

Patrick Dello Russo _____
Scott Colborne _____

Kerriann Golden KEG
John McLaughlin, Jr. _____

Michael Lyle ML 743

**Melrose Retirement Board Meeting
December 27, 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 Vice Chairman Lyle with Board Members Colborne, Golden, and McLaughlin, Jr. present. 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 minutes from the November 29, 2023, meeting and sign them into record.

2. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #12-2023 and Retirement Payroll Warrant #12-2023.

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 #3694: Carolyn Finocchiaro. Ms. Finocchiaro is a City Councilor for the City Council. She is a Group 1, appointed on January 8, 2024.
- Certificate #3695: Ward Hamilton. Mr. Hamilton is a City Councilor for the City Council. He is a Group 1, appointed on January 8, 2024.
- Certificate #3696: Janelle Barsotti. Ms. Barsotti is a Clerk Typist for the School Department. She is a Group 1, hired on November 27, 2023.
- Certificate #3697: Deanna Wu. Ms. Wu is the Shared Services Coordinator for the Health Department. She is a Group 1, hired on December 11, 2023.
- Certificate #3698: Jennifer Tomase. Ms. Tomase is a Paraprofessional for the School Department. She is a Group 1, hired on November 27, 2023.

4. 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.

- Katherine Kenawell. Ms. Kenawell was the Finance Manager for the Auditor's Office with 8 years of creditable service. The Board will transfer \$52,130.09 to the Essex Regional Retirement System.

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- Jayce Shaughnessy. Ms. Shaughnessy was a Paraprofessional for the School Department with 2 years and 9 months of creditable service. The board will transfer \$4,414.53 to the Mass Teachers' Retirement System.
- Jenna Bolognese. Ms. Bolognese was a School Nurse for the Health Department with 8 months of creditable service. The total amount of the refund is \$4,054.53.
- Lawrence Richards. Mr. Richards was a Paraprofessional for the School Department with 6 years and 2 months of creditable service. The total amount of the refund is \$17,868.16.
- Dayna Levine. Ms. Levine was a Paraprofessional for the School Department with 1 year of creditable service. The total amount of the rollover is \$1,996.21.

5. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to review and approve the Cashbooks for November.

6. On a motion made by Board Member Colborne 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 November.

7. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss adopting a regulation regarding the submission of health insurance changes from the City to the Retirement Board. The Director stated that a spreadsheet was developed by HR during open enrollment that consisted of all the changes that needed to be made each month. The Director and his assistant liked the idea of the spreadsheet. He then stated that HR wanted to go back to notifying us on paper for each retiree's changes each month rather than the spreadsheet because it was too much work for them. He stated if the regulation was adopted it would then have to be approved by PERAC. 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 regulation.

8. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to discuss having our own Employer Identification Number (EIN). The Director stated that he had a meeting with Attorney Sacco and City Solicitor Phillips. He stated that both attorneys suggested the Board get their own EIN number. He stated if adopted, we would need to get our own worker's compensation and health insurance policies. The Board had a discussion regarding these issues. Board Member McLaughlin, Jr. stated he will ask some questions and figure these issues out. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to table this item.

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Other Business:

-To review the PRIT Fund activity for November 2023. The Director stated that Francesco Daniele from PRIM will be attending our meeting next month to give us our annual review.

Memo #27-2023: Current Members in Service Who Made an Election at Age 70 to Stop Contributions to the Retirement System.

Memo #28-2023: 2023 Disability Data Changes.

Memo #29-2023: Tobacco Company List.

Memo #30-2023: Mandatory Retirement Board Member Training- 1st Quarter 2024.

The date of the January meeting will be Wednesday, January 31st at 9:00 AM.

The date of the February meeting will be Wednesday, February 28th at 9:00 AM.

The Director stated there will be an interim CFO who will be sitting on the Board in February.

On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** to adjourn the meeting at 9:15 AM.

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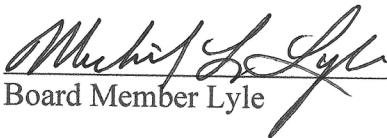
Respectfully submitted,



Executive Director

Chairman Dello Russo

Board Member Golden



Board Member Lyle

Board Member McLaughlin, Jr.

Board Member Colborne