

Patrick Dello Russo 
Scott Colborne

Kelly Cogavin 
John McLaughlin, Jr.

Michael Lyle  607

**Melrose Retirement Board Meeting
June 30, 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, Colborne and Cogavin were present via remote web based meeting. Board Member McLaughlin, Jr. joined the meeting at 9:07. Also in attendance was Executive Director Adam Travinski.

New Business:

Chairman Dello Russo stated he would like to go to #2 on the agenda.

1. On a motion made by Board Member Colborne and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to grant a 3% Cost of Living Adjustment (COLA), effective July 1, 2021 for all eligible retirees. Mayor Paul Brodeur sent a memo to the Director in support of the 3% COLA. The memo stated that "it is warranted and deserving for all those who made a career serving the public over the years. Please accept this memorandum as my acknowledgement for all their dedicated service." Chairman Dello Russo stated this is 3% up to the first \$12,000. Board Member Lyle asked when the last time the \$12,000 base was changed. The Director stated not in a long time. Chairman Dello Russo stated to his knowledge it has never changed. He stated we are able to change it in increments of \$1,000 to \$2,000 and some communities have already done it. It would require our vote as well as City Council's. If this Board would like to take that up for this new fiscal year, we can have that discussion. Board Member Colborne asked if we would like to have a discussion about increasing it now. Chairman Dello Russo asked if they'd like to make that an agenda item for next meeting and have the Director get some background information on what other communities have done. Board Member Colborne stated he thought that was a great idea. If it hasn't been changed in a long time, maybe it is overdue. He stated we have been doing pretty well overall, and \$360 per year doesn't keep up with the cost of inflation or the cost of living. Chairman Dello Russo agreed. The Director stated that last time we tried this, he checked with Larry Stone and he projected numbers for us as to what it would cost. The Director asked if the Board would like to just discuss what other communities are doing or have Larry run the numbers for the cost impact on the system. Chairman Dello Russo stated initially not to contact Larry since he was working with the older data of the system that didn't have us where we are today and to have a conversation with the Board collectively for a couple of options of 3% of the first \$18,000 for example or \$20,000 to give us a few options for Larry to work with. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to add an agenda item to next month's meeting for discussion to raise the COLA base.

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Michael Lyle



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

2. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the May 25, 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:

3. 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 #06-2021 and Retirement Payroll Warrant #06-2021.

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

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

- Certificate #3450: Daniel Ornae. Mr. Ornae is a Firefighter/Paramedic for the Fire Department. He is a Group 4, hired on June 17, 2021.
- Certificate #3451: Melissa Lowry. Ms. Lowry is a Public Health Nurse for the Health Department. She is a Group 1, hired on June 7, 2021.
- Certificate #3452: Kristina Harris. Ms. Harris is a Firefighter/Paramedic for the Fire Department. She is a Group 4, hired on June 8, 2021.
- Certificate #3453: Alfredo Figueiredo. Mr. Figueiredo is a Firefighter/Paramedic for the Fire Department. He is a Group 4, hired on June 9, 2021.
- Certificate #3454: Shannon Phillips. Ms. Phillips is the City Solicitor for the City of Melrose. She is a Group 1, hired on June 7, 2021.
- Certificate #3455: Margot Fleischman. Ms. Fleischman is the Director of Strategic Initiatives and Communications for the City of Melrose. She is a Group 1, hired on June 7, 2021.

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- Certificate #3456: Michael Zuniga. Mr. Zuniga is a Firefighter/Paramedic for the Fire Department. He is a Group 4, hired on June 10, 2021.
- Certificate #3457: Scott Supple. Mr. Supple is a Laborer for the DPW. He is a Group 1, hired on June 14, 2021.
- Certificate #3458: Michael Medeiros. Mr. Medeiros is a Laborer for the DPW. He is a Group 1, hired on June 21, 2021.
- Certificate #3459: Andrew Ghobrial. Mr. Ghobrial is the Clerk of Committees for the City of Melrose. He is a Group 1, hired on July 6, 2021.
- Certificate #3460: Stephen Doucet. Mr. Doucet is a Local Inspector for the Inspections Department. He is a Group 1, hired on June 28, 2021.

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

5. 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.

- Reyhan Turan. Ms. Turan was a Paraprofessional for the School Department with 1 year and 6 months of creditable service. The total amount of the refund is for \$2,098.31.

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

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

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

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Scott Colborne _____ John McLaughlin, Jr. _____

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 May.

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

8. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to approve and sign the 2021 budget. The Director stated the only thing that changed from last month was the 3% COLA vote to the staff salaries as well as \$4,000 added to administrative expenses for a new postage machine. Chairman Dello Russo stated he met with the Director and the Treasurer Kathryn. The Director stated the current machine it is about 15-20 years old and he had an issue last month with it being jammed up, so he had to go to the post office to mail the bills. The Director stated they decided to lease the machine, so the \$4,000 now will be good for 5 years.

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

Chairman Dello Russo stated we will go to #1 on the agenda.

Other Business:

-To review the PRIT Fund activity for May 2021. Board Member McLaughlin, Jr. asked when we the retirement plan would be caught up on the funding schedule. Do the last couple years of investment gains reflect that on the schooled and when do we take a look at the again. The Director stated yes, it is being factored into the new valuation that is being processed now as of January 1, 2021. He stated we will have a new two year funding schedule to choose and vote on. He stated they provide numerous different schedules with different interest rates and amortization tables. Board Member McLaughlin, Jr. asked if that would be at an upcoming meeting. The Director yes, he has provided them with all the information. Board Member Colborne asked if Larry would present that to us or just give the information to the Director. The Director stated that they have asked for the dates of our upcoming board meetings in July and August. Chairman Dello Russo asked if it could be at the August meeting.

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Memo #16-2021: Coronavirus Reopening Memo.

Memo #17-2021: Follow Up: Certain Coronavirus Emergency Measures Extended.

The Director will be on vacation July 2nd to July 9th.

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

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

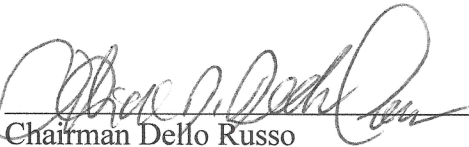
On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 9:21 AM.

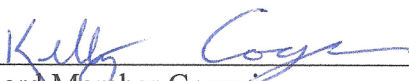
Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr:	Yes

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Respectfully submitted,


Executive Director


Chairman Dello Russo


Board Member Cogavin



Board Member Colborne