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Michael Lyle ______ **Kerriann Golden** ______ **Jill Irvin** ______ **828**
Scott Colborne ______ **John McLaughlin, Jr.** ______

Melrose Special Board Meeting
April 15, 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, are present 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 Golden and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss and review the drafted changes to the Executive Director's job description.

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

Board Member Irvin brought her laptop to the meeting and as the changes and adjustments were discussed and agreed to by the Board, the changes were made. The Board reviewed, revised and discussed several changes and in the end, finalized the Executive Director's job description. Chair Lyle also suggested changing Chairman to just "Chair". The Board agreed. The Board discussed the job posting to specific websites. The Executive Director said he will post it to the PERAC website. Board Member Golden talked about the cost to the MMA website, and it was agreed to look further and discuss at the next board meeting. Board Member Irvin asked the Administrative Assistant if she had access to the city website (more specifically) the retirement boards page. The Executive Director said that he didn't have access and refers changes to Thomas Dalton, Communications Manager in the Mayor's office.

On a motion made by Board Member Irvin and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to accept the finalized version of the Executive Director's job description.

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

Michael Lyle ___ **Kerriann Golden** ___ **Jill Irvin** ___ **829**
Scott Colborne ___ **John McLaughlin, Jr.** ___

2. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss the separation incentive for the Executive Director.

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

The Executive Director spoke respectfully regarding his successful tenure with the Board. He described his years of service as successful, organized, and dedicated service to our retirees and members. He asked the Board to allow this payment and take into consideration that it would be distributed as a payroll expense rather than a separation incentive. He added that the payroll budget has come under budget for the last several years. Chair Lyle and Board Member Colborne were in favor of the distribution payment to the Executive Director. Board Member Golden thanked the Executive Director for his service and especially the work he has put in over the last few weeks and then explained how the separation incentive was to downsize the work force otherwise the city could face up to 60 layoffs next year. She also stated the incentive was for a reduction of the workforce and so far there are only four (4) employees that are taking the separation incentive. She also stated that even though the office has come under budget it has increased by 94% as far as cost for salary and benefits and she doesn't feel this is the purpose of the incentive. Board Member Irvin stated that she was in favor of salary adjustments and increases when it was appropriate and when policies were in place to make vacation payouts, she was in favor but this incentive is not a policy she can agree to at this time, respectfully. Board Member Colborne suggested we term it something other than an incentive. The Executive Director said we could term it anything we wanted per the Board. Board Member Golden and Board Member Irvin were not in favor of the distribution payment. The Board decided to hold the vote for the April 30, 2025, meeting.

On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to vote for the separation incentive for the Executive Director.

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

Michael Lyle MJL **Kerriann Golden** KG **Jill Irvin** JI 830
Scott Colborne SC **John McLaughlin, Jr.** JM

The Board then opened up the forum for voting and supporting the incentive.

Board Member Colborne:	Yes
Board Member Golden:	No
Board Member Irvin:	No
Chair Lyle:	Yes

3. On a motion made by Board Member Irvin and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss a possible salary increase and job title change for the Administrative Assistant during the interim transition.

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

The Executive Director discussed we revised the salary survey by adding job titles to the most recent survey to get a better understanding of how the other boards operate. The board discussed the day-to-day operations that can be handled for the interim by Administrative Assistant, Kristine Rizzo, with the hopes of continued cross training from the incoming Director. Board Member Irvin asked the Executive Director if he would be able to stay on during the bridge of service especially for monthly closings. The Board discussed the ethics behind the transition of working with two boards and how it needs to be discussed with legal counsel first and a contract drawn for protection of both parties. The Executive Director discussed how he was in touch with the State Ethics Commission. He explained that as long as he separates his time there is no problem working on a contractual basis. Chair Lyle expressed how he spoke with Attorney Sacco and found out that there needs to be a break in service according to the law. Board Member Golden explained how perhaps May 1st through June 30th would be a good place to start for contractual purposes. Chair Lyle discussed how legal counsel needs to draw a contract and compensation plan for the Executive Director's per diem work. The Board agreed to hold the discussion until the April 30th meeting. The Administrative Assistant stated how she does not work on Fridays, so she asked the Board if she should have a banner created to reflect that the office is closed on Fridays. She will also change the sign on the door to reflect the changes; emails, phone numbers and all contact information to hers. Board Member Golden discussed the Administrative Assistant's hourly rate is currently $42.20 per hour and suggested that $50.00 per hour is a reasonable transition rate based on 30 hours. The Board agreed that $78,000 will be Administrative Assistant, Kristine Rizzo's interim salary.

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Scott Colborne ______ **John McLaughlin, Jr.** ______

On a motion made by Board Member Irvin and seconded by Board Member Golden, it was unanimously **VOTED** to increase the Administrative Assistant's salary to $78,000 and change title to interim Assistant Director.

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

Board Member Golden also discussed questions that the city's Human Resources department had for the office. The questions were all discussed and answered by Executive Director and Administrative Assistant. Chair Lyle also asked that a notice to the retirees should be sent to inform them of the resignation of the Executive Director.

The Board agreed that when sending the COLA letter to the retirees next month, include a special announcement regarding the Executive Director's resignation.

Board Member Irvin discussed the action items she created. A spreadsheet/calendar of deadlines, up and coming meetings, payroll deadlines and operational updates was added to the shared drive that the retirement office is responsible for. The Board discussed all of the coming deadlines for the next few months and the importance of following along and making sure that all deadlines are kept.

On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** to adjourn the meeting at 10:35 AM.

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

Respectfully submitted,

____
Executive Director

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Chair Lyle

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Board Member Colborne

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Board Member Irvin

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Board Member Golden

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Board Member McLaughlin, Jr.