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By City Clerks Office at 10:40 am, Aug 26, 2025

Patrick Dello Russo
Scott Colborne

Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 603

**Melrose Retirement Board Meeting
May 25, 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 9:04 AM by Chairman Dello Russo with Board Members Lyle, Colborne, Cogavin, 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 McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the April 27, 2021 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 Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #05-2021 and Retirement Payroll Warrant #05-2021.

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 Cogavin, it was unanimously **VOTED** by the Board to accept and process the following received Applications for Withdrawal of Accumulated Total Deductions and Transfers.

- Marc Moloney. Mr. Moloney was a Mechanic for the DPW with 2 months of creditable service. The total amount of the refund is for \$960.64.
- Joseph Dello Russo. Mr. Dello Russo was a Laborer for the DPW with 10 years and 6 months of creditable service. The Board will transfer his account of \$49,379.49 to the Plymouth Retirement Board.

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- Kimberly Quick. Ms. Quick was a Paraprofessional for the School Department with 1 year and 9 months of creditable service. The Board will transfer her account of \$2,325.87 to the Mass Teachers' Retirement System.

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

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

- Certificate #219. Charles Byrne. Mr. Byrne was an Officer for the Police Department. He retired on March 1, 2021 and chose Option C. He will receive an annual retirement allowance of \$81,164.40.

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 Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review and approve the Cashbooks for April.

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

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 605

7. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to discuss the Employee Self Service "ESS" Module for implementation in PTG. The Director explained the benefits of implementing ESS for our active members and retirees. He stated that PTG will give us a discounted price of \$2,000/year since we already do the scanning with them. Retirees will have the option to still receive a direct deposit slip. He hopes to have it all rolled out by the end of the summer. On a motion by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to accept implementing ESS.

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 Chairman Dello Russo, it was unanimously **VOTED** by the Board to review the 2020 budget versus the 2020 final expenditures, and to discuss the 2021 draft budget. The Director explained the 2020 final expenditures and projected 2021 budget. The Director stated he included a 3% COLA increase for himself effective July 2021 and the Board can either vote higher or lower than the 3%. On a motion by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by the Board to approve a 3% COLA for the Executive Director as his Administrative Assistant effective July 2021.

Board Member: Cogavin:	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	No on 3%, Yes on 2%
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

Other Business:

-To review the PRIT Fund activity for April 2021.

The date of the June meeting will be Wednesday, June 30th at 9:00 AM.
The date of the July meeting will be Wednesday, July 28th at 9:00 AM.

Patrick Dello Russo
Scott Colborne

Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 606

On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** to adjourn the meeting at 9:26 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
May 25, 2021**

Respectfully submitted,

Executive Director

Chairman Dello Russo

Board Member Cogavin

Vice Chairman Lyle

Board Member McLaughlin, Jr

Board Member Colborne