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Michael Lyle
Scott Colborne

Kerriann Golden
John McLaughlin, Jr.

Ellen Donaghey 756

**Melrose Retirement Board Meeting
March 12, 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 and his Administrative Assistant Kristine Rizzo.

New Business:

1. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the February 28, 2024, meeting and sign them into record.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

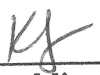
2. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to issue payment for Cash Disbursements Warrant #03-2024 and Retirement Payroll Warrant #03-2024.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

3. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to sign the following certificates for retirement:

Certificate #245. Patrick Dello Russo. Mr. Dello Russo was the Chief Financial Officer for the Auditor's Department with 31 years and 3 months of creditable service. He retired on February 1, 2024, and chose Option C.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

Michael Lyle  Kerriann Golden  Ellen Donaghey  757
Scott Colborne _____ John McLaughlin, Jr. 

4. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, 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.

- Martha Grover. Ms. Grover was the Energy Efficiency Manager for the Planning Department with 10 years and 8 months of creditable service. The Board will transfer her account to the State Retirement Board.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

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

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

6. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to review and approve the reconciliation of the MMDT and Eastern Bank statements for February.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

7. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to discuss and approve an application for Termination Retirement. The Director stated the application is for Neal Ellis, former IT Director. He had 25 years of creditable service and was terminated due to being removed or discharged from his position without moral turpitude, without collusion or conspiracy, nor for any violation of laws, rules, or regulations applicable to his position. He then stated he ran this by Attorney Sacco, and it is acceptable to move forward. On a motion made by Board Member Donaghey and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to send the calculation to PERAC.

Michael Lyle
Scott Colborne

Kerriann Golden
John McLaughlin, Jr.

Ellen Donaghey 758

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes

8. On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss the meeting on health insurance information. Board Member Donaghey stated the HR office has almost finalized the spreadsheet. The Director stated they have a meeting later at 11 am. On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss the update next month.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes

9. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to discuss adopting a working from home policy. Board Member Donaghey discussed other cities and towns policies. She stated she is also concerned with workers' compensation issues due to working from home. Board Member Lyle stated he could not find any policies online from neighboring communities of the City of Boston. On a motion made by Vice Chairman Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to have the Director get an example of a working from home policy from Attorney Sacco and discuss it next month.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes

10. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to discuss voting on the role of Chairman of the retirement board. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to have Michael Lyle as Chairman.

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
Vice Chairman Lyle: Yes

Michael Lyle

Scott Colborne

Kerriann Golden

John McLaughlin, Jr.

Ellen Donaghey

759

11. On a motion made by Board Member Donaghey and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss any updates to the lease agreement. The Board discussed that Board Member McLaughlin, Jr. would have been giving the update to the lease agreement, but he is not in attendance today. Board Member Lyle stated that he's concerned with the back door to the office not being locked after chamber meetings. The Board discussed fob access to the door from the chamber. On a motion made by Vice Chairman Lyle and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to have the Director email City Solicitor Phillips to ask about the security to the doors.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

Old and Other Business:

The date of the April meeting will be Tuesday, April 30th at 9:00 AM.
The date of the May meeting will be Wednesday, May 29th at 9:00 AM.

Board Member Donaghey stated she would email the Director her availability for the May meeting.

On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** to adjourn the meeting at 9:21 AM.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
Vice Chairman Lyle:	Yes

Michael Lyle ML Kerriann Golden KG Ellen Donaghey ED 760
Scott Colborne _____ John McLaughlin, Jr. _____

Melrose Retirement Board Meeting
March 12, 2024

Respectfully submitted,

Adrian Tramm
Executive Director

Michael Lyle _____
Vice Chairman Lyle Board Member Colborne

Ellen Donaghey _____
Board Member Donaghey Board Member Golden

John E. McLaughlin, Jr.
Board Member McLaughlin, Jr.