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Michael Lyle Kerriann Golden Ellen Donaghey 761
Scott Colborne John McLaughlin, Jr.

Melrose Retirement Board Meeting
March 26, 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 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 McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss the lease agreement and security of the office.

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

The Board discussed an email from City Solicitor Philips that stated we will need to shorten the length of our lease by two years due to space needs in City Hall. The Board discussed looking at private office space outside of City Hall. Board Member McLaughlin, Jr. stated that it's his opinion we should look at outside space. Board Member Donaghey stated it's her opinion would financially be irresponsible to find outside space that is more than $1,000. The Board discussed the security of the back-office door being unlocked after school committee meetings. Board Member Donaghey stated she would check in with the Director after every school committee meeting to see that the door is locked. The Board discussed the lease agreement and spacing needs in City Hall. The Board discussed the working conditions of the office regarding mice in City Hall. The Board discussed possible locations for new office space downtown. Board Member Golden stated we need to look at the cost benefit to it because ultimately the City is paying for it through the appropriation and we need to make a fiscally responsible decision. The Board asked the Director to provide monthly costs and sq of possible locations downtown for the next meeting. Board Member McLaughlin, Jr. stated he feels there has been some tension between the City and Retirement Board over the past few months and feels we should make a clean break. Board Member Colborne asked if we could move forward with getting our own EIN number and insurance piece of the lease. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to get our own EIN number and contact Lindsay Trueb at American Public Entity Insurance regarding liability insurance and worker's compensation put in place.

Michael Lyle ___ **Kerriann Golden** ___ **Ellen Donaghey** ___ **762**
Scott Colborne ___ **John McLaughlin, Jr.** ___

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

The Director stated he will have an update for the Board next month.

Board Member Golden stated that the Treasurer currently does the tax filing for the Board since we have the same EIN number. The Director stated that he spoke with her and she said using a new EIN number would be easy. The Director then stated that since the Treasurer is the custodian of our fund per the law, she would have to do it anyway as well as the cash reconciliation. Board Member Golden then stated that the benefit of staying in City Hall is for the retirees.

On a motion made by Board Member McLaughlin, Jr. 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
Board Member McLaughlin, Jr.	Yes

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Respectfully submitted,

Executive Director

Vice Chairman Lyle

Board Member Colborne

Board Member Donaghey

Board Member Golden

Board Member McLaughlin, Jr.