

RECEIVED

By City Clerks Office at 12:49 pm, Aug 26, 2025

Patrick Dello Russo _____
Scott Colborne S.C.

Kelly Cogavin KC
John McLaughlin, Jr. _____

Michael Lyle M 688

**Melrose Retirement Board Meeting
November 30, 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 9:00 AM by Chairman Dello Russo with Board Members Lyle, Colborne, Cogavin and McLaughlin, Jr. present. 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 26, 2022 meeting and sign them into record.
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 #11-2022 and Retirement Payroll Warrant #11-2022.
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 #3607: Krisi Joyce. Ms. Joyce is a Paraprofessional for the School Department. She is a Group 1, hired on October 31, 2022.
 - Certificate #3608: Shaianne Liles. Ms. Liles is a Paraprofessional for the School Department. She is a Group 1, hired on October 21, 2022.
 - Certificate #3609: Christian Zavarella. Mr. Zavarella is a Building Sub for the School Department. He is a Group 1, hired on October 26, 2022.
 - Certificate #3610: Sotirios Georgiopoulos. Mr. Georgiopoulos is a Mechanic/Laborer for the Housing Authority. He is a Group 1, hired on October 31, 2022.
 - Certificate #3611: Kyle Cutone. Mr. Cutone is a Mechanic/Laborer for the Housing Authority. He is a Group 1, hired on October 24, 2022.
 - Certificate #3612: Kristin O'Connor. Ms. O'Connor is the Student and Staff Information Coordinator for the School Department. She is a Group 1, hired on October 26, 2022.
 - Certificate #3613: Evelyn Pelton. Ms. Pelton is a Paraprofessional for the School Department. She is a Group 1, hired on November 7, 2022.

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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.

- Jennifer Genzler. Ms. Genzler was a Paraprofessional for the School Department with 9 months of creditable service. The total amount of the refund is for \$1,327.69.
- George Gregory. Mr. Gregory was a Paraprofessional for the School Department with 11 months of creditable service. The total amount of the refund is for \$1,365.62.
- Brittney Ferguson. Ms. Ferguson was the Student and Staff Coordinator for the School Department with 2 years and 11 months of creditable service. The Board will transfer her account of \$12,703.11 to the Middlesex County Retirement Board.
- Amy Jackson. Ms. Jackson was the METCO Director for the School Department with 3 year and 11 months of creditable service. The Board will transfer her account of \$32,965.46 to the Hingham Retirement Board.
- Daniel Thompson. Mr. Thompson was a Health Inspector for the Health Department with 1 year of creditable service. The Board will transfer his account of \$6,708.55 to the Wakefield Retirement Board.

5. 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 #231. Dennis Cashman. Mr. Cashman was a Laborer for the DPW. He retired on September 1, 2022, with 13 years and 7 months of creditable service and chose Option C. He will receive an annual retirement allowance of \$17,172.36.
- Certificate #232. Rebecca Mooney. Ms. Mooney was the Administrator for the Melrose Alliance Against Violence. She retired on September 1, 2022, with 23 years and 9 months of creditable service and chose Option C. She will receive an annual retirement allowance of \$33,211.80.
- Certificate #233. James Applegate. Mr. Applegate was a Police Officer for the Police Department. He retired on August 6, 2022, with 39 years and 1 month of creditable service and chose Option C. He will receive an annual retirement allowance of \$63,838.80.

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John McLaughlin, Jr.

