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Patrick Dello Russo PM **Kelly Cogavin** KC **Michael Lyle** 711
Scott Colborne S.C. **John McLaughlin, Jr.** JM

Melrose Retirement Board Meeting
April 26, 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 9:01 AM by Vice Chairman Lyle with Board Members Cogavin, and McLaughlin, Jr. present. Chairman Dello Russo and Board Member Colborne were present via telephone. Also in attendance was Executive Director Adam Travinski.

New Business:

1.On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to approve the Regular Session and Executive Session minutes of the March 29, 2023, and April 6, 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 Chairman Dello Russo and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to discuss the April 6, 2023, Executive Session Acknowledgement by Scott Colborne. Board Member Colborne verified he was alone while participating remotely.

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 McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #04-2023 and Retirement Payroll Warrant #04-2023.

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 read and sign the following certificates and include them for Membership in the Melrose Retirement Board:

- Certificate #3640: Honey Rossi. Ms. Rossi is the Election Administrator for the Clerks Department. She is a Group 1, hired on April 10, 2023.

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.

- Ryan Fusco. Mr. Fusco was a Motor Equipment Operator for the DPW with 4 years and 8 months of creditable service. The Board will rollover $24,980.71 to Vanguard.
- Ross Pietrantonio. Mr. Pietrantonio was a Job Coach for the School Department with 3 weeks of creditable service. The total amount of the refund is $242.19.
- Richard Cutlip. Mr. Cutlip was a Laborer for the DPW with 1 year and 3 months of creditable service. The total amount of the refund is $4,736.65.
- Joseph Garozzo. Mr. Garozzo was a Fleet Foreman for the DPW with 8 years and 6 months of creditable service. The Board will transfer $55,557.91 to the Haverhill Retirement Board.

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 McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review and approve the Cashbooks for March.

Patrick Dello Russo ___ **Kelly Cogavin** KC **Michael Lyle** ___
Scott Colborne S.C **John McLaughlin, Jr.** ___

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

7. On a motion made by Board Member McLaughlin, Jr. 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 March.

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 McLaughlin, Jr. and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to review the Administrative Assistant's job description and salary survey for that position. The Director discussed the added responsibilities to the job description, increasing the hours to 3 days per week, as well as the salary increasing to $40k per year based on the recent salary survey. On a motion made by Board Member Lyle and seconded by Board Member Colborne it was unanimously **VOTED** by the board to approve the recommendation of the Director. The Director will recommend applicants at the June 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 March 2023.

-Memo #10-2023: Mandatory Retirement Board Member Training- 2nd Quarter 2023.
-Memo #11-2023: Extension of Open Meeting Law Waivers.
-Memo #12-2023: Forfeiture of Retirement Allowance for Dereliction of Duty by Members.

The Board discussed credits needed in PROSPER.

Patrick Dello Russo _____ **Kelly Cogavin** _____ **Michael Lyle** _____ **714**
Scott Colborne _____ **John McLaughlin, Jr.** _____

The date of the May meeting will be Wednesday, May 31st at 9:00 AM.
The date of the June meeting will be Wednesday, June 28th at 9:00 AM.

On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Cogavin, it was unanimously **VOTED** to adjourn the meeting at 9:17 AM.

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

Melrose Retirement Board Meeting
April 26, 2023

Respectfully submitted,

_____
Executive Director

_____ _____
Chairman Dello Russo Board Member Cogavin

_____ _____
Board Member Lyle Board Member McLaughlin, Jr.

_____
Board Member Colborne