

Michael Lyle ML Kerriann Golden KG Ellen Donaghey ED 770
Scott Colborne SC John McLaughlin, Jr. JM

**Melrose Retirement Board Meeting
May 7, 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 9:01 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 possible locations for new office space.

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

The Director stated that he got legal opinion from Attorney Sacco, on which we are exempt from Ch.30B and under 23B because 23B is only actuary, accounting, investment, and legal and there is no requirement on cost. Attorney Sacco also reiterated there is no requirement regarding office space. The Director stated there is no procurement as far as cost to the lowest bidder just best value. The Director stated that having 3 different bids is best practice. The Director then went through each space with cost analysis. First, Main and West Foster = \$2,500, for 3 years, \$400 taxes, \$100 water/sewer, \$100 for buildout of office space each month totaling \$3,100. Additional costs are internet, cleaning, and trash and there is no parking besides municipal parking out back. No estimate of additional cost currently. Second, Eastern Bank = \$2,000 per month including utilities except internet and trash removal. Maintenance cleans common area, but office space would be additional cost monthly. Municipal parking is in the rear lot, but it is a very difficult lot to park. Third, 44 Grove Street = \$1,875 per month for 3 years. All utilities except internet included. No increases for the first 2 full years but could increase on the first month of the third year. Cleaning of common areas, kitchen, and bathrooms are all included, as well as trash and parking out back in municipal lot. Their offer is good through June 7, 2024. Board Member Colborne asked about parking directly out back, but those spots are not available to tenants only patients of the dental practice. Board Member Donaghey asked the Director which he preferred, he stated that Grove Street fits our needs best and is move in ready as well as the cheapest. Board Member Colborne stated that the parking for retirees is the best at the Grove Street

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location for accessibility and he is in favor of that location. The Director then went thought some additional options for the office spaces that are not move in ready and will not be ready for several months. Board Member Golden inquired about space for the monthly board meetings at Grove Street. The Director explained there is space within what would be his office to keep the boardroom table and tv. The common area is well kept and is available for us to use. Board Member Colborne asked if the only downside to Grove Street was the potential increase after the 2nd full year. The Director answered yes. Board Member Colborne stated he was in favor of the Grove Street location. Board Member McLaughlin Jr. asked Board Member Golden her perspective on the additional cost to the budget for the city and what the city's plan is for the current office space. He then discussed the costs associated with moving to Grove Street opposed to the cost of staying in city hall. Board Member McLaughlin Jr., does not want to put the city in any kind of hardship, how does it affect the budget and the city's desire for this office space in city hall. Board Member Golden stated the cost would just be absorbed into the mandated appropriation. The mayor did put an override on the ballot, and she knows there is a space shortage in city hall. The space planning members are looking to shuffle some offices. She then stated she feels there's unnecessary friction between the city and retirement board. The retirement office as far as Board Member Golden knows was not on the list for change until 2026. Board Member McLaughlin, Jr. stated we should visit the Grove Street office. The Director explained that we did cut expenses in last year's budget and he's working on the current budget. The Board discussed the impact of moving out for the budget and appropriation. The Board discussed putting this back on the agenda for the May 29th board meeting. Board Member Golden stated the best option would be to stay in city hall at \$12,000/year. The Director stated that if we are not signing the lease agreement, PERAC stated we cannot pay the city without a lease agreement. Chairman Lyle stated that if we leave or stay, we still need our own EIN number and liability insurance. Board Member Golden questioned if the Treasurer should still file our taxes if we get our own EIN number and asked if the Director would now be doing that. The Director stated the Treasurer would do that through a separate EIN. The Board discussed filing the taxes with two different EIN numbers and the Director explained he had a conversation with the Treasurer about that. Board Member Colborne asked Board Member Golden her opinion and asked if she is in favor of the retirement office staying at city hall. She said yes because it is the best option based on the city's finances right now and it's the most fiscally responsible. Board Member Golden will inquire with the space planning members and see what the desires are for the retirement office space for the future, and she will bring it to the next meeting. Board Member McLaughlin Jr. asked if it would be possible to look at the space at 44 Grove Street before or directly after our next board meeting. The Director stated he would call the realtor and arrange for a couple of times to meet everyone's schedule. Chairman Lyle stated that the Director should call the two other locations and tell them they no longer need to hold the space for the retirement office.

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Scott Colborne S.C. John McLaughlin, Jr. JM

Board Member Colborne: Yes
Board Member Donaghey: Yes
Board Member Golden: Yes
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 9:27 AM.

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

Respectfully submitted,

Adrian Trumbull
Executive Director

Michael Lyle
Chairman Lyle

Scott Colborne
Board Member Colborne

Ellen Donaghey
Board Member Donaghey

Kerriann Golden
Board Member Golden

John McLaughlin, Jr.
Board Member McLaughlin, Jr.