

RECEIVED

By City Clerks Office at 10:34 am, Aug 26, 2025

Patrick Dello Russo 
Scott Colborne _____

Kelly Cogavin KC
John McLaughlin, Jr. _____

Michael Lyle  594

**Melrose Retirement Board Meeting
March 31, 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, and McLaughlin, Jr. were present via remote web based meeting. Board Member Colborne joined the web based meeting at 9:03 AM. Also in attendance was Executive Director Adam Travinski.

New Business:

1. On a motion made by Board Member Lyle and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the February 24, 2021 meeting and sign them into record.

Board Member: Cogavin:	Yes
Board Member Colborne:	
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 Chairman Dello Russo, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #03-2021 and Retirement Payroll Warrant #03-2021.

Board Member: Cogavin:	Yes
Board Member Colborne:	
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 Chairman Dello Russo, it was unanimously **VOTED** by the Board to sign the following certificates and include them for Membership in the Melrose Retirement Board:

- Certificate #3443: Anthony Cappuccio. Mr. Cappuccio is a Laborer and Mechanic for the Melrose Housing Authority. He is a Group 1, hired on February 16, 2021.
- Certificate #3444: Nancy Viola. Ms. Viola is a Paraprofessional with the School Department. She is a Group 1, hired on March 1, 2021.
- Certificate #3445: Kelliann Coleman. Ms. Coleman is a School Nurse for the Health Department. She is a Group 1, hired on March 22, 2021.

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Board Member: Cogavin: Yes
Board Member Colborne:
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 #347. Frank Sorrenti. Mr. Sorrenti was the Network Manager for the School Department. He retired on January 1, 2021 with 18 years and 10 months of creditable service and chose Option A. He will receive an annual retirement allowance of \$35,913.60.
- Certificate #217. Marianne Long. Ms. Long was the Human Resources Director for the City of Melrose. She retired on February 1, 2021 with 20 years and 1 month of creditable service and chose Option C. She will receive an annual retirement allowance of \$47,068.56.
- Certificate #218. Joseph Donovan. Mr. Donovan was a Police Officer for the Police Department. He retired on February 1, 2021 with 22 years and 11 months of creditable service and chose Option C. He will receive an annual retirement allowance of \$46,093.68.

The Director stated all retirees were straight forward and Mr. Sorrenti understood what taking Option A meant.

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

5. On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to accept and process the following received Applications for Withdrawal of Accumulated Total Deductions and Transfers.

- Chelsea Rowe. Mr. Rowe was a Paraprofessional for the School Department with 1 year of creditable service. The Board will transfer her account of \$1,766.71 to the Mass Teachers' Retirement System.

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- Rosalba Sannella. Ms. Sannella was a Paraprofessional for the School Department with no creditable service. The total amount of the refund is for \$166.86. The Director stated he couldn't give her a full month of service since she worked only 3 weeks.

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

6. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to discuss a salary increase for the Executive Director's assistant, Marty Stanton. The Director stated he had a discussion with Marty and he does not want to work any increased hours over 15 hours per week. He stated any help in getting him an increased hourly rate is greatly appreciated. He stated he wasn't sure what range the Board was willing to go. He stated Marty is at \$21 and change per hour and was thinking of getting him up to \$27 per hour and he'd like to hear the Board's thoughts. Board Member McLaughlin, Jr. asked the Director when the last time Marty received a raise. The Director stated 2016 and that was the only raise he got since he started with the Board in 2011. He stated he started a few years before the Director and that he got him his first raise in 2016 when he brought it to the Board's attention. Board Member McLaughlin, Jr. asked how much the raise was for. The Director stated he received 4% in 2016 which was about 1% for each year he was here. Board Member McLaughlin, Jr. stated his thought is at the Board should support the Director's recommendation at \$27 per hour. The Board VOTED unanimously to increase Marty Stanton's salary to \$27 per hour.

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

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7. 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 February.

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 Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review and approve the reconciliation of the MMDT and Eastern Bank statements for February.

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 February 2021.

Memo #11-2021: Benefit Calculation Submissions via PROSPER.

Memo #12-2021: Tobacco Company List.

Memo #13-2021: 2020 Annual Statement of Earned Income Filing (91A).

The Director explained the Memo's.

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

The date of the May meeting will be Wednesday, May 26th at 9:00 AM.

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Scott Colborne _____ John McLaughlin, Jr. _____

On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 9:13 AM.

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
March 31, 2021**

Respectfully submitted,


Executive Director


Chairman Dello Russo


Board Member Cogavin


Vice Chairman Lyle

Board Member McLaughlin, Jr

Board Member Colborne