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Patrick Dello Russo _____ Kelly Cogavin KC Michael Lyle _____ 663
Scott Colborne Sc John McLaughlin, Jr. _____

**Melrose Retirement Board Meeting
June 29, 2022**

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 Vice Chairman Lyle with Board Members Cogavin, Colborne and McLaughlin, Jr. present via remote web based meeting. Also in attendance was Executive Director Adam Travinski.

New Business:

On a motion by Vice Chairman Lyle and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to read agenda items 4. and 5. on their own.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

1. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to grant a 3% Cost of Living Adjustment (COLA) on the first \$16,000 base, effective July 1, 2022 for all eligible retirees. Mayor Brodeur is in full support of the COLA and will be sending out a letter to all retirees in July. The Director read the letter to the Board that will be sent out to all retirees in July.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

2. On a motion made by Board Member Colborne and seconded by Board Member Cogavin, it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the May 25, 2022 meeting and sign them into record.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

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3. On a motion made by Board Member McLaughlin, Jr., and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #06-2022 and Retirement Payroll Warrant #06-2022.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

4. On a motion made by Vice Chairman Lyle and seconded by Board Member McLaughlin Jr., 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 #3565: Erin Hull. Ms. Hull is the Senior Health Inspector for the Health and Human Services Department. She is a Group 1, hired on May 31, 2022.
- Certificate #3566: Daniel Thompson. Mr. Thompson is the Shared Services Health Inspector for the Health and Human Services Department. He is a Group 1, hired on June 13, 2022.
- Certificate #3567: Paul Federico. Mr. Federico is a Mechanic/Welder for the DPW. He is a Group 1, hired on June 21, 2022.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

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

- Daniel Burtis. Mr. Burtis was a Job Coach for the School Department with 1 year and 7 months of creditable service. The total amount of the refund is \$4,254.66.
- Chelsea Morrison. Ms. Morrison was a Paraprofessional for the School Department with 2 years of creditable service. The Board will transfer her account of \$2,570.72 to the Mass Teachers' Retirement System.
- Kimberly Weatherbee. Ms. Weatherbee was a Paraprofessional for the School Department with 1 year and 9 months of creditable service. The Board will transfer her account of \$4,766.46 to the Mass Teachers' Retirement System.

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- Olga Edmunds. Ms. Edmunds was a Paraprofessional for the School Department with 3 years of creditable service. The Board will transfer her account of \$6,086.11 to the Mass Teachers' Retirement System.
- Mariola Jenkins. Ms. Jenkins was a Paraprofessional for the School Department with 1 year of creditable service. The Board will transfer her account of \$1,550.70 to the Mass Teachers' Retirement System.
- Travis Nally. Mr. Nally was a Patrolman for the Police Department with 7 years and 3 months of creditable service. The Board will transfer his account of \$55,159.61 to the Everett Retirement Board.
- Coral Hope. Ms. Hope was the Animal Control Officer for the Health Department with 8 years of creditable service. The Board will transfer her account of \$45,746.21 to the Essex Regional Retirement System.
- Karen Burke. Ms. Burke was the Director of Veteran's Services for the Veteran's Department with 4 years and 8 months of creditable service. The Board will transfer her account of \$35,413.42 to the Wakefield Retirement Board.

Board Member Cogavin: Yes
Board Member Colborne: Yes
Board Member Lyle: Yes
Board Member McLaughlin, Jr.: Yes

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

Board Member Cogavin: Yes
Board Member Colborne: Yes
Board Member Lyle: Yes
Board Member McLaughlin, Jr.: Yes

7. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., 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
Board Member Lyle: Yes
Board Member McLaughlin, Jr.: Yes

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8. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to discuss a salary increase for the Executive Director and his Assistant, effective July 1, 2022. Board member Colborne asked the Director if he had a percent in mind. The Director asked 8%. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** by the Board to **ENTER** executive session at 9:20 AM.

