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By City Clerks Office at 1:21 pm, Aug 26, 2025

Michael Lyle ML Kerriann Golden KG Ellen Donaghey ED 748
Scott Colborne _____ John McLaughlin, Jr. _____

**Melrose Retirement Board Meeting
February 28, 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 Members Donaghey, Golden, and McLaughlin, Jr. present. Board Member Colborne was present remotely. Also in attendance was Executive Director Adam Travinski. Vice Chairman Lyle stated all votes will be roll call.

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 and Executive Session minutes from the January 31, 2024, meeting and sign them into record.

Board Member Colborne:	Yes
Board Member Donaghey:	
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

2. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #02-2024 and Retirement Payroll Warrant #02-2024.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

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 on your own and sign the following certificates and include them for Membership in the Melrose Retirement Board and discuss discontinuing the new member certificates:

- Certificate #3705: William Ullrich. Mr. Ullrich is a Paraprofessional for the School Department. He is a Group 1, hired on January 22, 2024.
- Certificate #3706: Linda Reed. Ms. Reed is a Senior Account Clerk for the Clerk's Department. She is a Group 1, appointed on January 29, 2024.
- Certificate #3707: Devin Romanul. Mr. Romanul is a City Councilor for the City of Melrose. He is a Group 1, appointed on January 9, 2024.

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- Certificate #3708: Catherine Quaratiello. Ms. Quaratiello is a Building Sub for the School Department. She is a Group 1, hired on February 5, 2024.
- Certificate #3709: Laurie Ann Vasily. Ms. Vasily is a Paraprofessional for the School Department. She is a Group 1, hired on January 29, 2024.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes
Board Member McLaughlin, Jr. Yes

4. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to read on your own and accept and process the following received Applications for Withdrawal of Accumulated Total Deductions and Transfers.

- Dana Levin. Ms. Levin was a Paraprofessional for the School Department with 8 months of creditable service. The Board will transfer \$1,377.61 to the Mass Teachers' Retirement System.
- Kelly Cogavin. Ms. Cogavin was the Assistant City Solicitor for the Legal Department with 13 years and 7 months of creditable service. The Board will transfer \$73,327.13 to the Middlesex County Retirement System.
- Robert Van Campen. Mr. Van Campen was the City Solicitor for the Legal Department with 27 years and 10 months of creditable service. The Board will transfer \$173,729.39 to the Everett Retirement Board.
- Monika Verma. Ms. Verma was a Senior Account Clerk for the Treasurer's Department with 3 years and 4 months of creditable service. The Board will transfer \$14,137.70 to the State Retirement Board.
- Jeremy Dungca. Mr. Dungca was a Firefighter for the Fire Department with 10 years of creditable service. The Board will transfer \$71,624.29 to the Plymouth Retirement Board.
- James Holt. Mr. Holt was the Director for the Melrose Housing Authority with 22 years and 9 months of creditable service. The Board will transfer \$168,896.33 to the Essex Regional Retirement System.
- Jasmin Jean-Louis. Ms. Jean-Louis was the Section 8 Coordinator for the Melrose Housing Authority with 7 years and 1 month of creditable service. The total amount of the refund is \$33,819.62.
- Daniel Ornae. Mr. Ornae was a Firefighter for the Fire Department with 1 year and 7 months of creditable service. The total amount of the rollover is \$11,709.15.

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Board Member Donaghey asked where the rollover was going. The Director stated VALIC, and account through JP Morgan. The Director explained the refunds, rollovers and transfers.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

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

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

6. On a motion made by Board Member McLaughlin, Jr. 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 January.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

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 Attorney Sacco's memo regarding Retiree Health Insurance. Board Member Donaghey stated that she thought the Director and HR Director would work together to come up with a solution for both their needs. She then stated that we received a legal opinion that we should do this, which contradicts the legal opinion she got from the City Solicitor that is not reasonable and Polly has made a case for this. She stated she's concerned we have dueling legal opinions and we do not want to put ourselves into litigation. She then stated that after she started in January, the Director asked to meet with her. She claimed the Director said Polly wasn't giving him the information he needed, so his exact words were that he was going to play hardball. She stated that he was quite agitated, and he needed to

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control his tone with me. Board Member Lyle asked if this was in writing. She stated no, but she mentioned it to legal and to people that day. She didn't mention it to the Board. Board Member Lyle stated that he asked for a legal opinion. The Director stated he was not agitated. Board Member Donaghey stated that she just doesn't think this was made in good faith. She stated I should sit with Polly to come up with a solution and she will sit in on those meetings since we have differing legal opinions. Board Member Lyle stated that Attorney Sacco works for the Board. Board Member Lyle asked how many retiree changes we had this month. The Director stated five and one came in as an error that he caught. He stated that she stated there were discrepancies on the spreadsheet, but he found a discrepancy on the payroll sheet. The Director stated that all he is asking is for the information to be copied and pasted from the payroll sheet to the spreadsheet. He stated we want it in the format cause we're trying to get rid of paper. Board Member Donaghey stated the man from PRIM that was here last month said there were different processes in different towns, and she thought the Director and Polly were going to have a conversation about this. Board Member McLaughlin Jr. asked how long it takes to fill out the payroll change forms. Board Member Donaghey stated that the Director and Polly have different opinions on that. Board Member Golden stated around 20 minutes, but she's not sure about it. The Board discussed processes that would benefit both offices. Board Member Colborne stated that the Director and Polly should come up with a solution. The Director explained that this should be as simple as copying and pasting the information to a spreadsheet and the retirement office wants the information in the easiest and most efficient way possible. Board Member Golden explained her practice of processing the payroll sheets. Board Member Donaghey stated she agrees with Board Member Colborne that the Director should meet with Polly and she will sit in on the meeting. Board Member Colborne referenced Attorney Sacco's memo and explained that the Board's only role in health insurance is to deduct the premiums and as a Board Member he is backing the Director as to his opinion. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to have the Director meet with Polly in HR to come up with a solution and give an update at the March meeting.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes
Board Member McLaughlin, Jr.	Yes

8. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss Attorney Sacco's memo regarding Employee Compensation. The Board discussed paying the Director retroactively as well as prospectively. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to pay the Director the stipend retroactively to July 2023.

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Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes
Board Member McLaughlin, Jr. Yes

On a motion made by Vice Chairman Lyle and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to allow the Director to keep the \$6,500 stipend throughout the remainder of the fiscal year and the Board will discuss the payment going forward in the next budget.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes
Board Member McLaughlin, Jr. Yes

Old and Other Business:

Board Member Lyle stated he would like this part of the agenda to read other/old or prior business.

- To review the PRIT Fund activity for January 2024.
- To review Attorney Sacco's memo regarding a staff announcement.
- 1099-R's have all been mailed.
- Interest rate, tax year and accounting have all been updated in PTG.

Memo #08-2024: PROSPER COLA Submission is almost here!

Memo #09-2024: Actuarial Data.

The date of the March meeting will be Tuesday, March 12th at 9:00 AM.
The date of the April meeting will be Tuesday, April 30th 9:00 AM.

Board Member Donaghey stated that she has a request for the Executive Director. She feels we are not following open meeting law and she stated she does not claim to be an expert on it, but she was a CFO at the Boston Public Library and she has experience with it. She discussed the agenda and format that was presented, and she has six questions she's concerned about and has a request in with the attorney general's office. She stated she would like the Director to review our practices. She gave the Director the certificate of receipt of the open meeting law materials and stated all board members should have received it and should be filed in the office. The Director stated he had a discussion with Board Member Donaghey about this in the Mayor's office and stated the term Board Member Donaghey described him as was arrogant regarding his format of the agenda.

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Board Member Donaghey stated she didn't believe she said arrogant. The Director stated that was her exact words. Board Member Donaghey stated that in her office the Director claimed he was doing it correctly so maybe she did say that. She stated that the Director wasn't meeting her concerns and same with the conversation about Polly where he got agitated and that troubles her. The Director stated that troubles him as well and is insulted that he's been doing the same process for ten years and not one board member has had any issues with this, nor has PERAC had any issues with this on any of our audits. Board Member Donaghey stated maybe they don't know open meeting law and maybe people aren't familiar with it. She's making a request as a member of the board for the Director to review the regs so we are in compliance. She stated the Director also told her he does it this way because someone told him to do it that way ten years ago and things change. Board Member Lyle asked if anyone on the board was invited to the meeting on the open meeting law this evening. The Director asked if Board Member Donaghey would like to send him the concerns she has and discuss it at a meeting next month. Board Member Donaghey suggested the April meeting since the March meeting will need to be turned around quickly. Board Member Donaghey then asked the board for the policies and procedures for governing the staff regarding a working from home policy for staff coverage of the office for good customer service to our members and retirees. The Director stated there is a sign on the door with our contact information if the office is closed. Board Member Donaghey asked if a retiree would know if the Director is working from home. The Director stated that's what the sign is for, and it was approved by the prior Chairman. Board Member Donaghey stated that's what the working from home policy should say. Board Member Lyle asked if we should increase the Director's assistant's hours. Board Member Donaghey said no. Board Member Lyle stated the Director has children and he may need to leave at a minute's notice. The Board discussed language for a work from home policy, and Board Member Donaghey stated we could take away working from home because not everyone has it. She then asked if the Board has voted in the past on a work from home policy. Vice Chairman Lyle stated the Board followed the City on remote working and it continued on after Covid. Board Member Donaghey stated that the City does not currently have one so she thinks the Board should set one. Board Member Donaghey stated she is concerned that someone could come to the office and it wouldn't be open. Board Member Lyle stated the office should be open all week. The Board discussed options of working from home. Board Member Donaghey stated she's not asking for anything that's not normal in the workplace.

Board Member Lyle asked Board McLaughlin, Jr. for an update on the lease agreement. The Board discussed the insurance piece of the lease and the Board getting their own EIN number. The Board asked if PERAC had any numbers on boards that have their own EIN number. On a motion made by Board Member Lyle and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** to discuss the lease agreement at the March meeting.

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Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes
Board Member McLaughlin, Jr. Yes

Board Member Colborne asked if the Board could discuss the role of Chairman at the next meeting. Board Member Donaghey asked if it makes sense to delay that to July when there's a permanent CFO in place. She asked if the role historically defaulted to the CFO. Vice Chairman Lyle stated no. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** to discuss the role of Chairman at the next board meeting.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes
Board Member McLaughlin, Jr. Yes

On a motion made by Board Member McLaughlin, Jr., and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 9:45 AM.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes
Board Member McLaughlin, Jr. Yes