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By City Clerks Office at 12:53 pm, Aug 26, 2025

Patrick Dello Russo
Scott Colborne

Kelly Cogavin
John McLaughlin, Jr.

Michael Lyle 699

**Melrose Retirement Board Meeting
February 22, 2023**

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, Cogavin, and McLaughlin, Jr. present. Board member Colborne was present 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 January 25, 2023 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 #02-2023 and Retirement Payroll Warrant #02-2023.

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 Colborne 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 #3629: John Cancelarich. Mr. Cancelarich is the Daily Student Support for the School Department. He is a Group 1, hired on January 5, 2023.
- Certificate #3630: Houyame Younes. Ms. Younes is a Paraprofessional for the School Department. She is a Group 1, hired on January 23, 2023.
- Certificate #3631: Christine Rossi. Ms. Rossi is a Paraprofessional for the School Department. She is a Group 1, hired on, February 3, 2023.

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- Certificate #3632: Emily Hayden. Ms. Hayden is a Paraprofessional for the School Department. She is a Group 1, hired on, February 6, 2023.
- Certificate #3633: Erin Keating. Ms. Keating is the Housing Choice Voucher/FSS Program Coordinator for the Melrose Housing Authority. She is a Group 1, hired on February 1, 2023.
- Certificate #3634: Kassie Thing. Ms. Thing is a Paraprofessional for the School Department. She is a Group 1, hired on, February 6, 2023.
- Certificate #3635: Colleen Hourigan. Ms. Hourigan is a Paraprofessional for the School Department. She is a Group 1, hired on, January 23, 2023.

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 Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to sign the following certificates for retirement:

- Certificate #356. Lisa Crovo. Ms. Crovo was a Paraprofessional for the School Department with 13 years and 5 months of creditable service. She retired on November 1, 2022, and chose Option A. She will receive an annual retirement allowance of \$6,530.04.
- Certificate #235. Robert Driscoll. Mr. Driscoll was a Firefighter for the Fire Department with 24 years and 2 months of creditable service. He retired on October 29, 2022, and chose Option C. He will receive an annual retirement allowance of \$43,684.20.

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 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.

- Michael Christopoulos. Mr. Christopoulos was a Mechanic/Welder for the DPW with 1 year of creditable service. The Board will transfer his account of \$5,576.40 to the Medford Retirement Board.

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- Elena Rolli. Ms. Rolli was a Paraprofessional for the School Department with 11 months of creditable service. The Board will transfer her account of \$1,404.97 to the Essex Regional Retirement System.
- Marirose Brown. Ms. Brown was a Paraprofessional for the School Department with 1 year and 11 months of creditable service. The Board will transfer her account of \$3,745.29 to the Mass Teachers' Retirement System.
- Bryan Meegan. Mr. Meegan was a Job Coach for the School Department with 8 years of creditable service. The Board will transfer his account of \$25,455.34 to the Mass Teachers' Retirement System.
- Amy Tedesco. Ms. Tedesco was a Paraprofessional for the School Department with 2 years and 8 months of creditable service. The Board will transfer her account of \$4,872.32 to the Mass Teachers' Retirement System.
- Jacqueline Mehos. Ms. Mehos was a Paraprofessional for the School Department with 4 years and 9 months of creditable service. The Board will transfer her account of \$7,777.64 to the Mass Teachers' Retirement System.
- Ryan Donahue. Mr. Donahue was a Paraprofessional for the School Department with 2 months of creditable service. The Board will transfer his account of \$501.55 to the Beverly Retirement Board.
- Kimberlee Maniscalco. Ms. Maniscalco was a Paraprofessional for the School Department with 1 year of creditable service. The Board will transfer her account of \$1,795.91 to the Mass Teachers' Retirement System.
- Carole Regan. Ms. Regan was a Driver for the School Department with 5 years and 10 months of creditable service. The total refund is \$8,031.14.

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 Chairman Dello Russo, it was unanimously **VOTED** by the Board to review and approve the Cashbooks for January.

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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7. On a motion made by Board Member Lyle 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 January.

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 January 2023.

-Memo #06-2023: Buyback and Make-up Repayment Worksheets.

-Memo #07-2023: 2023 Interest Rate set at 0.1%.

-Memo #08-2023: Actuarial Data.

Chairman Dello Russo asked if the Statement of Financial Interests are due. The Director said yes. The Board discussed updated credits in PROSPER.

The date of the March meeting will be Wednesday, March 29th at 9:00 AM.
The date of the April meeting will be Wednesday, April 26th at 9:00 AM.

Board Member Colborne mentioned increasing the COLA from 3% to 5%. The Board discussed the process of increasing the COLA. The Board agreed to get a cost analysis done from Stone Consulting regarding increasing the COLA from 3% to 5%.

Board Member Colborne asked about a better way to handle elections going forward. The Board discussed this and agreed to have Attorney Sacco draft an election policy.

On a motion made by Board Member Lyle and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** to adjourn the meeting at 9:12 AM.

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

Patrick Dello Russo
Scott Colborne



Kelly Cogavin
John McLaughlin, Jr.



Michael Lyle
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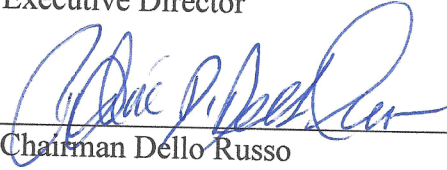


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Respectfully submitted,



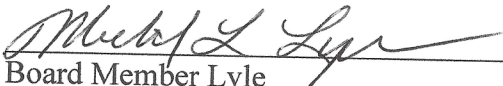
Executive Director



Chairman Dello Russo



Board Member Cogavin



Board Member Lyle



Board Member McLaughlin, Jr.

Board Member Colborne