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By City Clerks Office at 11:31 am, Aug 26, 2025

Patrick Dello Russo
Scott Colborne



Kelly Cogavin

John McLaughlin, Jr.

Michael Lyle  633

**Melrose Retirement Board Meeting
November 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 9:06 AM by Chairman Dello Russo with Board Members Lyle, Colborne and Cogavin present via remote web based meeting. Also in attendance was Executive Director Adam Travinski.

New Business:

1. 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 October 27, 2021 meeting and sign them into record.

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: 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 #11-2021 and Retirement Payroll Warrant #11-2021.

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

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

- Certificate #3516: Ann Zagarella. Ms. Zagarella is a School Nurse for the Health Department. She is a Group 1, hired on November 1, 2021.
- Certificate #3517: Sara Applegate. Ms. Applegate is a Paraprofessional for the School Department. She is a Group 1, hired on November 15, 2021.
- Certificate #3518: Hannah Anastasi. Ms. Anastasi is a Paraprofessional for the School Department. She is a Group 1, hired on November 29, 2021.
- Certificate #3519: Melissa Aveni. Ms. Aveni is an Administrative Assistant for the School Department. She is a Group 1, hired on November 22, 2021.

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Michael Lyle 634

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

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 for retirement:

- Certificate #351. William Higgins. Mr. Higgins was a Police Officer for the Police Department. He retired on July 16, 2021 with 27 years of creditable service and chose Option A. He will receive an annual retirement allowance of \$42,554.76.
- Certificate #352. Isabella Catherine Alphen. Ms. Alphen the Assistant to the Director of the Inspections Department. She retired on September 1, 2021 with 21 years and 5 months of creditable service and chose Option A. She will receive an annual retirement allowance of \$34,640.40 minus \$6,822.24 for payments to her ex-spouse, Christopher Alphen.

The Director stated that both retirees have been to numerous counseling sessions and Ms. Aplhen's domestic relations order was approved as well.

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

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.

- Brianna Garcia. Ms. Garcia was the Communications Coordinator for the Mayor's office with 8 months of creditable service. The Board will transfer her account of \$4,814.67 to the Cambridge Retirement Board.
- Nicolas Leon. Mr. Leon was the Elections Administrator for the Clerk's Department with 9 years and 10 months of creditable service. The total refund is for \$34,245.16. The Director has counseled Mr. Leon on the impact of refunding. Mr. Leon verbally told the Director he will not be working for a municipality in the future and verified that as well on his refund application.

Chairman Dello Russo stated that it is hard to see someone so close to the 10 years of service in Mr. Leon's case. He respects any decision made by a member of the system.

Patrick Dello Russo
Scott Colborne

Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 635

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

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 October.

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

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

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

Other Business:

-To review the PRIT Fund activity for October 2021.

Memo #29-2021: Expansion of Post-Retirement Work in the Public Sector

Memo #30-2021: Investment Fraud Alert

Memo #31-2021: 2021 Pension Fraud Prevention Campaign

The Director explained the Memo's.

The date of the December meeting will be Wednesday, December 29th at 9:00 AM.
The date of the January meeting will be Wednesday, January 26th 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 9:16 AM.

Board Member Cogavin: Yes
Board Member Colborne: Yes
Chairman Dello Russo: Yes
Board Member Lyle: Yes

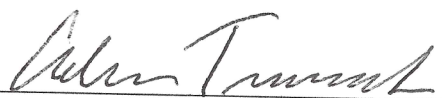
Patrick Dello Russo
Scott Colborne

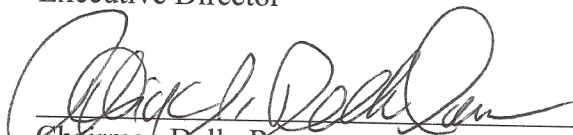
Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 636

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

Respectfully submitted,


Executive Director


Chairman Dello Russo

Board Member Cogavin


Board Member Lyle

Board Member McLaughlin, Jr.


Board Member Colborne