

RECEIVED

By City Clerks Office at 1:05 pm, Aug 26, 2025

Patrick Dello Russo _____
Scott Colborne _____

Kerriann Golden KG
John McLaughlin, Jr. WM

Michael Lyle ML 731

**Melrose Retirement Board Meeting
October 25, 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 9:03 AM by Chairman Dello Russo with Board Members Lyle, Golden, and McLaughlin, Jr. present. Also in attendance was Executive Director Adam Travinski. Board Member Colborne was present via telephone.

New Business:

1. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the September 27, 2023, meeting and sign them into record.

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

2. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #10-2023 and Retirement Payroll Warrant #10-2023.

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

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 #3674: Asmine Prince. Ms. Prince is a Paraprofessional for the School Department. She is a Group 1, hired on August 30, 2023.
- Certificate #3675: Emma Czwakiel. Ms. Czwakiel is a Paraprofessional for the School Department. She is a Group 1, hired on September 18, 2023.
- Certificate #3676: Kathleen Marks. Ms. Marks is the Financial Administrator for the Housing Authority. She is a Group 1, hired on September 18, 2023.
- Certificate #3677: Ellen Arsenault. Ms. Arsenault is an Occupational Therapy Assistant for the School Department. She is a Group 1, hired on October 3, 2023.

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- Certificate #3678: Sierra Evans. Ms. Evans is a Paraprofessional for the School Department. She is a Group 1, hired on August 30, 2023.
- Certificate #3679: Tracey Erskine. Ms. Erskine is a Paraprofessional for the School Department. She is a Group 1, hired on October 2, 2023.
- Certificate #3680: Ashley Fleming. Ms. Fleming is a Paraprofessional for the School Department. She is a Group 1, hired on August 31, 2023.
- Certificate #3681: Luka Vlajkovic. Mr. Vlajkovic is a Paraprofessional for the School Department. She is a Group 1, hired on October 2, 2023.
- Certificate #3682: Sandra Fiumefreddo. Ms. Fiumefreddo is a Building Substitute Teacher for the School Department. She is a Group 1, hired on September 26, 2023.
- Certificate #3683: Sophie LeRay. Ms. LeRay is a Building Substitute Teacher for the School Department. She is a Group 1, hired on October 2, 2023.

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

4. 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 #363. Deborah Rizzo. Ms. Rizzo was an Administrative Assistant for the Council on Aging with 11 years and 6 months of creditable service. She retired on September 1, 2023, and chose Option A. She will receive an annual retirement allowance of \$17,447.04.
- Certificate #364. Mary Fish. Ms. Fish was a Traffic Supervisor for the School Department with 10 years and 5 months of creditable service. She retired on June 30, 2023, and chose Option A. She will receive an annual retirement allowance of \$4,055.280.
- Certificate #362. H Patricia Savage. Ms. Savage was the Accounts Payable Clerk for the School Department with 23 years and 5 months of creditable service. She retired on August 31, 2023, and chose Option B. She will receive an annual retirement allowance of \$29,605.68.
- Certificate #243. Mary McAteer. Ms. McAteer was a City Councilor for the City Council with 10 years of creditable service. She retired on September 11, 2023, and chose Option C. She will receive an annual retirement allowance of \$1,109.88.

Patrick Dello Russo _____
Scott Colborne _____

Kerriann Golden KEG
John McLaughlin, Jr. JM

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5. 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.

- Michelle Gillis. Ms. Gillis was a Paraprofessional for the School Department with 7 months of creditable service. The total amount of the rollover is \$650.91.
- Scott Alley. Mr. Alley will receive a refund for retirement deductions taken in error for \$266.66.
- Hannah Plantinga. Ms. Plantinga was a Speech and Language Assistant for the School Department with 6 months of creditable service. The total amount of the refund is \$964.67.
- Jill Koontz. Ms. Koontz was a Paraprofessional for the School Department with 1 year and 4 months of creditable service. The total amount of the refund is \$2,257.86.
- Shannon McCaleb. Ms. McCaleb was a Paraprofessional for the School Department with 2 years of creditable service. The board will transfer \$3,607.36 to the Mass Teachers' Retirement System.
- Marissa Pepe. Ms. Pepe was a Paraprofessional for the School Department with 1 year of creditable service. The board will transfer \$2,152.80 to the Mass Teachers' Retirement System.
- Kristi Bach. Ms. Bach was a Paraprofessional for the School Department with 8 years and 9 months of creditable service. The board will transfer \$39,269.48 to the Mass Teachers' Retirement System.
- Thomas Duff. Mr. Duff was a Paraprofessional for the School Department with 2 years and 8 months of creditable service. The board will transfer \$4,748.42 to the Bristol County Retirement System.

Board Member Colborne:	Yes
Chairman Dello Russo	Yes
Board Member Golden:	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 September.

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

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Scott Colborne _____

Kerriann Golden 
John McLaughlin, Jr. 

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7. 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 reconciliation of the MMDT and Eastern Bank statements for September.

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

8. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to declare Michael Lyle as the Third Member (second elected). Board Member Lyle ran unopposed. His new term will be from December 16, 2023 to December 15, 2026. Congratulations Michael Lyle.

