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Michael Lyle ML Kerriann Golden KG Ellen Donaghey EMD 763
Scott Colborne S.C John McLaughlin, Jr. JLM

Melrose Retirement Board Meeting
April 30, 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 Donaghey, it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the March 12, 2024, meeting and to approve the minutes from the March 26, 2024, meeting and sign them into record.

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

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 #04-2024 and Retirement Payroll Warrant #04-2024.

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

3. On a motion made by Board Member Colborne and seconded by Board Member Donaghey, it was unanimously **VOTED** by the Board to discuss granting a 3% Cost of Living Adjustment (COLA) on the first $16,000 base, effective July 1, 2024, for all eligible retirees. On a motion by Board Member McLaughlin, Jr and seconded by Board Member Colborne it was recommended to discuss this further. The Director stated that PERAC recommends the most you can give is up to 3% of $16,000. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr. it was unanimously **VOTED** by the Board to grant the 3% COLA to all eligible retirees.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
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 sign and read on your own the following certificates for retirement:

- Certificate #246. Edward Collina. Mr. Collina was the Fire Chief for the Fire Department with 39 years of creditable service. He retired on March 25, 2024, and chose Option C.
- Certificate #365. Colleen Cunningham. Ms. Cunningham was a Paraprofessional for the School Department with 16 years and 8 months of creditable service. She retired on February 14, 2024, and chose Option A.
- Certificate #366. Eileen Karpenko. Ms. Karpenko was a Program Coordinator for the School Department with 17 years and 1 month of creditable service. She retired on April 1, 2024, and chose Option A.
- Certificate #367. Diane Hogan. Ms. Hogan was the Executive Assistant to the Superintendent for the School Department with 22 years and 6 months of creditable service. She retired on April 1, 2024, and chose Option A.
- Certificate #368. John D'Angelo. Mr. D'Angelo was a Bus Driver for the School Department with 12 years and 5 months of creditable service. He retired on March 23, 2024, and chose Option A.

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

5. 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.

- Muhl Heller-Wallace. Ms. Heller-Wallace was the Circulation Librarian for the Library with 3 years and 2 months of creditable service. The Board will transfer her account to the Somerville Retirement Board.
- Sarah Lampasona. Ms. Lampasona was a Paraprofessional for the School Department with 2 years of creditable service. The Board will transfer her account to the Mass Teachers' Retirement System.

- Paula Kinnon. Ms. Kinnon was the Bookkeeper for the Melrose Housing Authority with 7 years and 3 months of creditable service. The Board will transfer her account to the Middlesex County Retirement Board.
- Christopher Cinella. Mr. Cinella was a City Councilor for the Melrose City Council with 3 years and 11 months of creditable service. The Board will rollover his funds to Edward Jones.
- Jennifer Hanson. Ms. Hanson was the HR Coordinator for the Human Resources Department with 4 years and 10 months of creditable service. The Board will send her a refund check.
- Cheri Porcello. Ms. Porcello was a Building Substitute for the School Department with 2 years of creditable service. The Board will send her a refund check.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
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 Cashbooks for March.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
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 review and approve the reconciliation of the MMDT and Eastern Bank statements for March 2024.

Board Member Colborne:	Yes
Board Member Donaghey:	Yes
Board Member Golden:	Yes
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 review the Powers & Sullivan audit for 2022. The Director stated he sent them all the financials for the 2023 audit as well.

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

9. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss possible locations for new office space. The Director discussed the four possible locations with the Board. The Director explained handicap accessibility, the conditions of the office space and the cost of each location. The Director explained what was included with each locations monthly costs and the Board discussed the additional costs outside of the monthly rent. Board Member Donaghey asked the Director if we have to bid under Ch. 32B. The Director stated no with confirmation for legal counsel. Board Member Donaghey suggested we contact the ISG's office. There was further discussion regarding the conditions of the offices and internet accessibility. Board Member Colborne asked who the front runner would be and Chairman Lyle stated, if we are talking dollars it's the Grove Street location. The Director stated the Grove Street location was the cheapest, was move in ready and the nicest location. The Director stated the offer is valid until June 1, 2024. Board Member Donaghey stated she still wants to get confirmation from the ISG's office. Board Member Golden stated the fifth location, which is the existing location here at city hall is still the cheapest option. Board Member McLaughlin Jr. stated that we should have a special meeting to discuss this further. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to have a special meeting on May 7, 2024, at 9 am.

