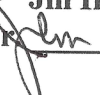


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Michael Lyle  Kerriann Golden  Jill Irvin  825
Scott Colborne  John McLaughlin, Jr. 

**Melrose Special Board Meeting
April 8, 2025**

The Special 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 approximately 9:00 AM by Chair Lyle with Board Members Golden, Irvin, and Board Member Colborne present remotely. Also in attendance were Executive Director Adam Travinski, and Administrative Assistant Kristine Rizzo. The audio version of the meeting is available upon request.

New Business:

1. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss and review the Executive Director's job description and the transition.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Chair Lyle:	Yes

The Board reviewed and discussed revising the summary, the essential job functions, supervision, minimum qualifications, and job environment of the Executive Director's job description. Chair Lyle had several printed Executive Director job descriptions from other boards which he recommended incorporating in the Melrose Retirement Boards Executive Director's job description for posting.

Board Member Golden expressed that after searching for examples of Executive Director job descriptions, she really liked the way the Beverly Retirement Boards posting for Executive Director was laid out and how the format was presented. Board Member Golden also expressed the need for the number of retirees to be shown in the job description as well. The Board agreed. The Executive Director suggested numerous changes to the job description. He explained how the job description should reflect MGL Ch. 32 and Public Employee Retirement Administration Commission (PERAC) requirements. The Board laid out several changes, adjustments, and additional job functions to the job description together. The Board also discussed where the actual job posting would be posted to i.e.: PERAC, MMA and the city's website as well as a timeline to apply. Board Member Irvin volunteered to make the drafted changes using her notes as well as Board Member Golden's notes for the next meeting. The Board agreed.

Michael Lyle ML Kerriann Golden KG Jill Irvin Ji 826
Scott Colborne SC John McLaughlin, Jr. Jm

The Board also discussed having another special meeting next week to review the drafted changes made to the Executive Director's job description by Board Member Irvin. Board Member Irvin also suggested bringing her laptop to the next meeting to make changes and adjustments to the draft to finalize the job description that day due to the urgency of the job posting. The Board agreed to hold another special meeting to finalize the job description on Tuesday, April 15, 2025.

The Board discussed the transition stage for the office. The Executive Director explained how he is working on current open items in the office – those being; disabilities, (transmittals have been approved), answering inquiries and questions regarding the mayor's early incentive email that went out citywide and that counseling is being handled by the Executive Director. The Executive Director explained we have one pending retirement application for a member calculated for July and the pending disabilities which are calculated. We are still waiting for final approval and paperwork to finalize them. He will also be working on the annual statement and hopes to finalize to before the May 1st deadline. Next week, we are focusing on balancing, paying bills and running retiree payroll and the cash disbursements warrant by Wednesday. The Executive Director finalized the last refund, and all 3(8)c's have been billed, and we are receiving our checks back from other boards for 3(8)c payments.

Board Member Golden expressed concern regarding the transition. She discussed giving the Administrative Assistants' support in the interim until a new Executive Director is hired. The Board discussed concern about the transition that the Executive Director will not be able to support the office once he is transitioned to his new role. The Board discussed that the Administrative Assistant does not have complete knowledge of certain job functions of the Executive Director. Chair Lyle asked for contact information for a PERAC or PTG to fill in and guide during the transition.

The Board discussed giving access to the other board members for read-only access to retirement board systems and portals. Board Member Irvin discussed the importance of having access to all retirement systems. The Executive Director stated that he has just received a form for the Administrative Assistant to have access to Mass PRIM funds. Board Member Golden expressed concern about the Executive Director's transition and returning during certain times of the month to complete critical job functions. She also is very concerned about the state guidelines for working for two (2) different municipalities at the same time. Board Member Golden also stated, as a Board, we need to be aware and cautious that these situations will not be in violation of other arrangements and contractual agreements with other municipalities. Chair Lyle stated he will reach out to Attorney Sacco, Ken Hill, PERAC and PTG for support options during the transition.

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Scott Colborne SC John McLaughlin, Jr. JM

Board Member Irvin discussed the importance of an open action item list for the retirement office during the transition period. She suggested creating a daily working hit list of actions and issues that arise and need to be put on hold during the transition so that the Board is aware of these issues as they come up. Board Member Colborne suggested reaching out to former Executive Director Mike Pasquariello for guidance. Board Member Irvin suggested share point to share daily issues that arise for member services, retirement counseling, etc ... she will create a file for all to access called tracker/transition issues. The Board also discussed the importance of completing the annual statement by the Executive Director before he leaves. The Executive Director stated that he will be working for the next 2 days and not accepting appointments in order to complete the annual statement. He also stated that the PERAC auditors are still working on the last audit and have not reached out in a while, but the audit is still pending.

The Board discussed the city's separation incentive agreement for the Executive Director and compensation to the Administrative Assistant in the interim to run operations until a new Executive Director is hired. The Board agreed to discuss it at the next meeting which will be held on Tuesday, April 15, 2025.

On a motion made by Board Member Golden and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 11:36 AM.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Chair Lyle:	Yes

Respectfully submitted,

Ked B...
Executive Director

Chair Lyle

Board Member Colborne

Board Member Irvin

Board Member Golden

Board Member McLaughlin, Jr.