ROLL CALL VOTE to ENTER EXECUTIVE SESSION at 9:20 AM:

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

ROLL CALL VOTE to END EXECUTIVE SESSION at 9:40 AM:

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

9. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** by the Board to vote to discuss finalizing the 2022 Draft Budget. Board Member Lyle stated the Board agreed on a 3% raise for the Director's assistant, Marty Stanton. The Board also agreed to hold off on the Director's salary until next month so they can get an updated salary survey. They can then give a retro to July 1st. Board Member Lyle asked about our legal expenses. He stated we paid around \$31,800 and approximately \$15,000 went to private attorneys and \$15,000 was for the City Solicitor and logged zero hours for her. The Director stated that last year we spend \$28,000 and \$15,000 went back to the City and \$12,518 for the actual work being done by our two private attorneys. Board Member Lyle asked if we've ever gotten anything official from PERAC saying this was authorized. The Director stated that he's waiting for the audit report. Board Member Lyle asked if they were doing an audit. The Director stated they already did the audit, and we are waiting on the final report. Board Member Lyle asked if we are paying for any other portions of salary back to the City. He stated he knows the City Treasurer is a justifiable expense. The Director said yes, per the statute up to \$1,000. He stated the only other one is the administrative expenses where we spent \$32,186 and we paid \$25,565 back to the City for Human Resources services. Board Member Lyle asked if the appropriation the City pays the Retirement Board covers those expenses. The Director stated the appropriation is supposed to be built in to cover all of our expenses. Board Member McLaughlin, Jr. and Board Member Lyle asked where the appropriations goes. The Director stated it is wired from the City to our pension fund and it is looked at every two years on our actuarial analysis of the valuation

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of total expenses for the Board and explained how the appropriation and the charges back to the City throughout the year. Board Member McLaughlin, Jr. stated maybe we should have the Chairman explain this. Board Member Lyle asked if this would be part of audit. The Director stated yes because it will deal with billable hours that are not there. The Director explained the letter from PERAC from 2016. Board Member Lyle stated that he has no problem doing this if it's authorized and approved by the State and legal. Board Member Colborne stated he made this motion 5-6 years ago that he disagreed for paying for all these expenses. He stated that we pay for the attorney fees, and we don't use the attorneys. The Director stated that PERAC would have no problem with us doing it if there were billable hours, but we aren't doing that. The Director suggested doing this with billable hours in the past. The Director and the Board discussed the percentages of the costs back to the City and how we should be handling billable hours. On a motion by Board Member McLaughlin, Jr., seconded by Board Member Colborne, it was **VOTED** by the Board to have the Director contact PERAC to discuss the Board's billable hours back to the City.

Board Member Cogavin:	Abstain
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

Board Member McLaughlin, Jr., stated that if PERAC will not give us an opinion on this, maybe we should have the attorneys ask the question. Board Member Lyle agreed. The Director state that we tried to get an opinion from Attorney Sacco last time and it didn't make the agenda. The Director discussed finalizing the budget later. On a motion by Board Member McLaughlin, Jr., seconded by Board Member Cogavin, it was unanimously **VOTED** by the Board to hold off finalizing the budget until next meeting.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

Other Business:

-To review the PRIT Fund activity for May 2022.

-Memo #13-2022: 2021 Salary Verification Request.

-Memo #14-2022: Supreme Judicial Court decision in *Vernava II*- Action Required.

-Memo #15-2022: Tobacco Company List.

-Memo #16-2022: Calendar Year 2022 Waiver of Section 91 Limits for Superannuation Retirees in the Public Sector.

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The Director explained the Memo's.

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

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

On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** to adjourn the meeting at 10:09 AM.

Board Member Cogavin:	Yes
Board Member Colborne:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

**Melrose Retirement Board Meeting
June 29, 2022**

Respectfully submitted,



Executive Director

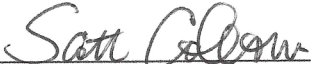
Chairman Dello Russo



Board Member Cogavin

Board Member Lyle

Board Member McLaughlin, Jr.



Board Member Colborne