

Michael Lyle ML Kerriann Golden KG Jill Irvin Ji 778
Scott Colborne S.C. John McLaughlin, Jr. _____

Melrose Retirement Board Meeting
July 31, 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 Colborne, Golden, Irvin, and McLaughlin, Jr. present. Also in attendance was Executive Director Adam Travinski.

New Business:

1. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to approve the Regular Session minutes from the June 26, 2024, meeting and sign them into record.
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 #07-2024 and Retirement Payroll Warrant #07-2024 for the month of July.
3. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss a member's disability retirement application. The Director stated an employee is applying for hypertension but is still actively employed. Chairman Lyle stated we can send it to PERAC for the medical panel. The Board discussed the process for a medical panel and agreed to send it to PERAC.
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 the following certificates for retirement:
 - Certificate #369. Kim Carroll. Ms. Carroll was a Paraprofessional for the School Department with 10 years of creditable service. She retired on June 30, 2024, and chose Option A.
 - Certificate #370. Deidre Roscigno. Ms. Roscigno was a Paraprofessional for the School Department with 18 years and 5 months of creditable service. She retired on June 30, 2024, and chose Option A.
 - Certificate #247. P. Diane Brown. Ms. Brown was a Paraprofessional for the School Department with 24 years and 6 months of creditable service. She retired on June 30, 2024, and chose Option C.
 - Certificate #248. Robert Mann. Mr. Mann was a Police Officer for the Police Department with 21 years of creditable service. He retired on June 8, 2024, and chose Option C.

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- Certificate #249. Lianne Kamp. Ms. Kamp was a Paraprofessional for the School Department with 10 years of creditable service. She retired on June 30, 2024, and chose Option C.

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 the 2024 budget. The Director stated we had an issue with EIN and dealing with the IRS, so we will not have that piece finalized for the budget. The Director stated the changes made to the budget were the 0% salaries for the Director and Administrative Assistant. He then stated that her salary was increased to 30 hours per week in September as the Board previously voted. He then stated that the reduction on his stipend was reflected in July through the end of the year. The Director stated the rent expense of \$12,000 per year is still in there and the policies will be in the budget under administrative expenses. Board Member Colborne asked how about the rent expense. The Director stated we haven't paid anything back to the City since the rental agreement is not signed. Chairman Lyle stated that he filed a complaint with the DPW regarding the rodent issue in the retirement office. The Board discussed the snap traps in the office without bait in them, and there should be peanut butter in there to attract the rodents. The Board discussed the smell of dead rodents and moldy smell. Board Member Irvin asked the Director if he had access to the DPW portal for complaints and stated she will send him the link. The Board discussed more line items in the budget up to date. The Director stated that the retirement office started working on the spreadsheet for health insurance changes with HR. Chairman Lyle stated he did not see any monthly summaries on the agenda. The Director stated he was going to do them this month since the Board did not discuss that last month. He stated that we can go forward with those summaries if the Board would like. Board Member Golden stated she would like to see the monthly summaries going forward with the new hires. The Board discussed the new hires and inactives from the schools. The Director updated the Board on process of getting the inactives out of the system. The Director stated that in 10 years, he's had to deal with 5 different business managers and have different payroll officers at the schools which is an average of two per year. The Board discussed the hour threshold for their membership in the supplemental regulations. The Director stated they office is working on federal taxes, once we are done with that the administrative assistant will work on the inactives. The Director and Board discussed getting rid of the sick leave buyback stipend going forward as well. The Director stated it would be a \$1,900 reduction in his pay going forward. He asked that the Board consider putting it in his pay. Board Member McLaughlin, Jr. stated he doesn't think a pay cut is warranted, and he brought that up at prior meetings. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne it was unanimously **VOTED** by the Board to increase the Director's pay by \$1,900 retroactive to July 1st. Board Member Golden discussed the City's reduction for the health insurance and sick leave buyback stipend.

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

- Lisa Young. Ms. Young was an Administrative Assistant for the Housing Authority with 19 years and 8 months of creditable service. The Board will transfer her account to the Medford Retirement Board.
- Dale Parsons. Mr. Parsons was a Police Officer for the Police Department with 8 year and 2 months of creditable service. The Board will transfer his account to the Middlesex County Retirement System.

7. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin, Jr., it was unanimously **VOTED** by the Board to review and approve the Cashbooks for June. The Director explained the cashbooks to Board Member Irvin.

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

Old and Other Business:

- Review the PRIT Statement for June. The Board discussed the fund and that their current funding schedule in through 2039 since the Board pushed the schedule out a couple times to help the City out.
- PERAC Memo #15-2024: 91 A PROSPER Tasks.
- PERAC Memo #16-2024: Forfeiture of Retirement Allowance for Dereliction of Duty by Members.
- PERAC Memo #17-2024: Mandatory Retirement Board Member Training- 3rd Quarter, 2024.
- PERAC Memo #18-2024: Audit Process Via PROSPER.
- PERAC Investment Report 2023. The Board discussed the report and where Melrose and other communities stand.
- OIG- Post-Retirement Earnings Limits for MA Public Employees.

The date of the August meeting will be Wednesday, August 28th at 9:00 AM.

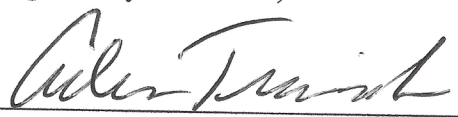
The date of the September meeting will be Wednesday, September 25th at 9:00 AM.

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The Director stated he will be using some vacation time before the end of August, so he doesn't lose it.

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

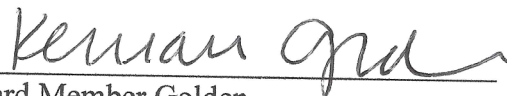
Respectfully submitted,


Executive Director


Chairman Lyle


Board Member Colborne


Board Member Irvin


Board Member Golden

Board Member McLaughlin, Jr.