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

10. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to review the email and application from Lindsay Trueb regarding insurance and worker's compensation. The Director stated that before we can get an estimate for costs, the Board would have to fill out the application. The Board discussed the estimated costs associated with the policies. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to have the Director be the signee and fill out the application with Lindsay Trueb.

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

11. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss the meeting on health insurance information. The Director stated the retirement office had a meeting with the HR office regarding the spreadsheet for retiree health insurance. The Director stated he asked the HR Director if they could hide some fields on the spreadsheet that the retirement office did not need and was told no. Board Member Donaghey stated that did not jive with the conversation she had with the HR Director. The Director stated he only needs four fields of information on the spreadsheet. He stated we need the retiree's name, the insurance plan, the code, and the cost on a monthly basis. Board Member Golden discussed her process in payroll with the insurance sheets and asked the Director's process. The Director told the Board his processes and what the office is looking for. Board Member McLaughlin, Jr. stated he is interested in Board Member Golden's opinion on this for the next meeting. Board Member Golden stated she would like to sit with the retirement office to see our processes. The Director agreed. Board Member Colborne also agreed that this needs to be finalized by the next meeting on the 29th. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to have this finalized by the next meeting.

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

12. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to discuss the draft working from home policy from Attorney Sacco. Board Member Donaghey stated she would like to see specific hours, days, and other issues about working from home in the policy. Board Member Golden agreed. The Director stated the Board is currently open every day. Board Member Lyle stated he would like a cap on the number of days and hours. Board Member Donaghey agreed. The Director stated it is currently one day per week and seven and a half hours per day. The Director stated that if the office is closed, the sign on the door states they should call the number or email and the office gets back to them immediately. The Director told the Board his processes when currently working from home. Board Member Golden suggested putting a banner on the website. The Director agreed. The Board discussed the language in the policy. Chairman Lyle stated the

Director always communicates with him via email. Board Member Golden asked if the whole board should be notified rather than just the Chair. The Director stated he asked Attorney Sacco that and he stated it is usually with the approval of the Chair. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Lyle, it was unanimously **VOTED** by the Board to amend the policy for the next meeting.

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

Old and Other Business:

- Review the PRIT Statement for March.
- PERAC Memo #10-2024: Tobacco Company List.
- PERAC Memo #11-2024: Mandatory Retirement Board Member Training – 2nd Quarter 2024.
- PERAC Memo #12-2024: PERAC Regulations 840 CMR 4:00 and 25:00.
- PERAC Memo #13-2024: PERAC Regulations 840 CMR 2:00, 8:00, 11.00, 12:00 & 15.00.

The Board discussed the funding schedule, appropriation, and actuarial valuation. Chairman Lyle stated that we still have an outstanding rent expense to the City. Board Member Colborne asked how many of rent. Board Member Golden stated ten. The Director stated if he gets a bill, he'll pay it and the Board would vote on approving the cash disbursement warrant. The Board discussed the memo's and approving the annual statement in PROSPER. The Director stated he would like the Board to vote on authorizing the retirement office to get a credit card for any expenses W. B. Mason doesn't offer. The Board discussed no sales tax regarding the card. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to have Attorney Sacco review our regulations.

The date of the May meeting will be Wednesday, May 29th at 9:00 AM.
The date of the June meeting will be Wednesday, June 26th at 9:00 AM.

The Board congratulated Board Member Golden on her new position as CFO.

Michael Lyle ______ **Kerriann Golden** ______ **Ellen Donaghey** ______ **769**
Scott Colborne S.C ______ **John McLaughlin, Jr.** ______

On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 9:51 AM.

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

Respectfully submitted,

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Executive Director

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Chairman Lyle

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Board Member Colborne

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Board Member Donaghey

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Board Member Golden

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Board Member McLaughlin, Jr.