

Patrick Dello Russo
Scott ColborneKelly Cogavin
John McLaughlin, Jr.Michael Lyle
668**Melrose Retirement Board Meeting
July 27, 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 9:05 AM by Chairman Dello Russo with Board Members Lyle, Colborne and McLaughlin, Jr. present via remote web based meeting. Board Member Cogavin called in via telephone. 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 June 29, 2022 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 Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #07-2022 and Retirement Payroll Warrant #07-2022.

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 Chairman Dello Russo, 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 #3568: Robert Carillo. Mr. Carillo is the Recreation Coordinator for the Recreation Department. He is a Group 1, hired on June 27, 2022.
- Certificate #3569: Alison Beucler. Ms. Beucler is the Environmental and Outreach Coordinator for the DPW. She is a Group 1, hired on July 5, 2022.
- Certificate #3570: Roseann Trionfi-Mazzuchelli. Ms. Trionfi-Mazzuchelli is the District Director of Veteran's Services for the Veteran's Office. She is a Group 1, hired on July 5, 2022.

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- Certificate #3571: Steven Fava. Mr. Fava is a Junior Mechanic for the DPW. He is a Group 1, hired on July 11, 2022.
- Certificate #3572: Rosanna Longenbaker. Ms. Longenbaker is the Technology/Reference Librarian for the Public Library. She is a Group 1, hired on July 18, 2022.

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

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

- Andrew Walsh. Mr. Walsh was the Superintendent of Pine Banks. The Board will re-issue a rollover of \$23,835.00 to Fidelity Investments.

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

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 June.

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

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Board Member McLaughlin, Jr.: Yes

7. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by the Board to review the salary survey as of July 2022. Chairman Dello Russo stated that he would like to take up item's #7 and #8 on the agenda at an in person at next month's meeting since the budget has the Director's salary. Board Member McLaughlin, Jr. stated he was confused with the Comp and Class study and would be willing to discuss it at next month's meeting. Chairman Dello Russo asked if the Board would like the HR Director to come to next month's meeting to answer questions about the Comp and Class study. The Board discussed the Comp and Class study. The Director asked if the Board was going to look at the Salary Survey that he was asked to do for this meeting. Chairman Dello Russo stated that it can be discussed at the next meeting at the same time. Board Cogavin asked if the HR Director will be present at next month's meeting. Chairman Dello Russo stated that the Board can ask her to address any questions. Board Member Cogavin stated that when the salary is decided it will be retro. The Director stated that when he sat with the woman who did the Comp and Class study for the City, she told the Director she doesn't look at the size of the Retirement Board or the status of the Assistant, it is strictly on the Director's position, so she did not take that into consideration. Board Member Lyle asked if the Director was an employee of the Retirement Board or the City. The Director stated Retirement Board. Board Member Cogavin stated that if that's the case, the Comp and Class study doesn't pertain to him. The Director stated that's correct. Board Member Colborne stated that if HR comes to the meeting and explains the Comp and Class study, will the Board be pushing the vote on the Directors salary out another month. Chairman Dello Russo stated no, the Board can vote that day. Board Member Lyle asked if this impacts the budget being finalized. The Director stated no, we can finalize the budget at any time. Board Member Colborne stated that the Director is paid through Retirement, so the Comp and Class study is for Department Heads that are paid from the city. The salary survey we have from surrounding communities is what we should be focusing on more rather than the Comp and Class study from the city, correct? Board Member McLaughlin, Jr. asked if the Director's position was even in the Comp and Class Study. The Director stated yes it had 3 comp points, which they compared his position to 3 other Directors. The Board looked through the Comp and Class study to see where the Director was listed and discussed the proposed numbers for the Director's salary. The Director stated that like Board Member Lyle said, the Director does not work for the city so shouldn't the Director be compared to other Director's in comparable communities and not anything to do with the City or with HR. Board Member Lyle stated it might be a good idea to see what other Department Heads in the City are getting for comparison purposes. The Director stated the salary survey he has done shows what other Directors and their assistants received as of July 1st of this year. Board Member Lyle stated that it's unclear on the salary survey of the percentage of what other Directors received from last year to this year. Board Member McLaughlin, Jr. stated that his opinion is that the Comp and Class study does not take into consideration the wage increases from the last 12-18

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months and the numbers seem low to him. He's more inclined to look at the salary survey from other communities rather than the Comp and Class study. The Board discussed the numbers on the salary survey for the Director's and Director's assistant's salaries. Board Member Colborne started discussing the Director and his assistant's hours. Chairman Dello Russo stated that it might be a good idea to discuss this in executive session next month. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by the Board to discuss item's #7 and #8 at next month's meeting.

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 Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to vote to discuss the 2022 Draft Budget at next month's meeting.

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

Other Business:

-To review the PRIT Fund activity for June 2022.

-Memo #17-2022: Mandatory Retirement Board Member Training- 3rd Quarter 2022.

-Memo #18-2022: Expiration of Open Meeting Law Waiver.

-Memo #19-2022: Extension of Open Meeting Law Waivers.

-Memo #20-2022: Reinstatement to Service under G.L. c. 32 §105.

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

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

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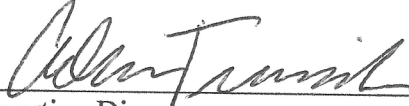
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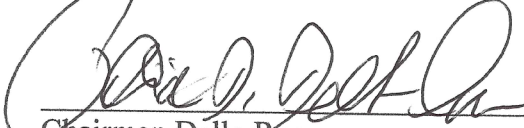
On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 9:32 AM.

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

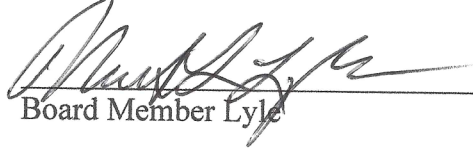
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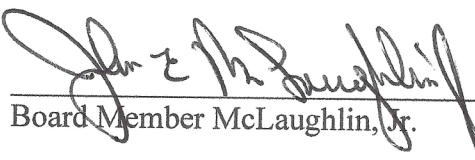
Respectfully submitted,


Executive Director


Chairman Dello Russo


Board Member Cogavin


Board Member Lyle


Board Member McLaughlin, Jr.


Board Member Colborne