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By City Clerks Office at 1:09 pm, Aug 26, 2025

Patrick Dello Russo AP Kerriann Golden KG Michael Lyle ML 721
Scott Colborne SC John McLaughlin, Jr. _____

**Melrose Retirement Board Meeting
August 30, 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 Board Member McLaughlin, Jr., with Board Members Lyle and Chairman Dello Russo present via telephone. Also in attendance was Executive Director Adam Travinski.

New Business:

1. On a motion made by Chairman Dello Russo and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the July 26, 2023, meeting and sign them into record.

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 Chairman Dello Russo, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #08-2023 and Retirement Payroll Warrant #08-2023.

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

3. On a motion made by Chairman Dello Russo 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 #3651: Erin Auger. Ms. Auger is the Administrative Assistant for the School Department. She is a Group 1, hired on July 31, 2023.
- Certificate #3652: Lillian Farrah. Mr. Farrah is the Project Engineer for the DPW. She is a Group 1, hired on August 15, 2023.
- Certificate #3653: Leanne Dishion. Ms. Dishion is a Paraprofessional for the School Department. She is a Group 1, hired on August 30, 2023.
- Certificate #3654: Debra Bernardinelli. Mr. Bernardinelli is a Paraprofessional for the School Department. She is a Group 1, hired on August 30, 2023.

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

Patrick Dello Russo PD
Scott Colborne SC

Kerriann Golden KG
John McLaughlin, Jr. JM

Michael Lyle ML 722

4. On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to sign the following certificates for retirement:

- Certificate #360. Donna Hanks. Ms. Cannava was a School Nurse for the Health Department with 21 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 \$45,543.24.
- Certificate #361. Angela Pisacreta. Ms. Pisacreta was the Cemetery Administrator for the DPW with 35 years and 5 months of creditable service. She retired on June 1, 2023, and chose Option A. She will receive an annual retirement allowance of \$41,185.44.
- Certificate #362. Kathleen Farr. Ms. Farr was a Paraprofessional for the School Department with 23 years of creditable service. She retired on June 30, 2023, and chose Option A. She will receive an annual retirement allowance of \$14,063.40.
- Certificate #359. Lisa McCormack. Ms. McCormack was a Paraprofessional for the School Department with 14 years and 5 months of creditable service. She retired on June 30, 2023, and chose Option B. She will receive an annual retirement allowance of \$6,207.36.
- Certificate #360. Gayle Sweet. Ms. Sweet was a Paraprofessional for the School Department with 17 years and 8 months of creditable service. She retired on June 30, 2023, and chose Option B. She will receive an annual retirement allowance of \$8,568.96.
- Certificate #361. Lynda Hertz. Ms. Hertz was a Paraprofessional for the School Department with 14 years of creditable service. She retired on June 30, 2023, and chose Option B. She will receive an annual retirement allowance of \$8,520.36.
- Certificate #239. Daniel Hanley. Mr. Hanley was a Police Officer for the Police Department with 31 years of creditable service. He retired on June 30, 2023, and chose Option C. He will receive an annual retirement allowance of \$54,182.88.
- Certificate #240. Deborah Hardy. Ms. Hardy was an Administrative Assistant for the School Department with 26 years of creditable service. She retired on June 30, 2023, and chose Option C. She will receive an annual retirement allowance of \$23,423.04.

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

Patrick Dello Russo
Scott Colborne

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John McLaughlin, Jr.

Michael Lyle 723

5. On a motion made by Board Member Lyle and seconded by Chairman Dello Russo, it was unanimously **VOTED** by the Board to accept and process the following received Applications for Withdrawal of Accumulated Total Deductions and Transfers.

- Joanne MacPhee. Ms. MacPhee is the surviving spouse of Brian MacPhee. The total amount of the death refund is for \$19,535.66.
- Austin Ferreira. Mr. Ferreira was a Firefighter for the Fire Department with 4 years and 11 months of creditable service. The Board will transfer \$36,936.58 to the Massport Authority Retirement System.
- Shayla Fullam. Ms. Fullam was a Paraprofessional for the School Department with 11 months of creditable service. The Board will re-issue a transfer for \$1,591.06 to the Mass Teachers' Retirement System.
- Arianna Ortega. Ms. Ortega was a Paraprofessional for the School Department with 1 year of creditable service. The Board will transfer \$2,011.08 to the Middlesex County Retirement System.

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

6. On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review and approve the Cashbooks for July.

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

7. On a motion made by Chairman Dello Russo 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 July.

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

8. On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review the rate increase request letter from Attorney Fabino. This item was tabled until the September meeting.

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

Patrick Dello Russo 
Scott Colborne 

Kerriann Golden 
John McLaughlin, Jr. 

Michael Lyle  724

9. On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review the expense summary letter from Attorney Sacco. This item was tabled until the September meeting.

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

10. On a motion made by Board Member and seconded by Board Member, it was unanimously **VOTED** by the Board to review the salary survey from August 2023 and approve the 2023 budget. This item was tabled until the September meeting.

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

11. On a motion made by Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review and approve the Election Policy and Notice of Election.

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

12. On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to appoint Kristin Foote as the Election Officer.

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

13. On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to review the preliminary results of the actuarial valuation from Stone Consulting. This item was tabled until the September meeting.

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

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Michael Lyle 725

Other Business:

-To review the PRIT Fund activity for July 2023.

Memo #17-2023: Reinstatement to Service under G.L. Ch. 32 §105.

Memo #18-2023: Cost of Living Increase for Supplemental Dependent Allowance Paid to Accidental Disability Retirees and Accidental Death Survivors.

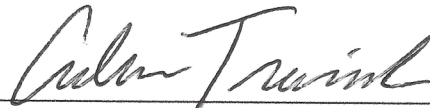
The date of the September meeting will be Wednesday, September 27th at 9:00 AM.
The date of the October meeting will be Wednesday, October 25th at 9:00 AM.

On a motion made by Chairman Dello Russo and seconded by Board Member Lyle, it was unanimously **VOTED** to adjourn the meeting at 9:05 AM.

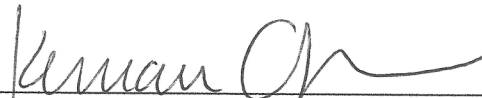
Chairman Dello Russo:	Yes
Board Member Lyle:	Yes
Board Member McLaughlin, Jr.:	Yes

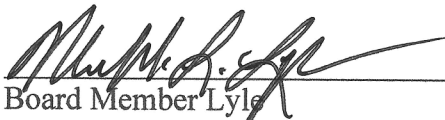
**Melrose Retirement Board Meeting
August 30, 2023**

Respectfully submitted,


Executive Director


Chairman Dello Russo


Board Member Golden


Board Member Lyle

Board Member McLaughlin, Jr.


Board Member Colborne