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

9. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss releasing the expense summary letter from Attorney Sacco to the City Council. Chairman Dello Russo stated he doesn't agree with Attorney Sacco's finding. He stated he contradicts himself from prior statements he made to the retirement board and PERAC's letter from September 2016 wasn't included. Board Member Colborne stated that this was already signed into the minutes and a public record. Chairman Dello Russo stated not if we're discussing it and I as Chair make a position that he doesn't agree with the findings because he doesn't believe the letter is accurate. Board Member Colborne stated so what do we do, go back to Sacco again? The Chairman Stated no. The Board discussed not paying \$6,000 for the Powers & Sullivan audit anymore. Board Member Lyle stated that we couldn't release the letter from Attorney Sacco due to the attorney client privilege, so the Board agreed to have him draft another letter for release to City officials. Board Members McLaughlin, Jr., Board Member Golden and Chairman Dello Russo stated they don't feel in favor of releasing the letter. Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to release the expense summary letter from Attorney Sacco to the City Council.

Board Member Colborne:	Yes
Chairman Dello Russo	No
Board Member Golden:	No
Board Member Lyle:	Yes

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Board Member McLaughlin, Jr. No

The Director asked what if someone does a public records request. Board Member Lyle stated he will do that at the end of the meeting. Chairman Dello Russo stated the letter is not accurate. Chairman Dello Russo stated that on March 30, 2016, after two PERAC letters, he then made Board Member Golden read #9 from the minutes of March 30, 2016 meeting. She read, "Chairman Dello Russo asked that we respectively combine line items #9 and #10. He then asked City Solicitor Robert Van Campen to speak to the Board. Mr. Van Campen stated that he and Chairman Dello Russo had a conversation with our Attorney Michael Sacco, in regard to the Overhead and Administrative costs where the Retirement Board pays for portions of City employees' salaries. Mr. Van Campen informed the Board that Attorney Sacco did not have any concerns with these costs based on the information provided to him on a letter from Powers & Sullivan. Further, if PERAC is okay the Retirement Board paying these costs, then he is as well." The Director stated that is inaccurate since Attorney Sacco did not agree with these costs. The Chairman stated don't interrupt. Board Member Golden then read "The purpose of the letter from Richard Sullivan of Powers & Sullivan was to document a conversation that James Powers had with John Parsons from PERAC. In that conversation, Mr. Parsons concurred with Powers & Sullivan's assessment that these charges were reasonable, and PERAC would have no issue with the fact that the Melrose Retirement Board was being charged the Overhead and Administrative costs. Mr. Van Campen then spoke in regard to the Retirement Board paying for a portion of the Human Resources employees' salaries, for their help with retiree health insurance. He then referenced Chapter 32 Section 20(4)(d), which states "nothing in this paragraph shall prevent any city auditor, town accountant or other officer having similar powers and duties, or any other person who serves in the active administration of the system in lieu of the city auditor, town accountant or other officer having similar powers and duties, from being compensated for services rendered in the active administration of the system. He said that this language in Chapter 32 was ambiguous, and therefore should be allowed." Board Member Lyle stated that is fine but in August 2022, we had the exit interview with PERAC and they stated these charges were absolutely not authorized. Chairman Dello Russo referenced the letter from PERAC dated September 6, 2016, which wraps it up. He then referenced a letter from the Human Resources office on the services they provide to the Retirement Board. The Director shook his head. The Chairman twice stated please don't shake your head as it's disrespectful to the Chairman. The Director stated that the services HR provides in the law is what they're supposed to do as a City employee. The Chairman stated that he's not debating the law. The Director stated that's facts. The Chairman stated don't tell me they provide services to retirees. The Director stated that's their job as a City employee and is not in the administration of the Board. Board Member Colborne stated that HR

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does provide services, but it's part of their job. Board Member Lyle stated that whatever happened in 2016, the audit in 2022 was a different animal. Chairman Dello Russo stated the PERAC auditors should have had it in the work papers. He stated he is moving on to #10 as Chairman.

10. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to discuss the commercial lease agreement. The Director stated at last month's meeting the Board asked him to get any case law of an employee being injured at City Hall. Attorney Sacco stated not in his 30 years besides an administrator getting in an accident while driving to court for a hearing. Board Member McLaughlin, Jr. stated that if we are not going to get our own EIN number, we need to get rid of the insurance in the lease since we learned that from the City's insurance provider. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to take the insurance paragraph out of the commercial lease agreement.

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

11. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to review the preliminary results of the actuarial valuation from Stone Consulting. Chairman Dello Russo stated that he was interested in going to a 7% discount rate since PERAC wants us to go in that direction and would like room for future COLA's. The Board discussed adopting a schedule from page 17 or 18. On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to adopt the funding schedule from page 17.

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

Other Business:

-To review the PRIT Fund activity for September 2023.

Memo #20-2023: Mandatory Retirement Board Member Training- 4th Quarter 2023.

Memo #21-2023: Upcoming Public Hearings on PERAC Regulations.

Memo #22-2023: Appropriation Data Due October 31, 2023.

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Memo and email from Attorney Sacco regarding military service purchases. The Director stated he will hold off until instructed more by Attorney Sacco.

The date of the November meeting will be Wednesday, November 29th at 9:00 AM.
The date of the December meeting will be Wednesday, December 27th at 9:00 AM.

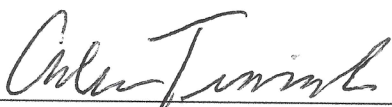
Board Member Lyle requested meeting minutes from July, August, and September so he can review them. Chairman Dello Russo asked that whatever the Director sends to Board Member Lyle, he sends to the whole Board as well.

On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 9:35 AM.

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

**Melrose Retirement Board Meeting
October 25, 2023**

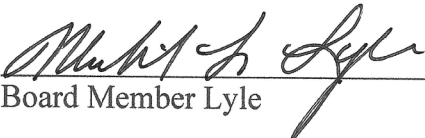
Respectfully submitted,



Executive Director

Chairman Dello Russo

Board Member Golden



Board Member Lyle



Board Member McLaughlin, Jr.

Board Member Colborne