Michael Lyle ML

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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 October.
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 October.
8. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by the Board to review and evaluate the RFP's for legal services. The Chairman asked the Director to speak about the RFP's. The Director stated he sent out the RFP and got three responses from three different law firms. He stated the Board now has to evaluate the responses and he will tally up the totals for the next meeting. After that, the Board will go to #12 which is the cost proposal. The Board would then tally is all up and offer a 7-year contract to whoever they choose. Board Member McLaughlin, Jr. stated that we are currently working with two firms and would we go to just one firm. The Director stated no, we can go with the same two for 7 years if the Board chooses. Board member Cogavin asked if the current contract expires in December. The Director stated yes December 31st. Chairman Dello Russo stated that one firm specializes in X and the other in Y. The Director stated that both current lawyers do the same stuff, but he goes with Fabino for some stuff and the bigger stuff goes to Sacco. Board Member McLaughlin, Jr. asked how the Director splits the work. The Director stated domestic relations orders, some disability stuff and basic regulations go to Fabino cause his cost is lower, Section 9's, accidental disabilities, death cases and anything higher than that goes to Sacco. He stated he deals directly with Sacco and Fabino. Board Member Lyle stated he deals with the directly and no liaisons or other staff. Board member Colborne stated that the Director deals with the lawyers on a regular basis and the Board does not, so he asked the Director for his input. The Director stated he works very well with our current lawyers as the know our system well and we know what to expect from each other. Board member Cogavin asked if they're responsive. The Director stated they are both very responsive that day. He stated he does not wait more than a day. Board Member Lyle asked if they call the Director back directly or is it someone else. The Director stated directly. Board member Colborne asked if the Director knew anything about the third firm. The Director stated no but he read in the RFP that they represent 8 boards out of 104. He stated Sacco has around 40. He asked how long Sacco has been doing this, the Director stated many years. He stated Fabino does all of Boston, Mass Teachers 'and he's starting to branch off to local boards. Chairman Dello Russo stated that he had Sacco in Plymouth, and he was great, and he knows his stuff. Board member Colborne asked if we need to carry this further to next meeting. The Director stated the Board still needs to rate each firm, that was part of the last audit. The Director stated that we rated them, but each Board member didn't do it individually. Chairman Dello Russo asked if we'll take the best rated for the top two firms. The Director stated yes. Board Member Colborne asked the cost. The Director stated that he knows currently that Fabino has the lowest cost. The

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Director stated that he will show the Board the costs of the other two firms after the Board rates the RFP. Board member McLaughlin, Jr. stated that his understanding from doing this in the past is that we cannot evaluate their fee proposal until we rank them. So, we rank them first, then we evaluate their fee proposal, but the fee proposal can have an impact on how you vote for the final law firm. The Director stated but it has to be done last. Board Member McLaughlin, Jr. stated yes, it has to be done last. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by the Board to have each board member submit their evaluations of the law firms to the Director within a week.

9. On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was **VOTED** by the Board to discuss the security of the office. Board Member Lyle stated that he asked to adjust the cameras in the chamber to capture the retirement door. He then discussed getting a safe for the office. The Director stated we would need a safe big enough to fit big boxes of ballots. The Board then discussed the options of putting a keypad on the door rather than having a key. Board Member Lyle stated that he will have some options of a safe for the next meeting.

10. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was **VOTED** by the Board to discuss the increase in operating costs for Morgan Records. The Director stated the cost for Morgan Records will go up by 20% to offset their cost of insurance and regulations they need to meet. He stated we are getting a new data privacy fee of \$20 on top of the new 20% increase of operating costs. Our new monthly bill be around \$100. That's just for the maintenance of the files and scanning of boxes. Board Member Lyle asked about the scanning of files. The Director stated we go through about 3 boxes of files per year depending on the amount of paperwork we get. Board Member Lyle asked about record retention. The Director stated that member files need to be kept for 80 years so the files are all stored with Morgan Records.

Other Business:

-To review the PRIT Fund activity for October 2022.

-Memo #27-2022: Free State-sponsored Cybersecurity Training.

-Memo #28-2022: 840 CMR 28.00 Electronic Signatures.

-Memo #29-2022: 5% Local COLA option.

The Director explained the process on increasing the percentage of the COLA.

The date of the December meeting will be Wednesday, December 28th at 9:00 AM.
The date of the January meeting will be Wednesday, January 25th at 9:00 AM.

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Board Member Lyle asked about having a meeting if it was a snow day. The Director explained that we can do the meeting from home if a Zoom link was provided, if not, we would have to hold a special meeting a day or two after.

Board Member Lyle asked the Director if everyone is compliant with trainings in Prosper. The Director stated that he will check in Prosper.

On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** to adjourn the meeting at 9:27 AM.

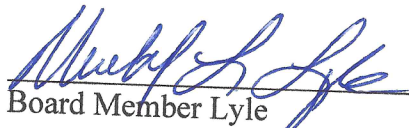
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Respectfully submitted,

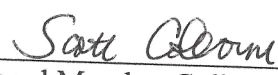

Executive Director

Chairman Dello Russo


Board Member Cogavin


Board Member Lyle

Board Member McLaughlin, Jr.


Board Member Colborne