February 4, 2021.

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| 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 accept and process the following received Applications for Withdrawal of Accumulated Total Deductions and Transfers.

- Henry Annese. Mr. Annese was a Construction Inspector for the DPW 4 months of creditable service. The total amount of the refund is for $1,134.88.
- Sharon Covell. Ms. Covell was a Teacher's Aide for the School Department with 5 years and 3 months of creditable service. The total amount of the rollover to E Trade Advisor Services is for $5,659.62.
- Samantha Flanagan. Ms. Flanagan was the Recycling Coordinator for the DPW with 1 year of creditable service. The Board will transfer her account of $4,614.42 to the Essex Regional Retirement System.
- Reed Williamson. Mr. Williamson was a Junior Mechanic for the DPW with 9 months of creditable service. The Board will transfer his account of $3,650.81 to the Essex Regional Retirement System.

The Director stated that he had Attorney Sacco look into it and he cleared Mr. Anesse to take a refund.

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

**Patrick Dello Russo** PDR **Kelly Cogavin** KC **Michael Lyle** ML ~~588~~ 590
**Scott Colborne** ______ **John McLaughlin, Jr.** ________

Chairman Dello Russo stated that he would like agenda item #5 to be moved to the end of the meeting for purposes of going into executive session to discuss a salary adjustment for the Executive Director.

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

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| 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 January.

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

**Other Business:**

-To review the PRIT Fund activity for January 2021.

-All member annual statements have been sent out.

Memo #08-2021: Required Minimum Distribution: Now Age 72 For This Year's Notifications.
Memo #09-2021: Actuarial Data.
Memo #10-2021: Forfeiture of Retirement Allowance for Dereliction of Duty by Members.

The date of the March meeting will be Wednesday, March 31st at 9:00 AM.
The date of the April meeting will be Tuesday, April 27th at 9:00 AM.

**Patrick Dello Russo** PDR **Kelly Cogavin** KC **Michael Lyle** ML ~~589~~ 591
**Scott Colborne** ______ **John McLaughlin, Jr.** ________

5. On a motion by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by **ROLL CALL** to **END** the Open Session minutes and **ENTER** Executive Session at 9:14 AM, to discuss a salary adjustment for the Executive Director based on the updated salary survey. Chairman Dello Russo asked if the Director could step out of the meeting.

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| 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 9:39 AM and **RETURN** to Open Session.

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

Chairman Dello Russo explained to the Director that the Board agreed to increase his compensation to $109,900 effective March 1st. He then asked the Director if his assistant Marty is interested in going over 15 hours per week and are there any limitations on him personally or by statute. He asked that the Director sit down with Marty and ask what his thoughts are. He stated that the Board recognized that the Director and his assistant are extremely valuable to the Board and do a fine job. The Director stated thank you. The Director asked if the Board would like to talk openly about his assistant's medical issue. Chairman Dello Russo stated he'd not rather do that. On another note the Chairman asked about Chuck Byrne's retirement application. The Director stated he will be calling PERAC today. After we voted after the last meeting, he had to upload documents into PROSPER. So we technically did a full submission February 4th, so they technically have until March 3rd to approve it. He stated he's going to see if they will approve it today so we can set the retirement date to March 1st. He stated he spoke to Chief Lyle about it yesterday. Chairman Dello Russo stated it got lost in the shuffle. He asked the Director to write something in regard to salary adjustment for payroll. The Director stated he will send the Chairman a payroll slip. The Chairman stated that the Board is pleased and proud of the Retirement Board. The Director stated thank you and he appreciates it. Board Member Colborne asked the Director if he's had any conversation with Marty without divulging into his medical issue, in regard to the number of hours he's working or increasing them. The Director stated that it's never come up in increasing it since he has appointments throughout the week and even sometimes during the days he has to work. So we try to be flexible to cover and keep the office open the best we can. Board Member McLaughlin, Jr. stated that he raised the subject when looking at the salary survey because it seems like we have less resources thrown at the average size of the plan. We are similar in size, but our compensation for the total board salary is considerably less. He stated number one, would more resources help the department and number two, would increasing Marty's compensation and or hours help since the assistant's salaries are considerably lower. The Director asked if he's aware of what Marty does on a weekly basis. Board Member McLaughlin, Jr. stated that he's not. The Director stated that he handles folding envelopes of pay stubs and newsletters, puts together the newsletter and returns phone calls. Everything done administratively with calculations and counseling is done by the Director. Board Member Colborne asked what his hourly rate was. The Director stated about $21.28 per hour. Board Member Colborne stated its $21.28 per hour for a 15 hour work week for the envelopes and phone calls. The Director stated that he hasn't had a bump since 2016, so he hasn't had one in 4 years. So anything the Board would like to give, he and Marty would appreciate it. Board Member Colborne stated the first step would be to find out if he would like to work anymore hours. The Director stated he can talk to him. Board Member Colborne asked if he would be more helpful if they increased his hours. The Director stated we have a schedule on how we operate. I process the monthly work and he takes days to fold. In January he stated that's a busy month since we have the 1099's and member statements that need to be folded. Board Member McLaughlin, Jr. stated he does not want to push him to increase his hours if it would be wasted time with no productivity. He stated that if 15 hours a week satisfies the needs, he's not for more hours. But he does think its ok to adjust his hourly rate if he hasn't had a raise in 5 years. Board Member Colborne asked if there are other things he could do. The Director stated that he's tried to give more administrative stuff to input to the system with new member enrollments, but he finds there are errors here and there where he has to go back and fix it. Chairman Dello Russo stated to give it some thought and let the board know by next meeting. Even if he stays at 15 hours per week, he's open to increasing the salary, and that may be an item to put on next month's agenda. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to discuss increasing Marty Stanton's salary at next month's meeting.

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

**Patrick Dello Russo** ___ **Kelly Cogavin** KC **Michael Lyle** ___ ~~591~~ 593
**Scott Colborne** ___ **John McLaughlin, Jr.** ___

On a motion made by Board Member Colborne and seconded by Chairman Dello Russo, it was unanimously **VOTED** to adjourn the meeting at 9:48 AM.

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

**Melrose Retirement Board Meeting**
**February 24, 2021**

Respectfully submitted,

Executive Director

Chairman Dello Russo

Board Member Cogavin

Vice Chairman Lyle

Board Member McLaughlin, Jr

Board Member Colborne