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By City Clerks Office at 1:07 pm, Aug 26, 2025

Patrick Dello Russo **Kerriann Golden** **Michael Lyle** 718
Scott Colborne **John McLaughlin, Jr.**

Melrose Retirement Board Meeting
July 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 9:00 AM by Chairman Dello Russo with Board Members Lyle, Golden, Colborne and McLaughlin, Jr. present. Also in attendance was Executive Director Adam Travinski.

New Business:

1. Chairman Dello Russo stated that the Board no longer needs to vote on the involuntary disability retirement for Scott Alley since he resigned.

2. 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 from the June 28, 2023, meeting and sign them into record.

3. On a motion made by Board Member Colborne and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #07-2023 and Retirement Payroll Warrant #07-2023.

4. On a motion made by Board Member Lyle and seconded by Board Member Colborne, 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 #3645: Kristine Nobile-Rizzo Ms. Nobile-Rizzo is the Administrative Assistant for the Retirement Board She is a Group 1, hired on July 10, 2023.
- Certificate #3646: Kevin Naughton. Mr. Naughton is the Division Forman for the DPW. He is a Group 1, hired on July 24, 2023.
- Certificate #3647: Tanji Cifuni. Ms. Cifuni is the Legal Administrative Assistant for the City Solicitor. She is a Group 1, hired on July 18, 2023.
- Certificate #3648: Antonio Moniz. Mr. Moniz is a Mechanic/Laborer for the Housing Authority. He is a Group 1, hired on July 17, 2023.
- Certificate #3649: Aiden Carroll. Ms. Carroll is a Library Assistant for the Public Library. She is a Group 1, hired on July 21, 2023.
- Certificate #3650: Henry Huang. Mr. Huang is a Firefighter for the Fire Department. He is a Group 4, hired on July 20, 2023.

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 #359. Carol Cannava. Ms. Cannava was a Paraprofessional for the School Department with 17 years and 9 months of creditable service. She retired on June 8, 2023, and chose Option A. She will receive an annual retirement allowance of $10,867.08.

6. 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 Cashbooks for June.

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 June.

8. On a motion made by Board Member Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review the commercial lease agreement from Attorney Sacco. The Board agreed to have the City Solicitor review the lease agreement on behalf of the City. The Director stated he would check with Attorney Sacco regarding getting bids to replace the carpet.

9. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review the letter on expenses in the budget from Attorney Sacco. Chairman Dello Russo stated that the Board would need a contract for audit services and cannot piggyback of the City's. He stated that the City will absorb the $6,000 cost of the Powers & Sullivan audit. It would not benefit the Board to have a separate audit done from another firm. Board Member Lyle suggested we reach out to Mike Sacco to make a modification to the attorney client privilege letter so we can send it to the Mayor and other City officials. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to suggested we ask that Attorney Sacco give us a one-page summary that can distributed to all City officials.

10. On a motion made by Board Member Colborne and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to review and approve the 2023 budget. The Director explained the budget. Board Member Golden suggested we get an updated salary survey for the Director on a hourly rate. Board Member McLaughlin Jr. agreed as well. The budget will be tabled until next month.

Patrick Dello Russo **Kerriann Golden** **Michael Lyle** 720
Scott Colborne **John McLaughlin, Jr.**

Other Business:

-To review the PRIT Fund activity for June 2023.

Memo #15-2023: 91A Prosper Tasks.
Memo #16-2023: Mandatory Retirement Board Member Training- 3rd Quarter 2023. The Director let the Board know he's the new 5th member of the Beverly Retirement Board. He discussed the number of credits needed.

The date of the August meeting will be Tuesday, August 29th at 9:00 AM.
The date of the September meeting will be Wednesday, September 27th at 9:00 AM.

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

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July 26, 2023

Respectfully submitted,

Executive Director

Chairman Dello Russo

Board Member Golden

Board Member Lyle

Board Member McLaughlin, Jr.

Board Member Colborne