

Patrick Dello Russo 
Scott Colborne _____Kelly Cogavin 
John McLaughlin, Jr. _____Michael Lyle  693**Melrose Retirement Board Meeting
December 28, 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 Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to approve the Regular Session minutes of the November 30, 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 #12-2022 and Retirement Payroll Warrant #12-2022.

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 #3613: Evelyn Pelton. Ms. Pelton is a Paraprofessional for the School Department. She is a Group 1, hired on November 7, 2022.
- Certificate #3614: Jean Fallon. Ms. Fallon is a Paraprofessional for the School Department. She is a Group 1, hired on November 28, 2022.
- Certificate #3615: Leslie Blaney. Ms. Blaney is the Student Information System and Data Coordinator for the School Department. She is a Group 1, hired on November 14, 2022.
- Certificate #3616: Kevin Faller. Mr. Faller is the Police Chief for the Police Department. He is a Group 4, hired on December 1, 2022.
- Certificate #3617: Leigh Ballweg. Ms. Ballweg is a Paraprofessional for the School Department. She is a Group 1, hired on November 9, 2022.
- Certificate #3618: Albert Talarico. Mr. Talarico is the Director for the Inspection Services Department. He is a Group 1, hired on December 12, 2022.
- Certificate #3619: Edward Aggouras. Mr. Aggouras is the Desktop Support Technician for the School Department. He is a Group 1, hired on November 21, 2022.
- Certificate #3620: Timothy Corvene. Mr. Corvene is a Building Sub for the School Department. He is a Group 1, hired on November 28, 2022.
- Certificate #3621: Laura Rinciari. Ms. Rinciari is a Paraprofessional for the School Department. She is a Group 1, hired on December 13, 2022.

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- Certificate #3622: Andrew Nee. Mr. Nee is a Paraprofessional for the School Department. She is a Group 1, hired on November 7, 2022.
- Certificate #3623: Stacey White. Ms. White is a Paraprofessional for the School Department. She is a Group 1, hired on January 3, 2023.

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.

- Euan Brown. Mr. Brown was a Paraprofessional for the School Department with 6 months of creditable service. The Board will transfer his account of \$897.13 to the Cambridge Retirement Board.
- Ana Paula McCarthy. Ms. McCarthy was a Firefighter for the Fire Department with 2 months of creditable service. The Board will transfer her account of \$455.51 to the Wakefield Retirement Board.
- David Cumming. Mr. Cumming was the Student and Staff Coordinator for the School Department with 3 years and 7 months of creditable service. The total amount of the refund is for \$23,001.79.
- Nancy Viola. Ms. Viola was a Paraprofessional for the School Department with 1 year and 8 months of creditable service. The Board will transfer her account of \$2,889.90 to the Wakefield Retirement Board.
- Scott Shedd. Mr. Shedd was a Firefighter for the Fire Department with 5 years and 6 months of creditable service. The total amount of the refund is for \$35,569.58.
- Craig Powers. Mr. Powers was a Mechanic for the Housing Authority with 6 months of creditable service. The total amount of the refund is for \$2,412.74.
- Breanna Livingstone. Ms. Livingstone was a Health Inspector for the Health Department with 6 months of creditable service. The Board will transfer her account of \$3,759.28 to the Danvers Retirement Board.
- Zeynep Sayar. Ms. Sayar was a Paraprofessional for the School Department with 1 month of creditable service. The total amount of the refund is for \$239.95.

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 #234. Sean Tiernan. Mr. Tiernan was a Police Officer for the Police Department. He retired on August 29, 2022, with 11 years of creditable service and chose Option C. He will receive an annual retirement allowance of \$15,465.96.
- Certificate #355. John Isaac. Mr. Isaac was a Custodian for the School Department. He retired on August 30, 2022, with 10 years and 4 months of

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creditable service and chose Option A. He will receive an annual retirement allowance of \$7,494.36.

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 November.

7. 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.

8. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was **VOTED** by the Board to finalize the evaluations of the RFP's for legal services. After the Board reviewed the cost proposals, the board decided to vote on who to hire for attorneys. On a motion made by Board Member Colborne and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to re-hire Attorney Sacco and Attorney Fabino to 7-year contracts. The Director stated he will send all three attorneys letters and notify PERAC.

9. On November 30, 2022, Election Officer Kristin Foote, Director Adam Travinski and Board Member Cogavin conducted the tallying of votes for the 2022 Melrose Retirement Board Election. The official results are listed below:

- Scott Colborne- Retired Firefighter 252 votes
- Diane Barrett- HR Coordinator 86 votes
- Rejected 19

The Board discussed the results. Scott Colborne is elected and will serve a 3-year term, effective December 16, 2022 through December 15, 2025. Congratulations Board Member Colborne. The Board discussed a way to simplify the process so there will not be rejected ballots going forward.

Other Business:

-To review the PRIT Fund activity for November 2022.

-Memo #30-2022: Proposed Regulations Regarding Compliance with the IRS Code.

-Memo #31-2022: 840 CMR 10:10(3) & 10:15(1)(c)- Annual Review of Medical Testing Fee.

-Memo #32-2022: Tobacco Company list.

-Memo #33-2022: Mandatory Retirement Board Member Training- 1st Quarter, 2023.

-Memo #34-2022: 2022 Disability Data.

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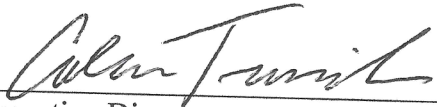
The date of the January meeting will be Wednesday, January 25th at 9:00 AM.

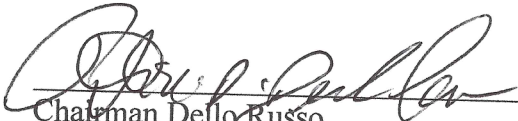
The date of the February meeting will be Wednesday, February 22nd at 9:00 AM.

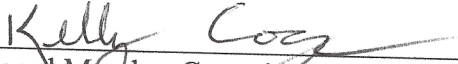
On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** to adjourn the meeting at 9:11 AM.

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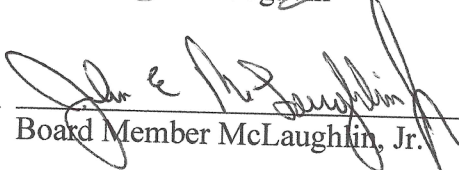
Respectfully submitted,


Executive Director


Chairman Dello Russo


Board Member Cogavin


Board Member Lyle


Board Member McLaughlin, Jr.

Board Member Colborne