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By City Clerks Office at 1:20 pm, Aug 26, 2025

Patrick Dello Russo _____ Kerriann Golden KG Michale Lyle ML 746
Scott Colborne _____ John McLaughlin, Jr. _____

**Melrose Retirement Board Meeting
January 31, 2024**

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 Member Golden and Colborne present via telephone. Also in attendance was Executive Director Adam Travinski, PRIM Director of Client Services Francesco Daniele, Interim CFO Ellen Donaghey, HR Director Polly Latta and HR Coordinator Diane Barrett.

1. Public Hearing- Supplemental Regulation on Retiree Information to be provided to the Board. Vice Chairman Lyle asked if anyone would like to speak for or against the regulation. Polly Latta wrote a letter to the Board and spoke against providing the Board the retiree health insurance information on a spreadsheet and would like to provide it on paper payroll forms. There was a discussion regarding the process of implementing the spreadsheet and going back to the paper forms. Ellen Donaghey suggested we table this item for further discussions. Diane Barrett stated she thought the Board already voted for approval of the spreadsheet. Board Members Golden and Colborne suggested we table this item as well. On a motion by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to table this item. Francesco Daniele had a discussion with Polly Latta and stated that from his experience with hundreds of Boards across the state, they are going away from paper forms.

2. PRIM Update- Francesco Daniele provided an annual review of the Board's investments.

3. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the December 27, 2023, meeting and sign them into record.

4. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #01-2024 and Retirement Payroll Warrant #01-2024.

5. On a motion made by Board Member Colborne and seconded by Board Member Golden, 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 #3699: Potomac Rubbins. Mr. Rubbins is a Paraprofessional for the School Department. He is a Group 1, hired on January 2, 2024.
- Certificate #3700: Kathryn Goddard. Ms. Goddard is a School Nurse for the Health Department. She is a Group 1, appointed on January 29, 2024.

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- Certificate #3701: Tyler Brathwaite. Mr. Brathwaite is a is a Paraprofessional for the School Department. She is a Group 1, hired on December 18, 2023.
- Certificate #3702: Nicole Berger. Ms. Berger is the Head Clerk for the Assessors Department. She is a Group 1, hired on January 16, 2024.
- Certificate #3703: Allison Nutting. Ms. Nutting is a Paraprofessional for the School Department. She is a Group 1, hired on January 22, 2024.
- Certificate #3704: Kimberly Vandiver. Ms. Vandiver is a City Councilor for the School Department. She is a Group 1, appointed on January 9, 2024.

6. On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review and approve the Cashbooks for December.

7. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to review and approve the reconciliation of the MMDT and Eastern bank statements for December.

8. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss granting a cost-of-living adjustment (COLA). The Director stated he was told from Chairman Dello Russo to put it on the agenda for this month. He stated that it is not for the retirees, but it would be for the office. We have done this in the past and it was put on for January in the new budget year. It does not affect last year's budget since we took a lot of costs out, it does not increase our costs going forward. Ellen Donaghey asked what the percentage would be. The Director stated it would be up to the Board for him and his assistant. Ellen Donaghey asked Board Member Golden what the typical raises are for City employees. Board Member Golden stated anywhere from 2-4%. The Director stated he received 5% the year before and based on the recent salary survey 3% this year, so that's why he put this on the agenda to get him back up to what the salary survey for administrators was. He stated that on the salary survey we are still well under total salary for a board this size. The Board discussed the components of the salary survey and COLA's for retirees. Board Member Colborne asked if the Board can discuss the opt out of the health insurance. The Director stated he was given an invoice in December retroactive to July for the opt out of his health insurance. He stated his stipend was cut by the City from \$6,5000 to \$5,200 for 6 months. He stated the Board voted on the \$6,500 for him as well as the budget with \$6,500 in it through December. He stated he didn't think he should've been reduced when the Board voted on that number. Board Member Colborne asked why that happened. Board Member Golden stated the City cut that based on a survey with other communities based on the opt out. The Director stated that when he was taking the family plan insurance, it was costing the Board just under \$17,000, so the Board voting to \$6,500 was more beneficial for the cost in the budget. Board Member Golden stated that the Director is on the City's benefits, then it should remain at that. The Director asked is she meant going forward, because the \$6,500 was already approved. Ellen Donaghey

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stated the Board and City should be more in sync. Board Member Golden said an email was sent out during open enrollment and the budget should have been amended. The Board discussed the opt out and COLA.

9. On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss the opt out of health insurance.

On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to ENTER EXECUTIVE SESSION to discuss the opt out and COLA at 10:06 AM.

On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to END EXECUTIVE SESSION at 10:11 AM. Director Adam Travinski and Ellen Donaghey returned to the room.

Vice Chairman Lyle stated that on a motion by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to deny the COLA and the Board will look back at it in the spring, and number 9 was denied, and the Board will maintain the City opt out at \$5,200 from July 1st.

Other Business:

-To review the PRIT Fund activity for December 2023.

-To review the Hughes DALA decision. The Director stated the Board won the decision and the retiree can appeal to DALA.

-Update on PTG contract. The Director stated that PTG wants to renew the contracts for multiple years. The Director explained there is now competition from Bay State Solutions. On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to pay PTG year to year.

-Administrative Assistant, Kristine Rizzo, is now a notary. The Board and Director discussed that she's an asset to the office.

Memo #01-2024: 840 CMR 10:10(3) & 10:15(1)(c)- Annual Review of Medical Testing Fee.

Memo #02-2024: 2024 Interest Rate set at 0.1%.

Memo #03-2024: Required Minimum Distribution: Now Age 73 for This Year's Notification.

Memo #04-2024: 2024 Limits under Chapter 46 of the Acts of 2002.

Memo #05-2024: 2024 Limits under Section 23 of Chapter 131 of the Acts of 2010.

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Memo #06-2024: COLA notice.

Memo #07-2024: Buyback and Make-up Repayment Worksheets.

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

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

On a motion made by Board Member Colborne and seconded by Board Member Golden,
it was unanimously **VOTED** to adjourn the meeting at 10:18 AM.

Melrose Retirement Board Meeting
January 31, 2024

Respectfully submitted,



Executive Director

Chairman Dello Russo



Board Member Golden



Board Member Lyle

Board Member McLaughlin, Jr.

Board Member Colborne