

Patrick Dello Russo
Scott ColborneKelly Cogavin
John McLaughlin, Jr.

Michael Lyle 637

**Melrose Retirement Board Meeting
December 29, 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 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 November 24, 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 Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #12-2021 and Retirement Payroll Warrant #12-2021.

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

3. On a motion made by Board Member Colborne and seconded by Board Member Lyle, 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 #3520: Majd Khairallah. Ms. Khairallah is a Paraprofessional for the School Department. She is a Group 1, hired on November 29, 2021.
- Certificate #3521: Danielle Bertazzoni. Ms. Bertazzoni is a Paraprofessional for the School Department. She is a Group 1, hired on November 29, 2021.
- Certificate #3522: Sarah Belaid. Ms. Belaid is a Paraprofessional for the School Department. She is a Group 1, hired on November 29, 2021.
- Certificate #3523: Corey Knight. Ms. Knight is a Paraprofessional for the School Department. She is a Group 1, hired on December 13, 2021.

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- Certificate #3524: Jennifer Rosa. Ms. Rosa is an Administrative Clerk for Water Billing and Engineering Department. She is a Group 1, hired on November 29, 2021.
- Certificate #3525: Catherine O'Brien. Ms. O'Brien is a Paraprofessional for the School Department. She is a Group 1, hired on December 13, 2021.
- Certificate #3526: Dmitry Kovalenko. Mr. Kovalenko is a Hall Monitor for the School Department. He is a Group 1, hired on December 13, 2021.
- Certificate #3527: Lillian Wall. Ms. Wall is the Communications and Community Outreach Coordinator for the Mayor's office. She is a Group 1, hired on December 6, 2021.
- Certificate #3528: Andy Acevedo. Mr. Acevedo is a Paraprofessional for the School Department. He is a Group 1, hired on December 13, 2021.
- Certificate #3529: Jagruti Doshi. Ms. Doshi is a Paraprofessional for the School Department. She is a Group 1, hired on December 7, 2021.
- Certificate #3530: Haley Dennis. Ms. Dennis is a Paraprofessional for the School Department. She is a Group 1, hired on December 7, 2021.

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

- Claudy Pierre. Mr. Pierre was the HR Administrator for the Human Resources Department with 2 months of creditable service. The total refund is for \$1,048.74.
- Annette MacPherson. Ms. MacPherson was a Receptionist/Payroll for the School Department with 15 years and 3 months of creditable service. The Board will transfer her account of \$53,054.48 to the Middlesex County Retirement System.
- Tristan Ryan. Ms. Ryan was a Paraprofessional for the School Department with 4 years of creditable service. The Board will transfer her account of \$7,128.04 to the Medford Retirement Board.
- Emma Schnur. Ms. Schnur was a Senior Planner for the Planning Department with 5 years and 1 month of creditable service. The Board will transfer her account of \$31,769.47 to the State Retirement Board.

Patrick Dello Russo 
Scott Colborne 

Kelly Cogavin _____
John McLaughlin, Jr. _____

Michael Lyle  639

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 review and approve the Cashbooks for November.

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 reconciliation of the MMDT and Eastern Bank statements for November.

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 November 2021.

Memo #32-2021: Cybersecurity and Internal Controls

Memo #33-2021: Tobacco Company List

Memo #34-2021: 2021 Disability Data

Memo #35-2021: 840 CMR 10:10(3) & 10:15(1)(c) - Annual Review of Medical testing Fee

The Director explained the Memo's to the Board.

The date of the January meeting will be Tuesday, January 25th at 9:00 AM.

The date of the February meeting will be Wednesday, February 23rd at 9:00 AM.

On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** to adjourn the meeting at 9:08 AM.

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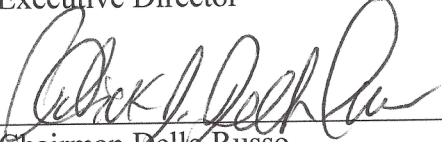
Michael Lyle 640

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

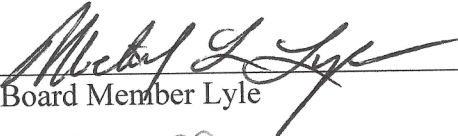
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Respectfully submitted,


Executive Director


Chairman Dello Russo

Board Member Cogavin


Board Member Lyle

Board Member McLaughlin, Jr.


Board Member Colborne