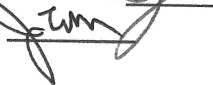


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By City Clerks Office at 1:59 pm, Aug 26, 2025

Michael Lyle  Kerriann Golden  Jill Irvin  832
Scott Colborne  John McLaughlin, Jr. 

**Melrose Retirement Board Meeting
April 30, 2025**

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 9:07 AM by Chair Lyle with Board Members Golden, Irvin, and McLaughlin, Jr. present and Board Member Colborne present remotely. Also in attendance was Assistant Administrator, Kristine Rizzo. The audio version of the meeting is available upon request.

New Business:

1. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss and review the regular minutes of March 26, 2025, and Special Board Meeting Minutes of April 8, 2025, and April 15, 2025.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

2. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss issuing payment for Cash Disbursement Warrant # 04-2025 and Retiree Payroll Warrant # 04-2025 for the month of April.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

3. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss refunds, rollovers, and transfers.

- Jennifer Ayer: Ms. Ayer was a Paraprofessional for the School Department with 1 year and 0 months of creditable service. The Board will refund his account.

Michael Lyle ML Kerriann Golden KG Jill Irvin Ji 833
Scott Colborne SC John McLaughlin, Jr. JM

Board Member Colborne: Yes
Board Member Golden: Yes
Board Member Irvin: Yes
Board Member McLaughlin, Jr. Yes
Chair Lyle: Yes

4. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss retiree certificates.

- Certificate #251. David Akell. Mr. Akell was a Sergeant for the Police Department with 27 years of credible service. He retired on February 18, 2025, and chose Option C.

Board Member Colborne: Yes
Board Member Golden: Yes
Board Member Irvin: Yes
Board Member McLaughlin, Jr. Yes
Chair Lyle: Yes

5. On a motion made by Board Member McLaughlin, Jr. and seconded by Board Member Colborne, it was unanimously **VOTED** by the Board to discuss cashbooks.

Board Member Colborne: Yes
Board Member Golden: Yes
Board Member Irvin: Yes
Board Member McLaughlin, Jr. Yes
Chair Lyle: 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 discuss bank reconciliations.

Board Member Colborne: Yes
Board Member Golden: Yes
Board Member Irvin: Yes
Board Member McLaughlin, Jr. Yes
Chair Lyle: Yes

Michael Lyle ML Kerriann Golden KG Jill Irvin Ji 834
Scott Colborne SC John McLaughlin, Jr. JM

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 the monthly summary of retirement board operations.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	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 discuss and review the 2024 annual statement.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	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 the VRC contract.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

10. On a motion made by Board Member Colborne and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to discuss Treasurer's return plan and return procedures.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

Michael Lyle My Kerriann Golden ky Jill Irvin Ji 835
Scott Colborne sc John McLaughlin, Jr. em

11. 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 5th Board Member letter of interest and resumes.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

Chair Lyle opened the discussion to review the candidates resumes. Board Member McLaughlin, Jr., explained that he spoke with Bill Keefe and said Board Member McLaughlin, Jr., would have no role in contributing to the process as the outgoing 5th Board Member. The Board reviewed each of the 10 resumes received and narrowed it down to 3 final candidates for interview. The Assistant Administrator, Kristine Rizzo, was asked to arrange for interviews for a Special Meeting on Monday, May 5, 2025. Board Member Golden suggested a standard list of questions to ask each of the candidates. The Board narrowed the questions down to 9 in total, which Board Member Irvin will draft and email to the Board members. Chair Lyle suggested conducting the meetings via ZOOM for Board Member Colborne. Assistant Administrator, Kristine Rizzo will contact IT to make those arrangements and confirm with the Board.

Old and Other Business:

- Review the PRIT Fund statements for March 2025, the Performance Summary for March 2025.
- PERAC Memo's 11-2025, 12-2025, 13-2025 & 14-2025.
- Discuss PERAC's Attestation Statement.
- Discuss separation incentive and per diem contract.
- Schedule of the upcoming Board Meetings.

Board Member McLaughlin, Jr., explained that his attestation statement has already been signed and sent back to PERAC. His end date for his commitment to the Board is June 27, 2025.

The Board discussed the separation incentive for the former Executive Director, Adam Travinski. At the last meeting, the Board was tied 2/2 for and against the incentive and tabled the final decision until Board Member McLaughlin, Jr., could vote. Board Member McLaughlin, Jr., explained that his understanding for this incentive was for a separation agreement that the city came out with for employees separating or retiring. Board Member McLaughlin, Jr., vote is NO for the former Executive Director, Adam Travinski, to receive the incentive. Board Member Colborne asked to open a discussion for perhaps to give the former Executive Director, Adam Travinski, a bonus type payment for his successful 11 years here with the retirement board, his willingness to help out in the interim with office operations until a new director is hired for a

Michael Lyle ML Kerriann Golden KG Jill Irvin Ji 836
Scott Colborne SC John McLaughlin, Jr. Jm

monetary payment. Board Member Golden talked about the actual intention of the incentive was to separate from the city and reduce FTE count. While working in the public sector, there typically are no bonuses handed out because the money is taxpayer money which comes in the appropriation every year and gets funded from the PRIT fund.

On a motion made by Board Member Golden and seconded by Board Member Irvin, it was **VOTED** by the Board to deny the separation incentive for former Executive Director, Adam Travinski.

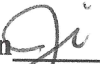
Board Member Colborne:	No
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

On a motion made by Board Member Golden and seconded by Board Member Irvin, it was unanimously **VOTED** by the Board to discuss the next steps for the part-time per-diem agreement, for former Executive Director, Adam Travinski, to assist in the interim until a new director is hired.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

Board Member Golden explained that last month Attorney Sacco and Ken Hill were both helpful last month with questions she had. The Board discussed competitive compensation for Adam Travinski's agreement. Chair Lyle explained that he would suggest a range of salary proposals to former Executive Director, Adam Travinski, to be between \$125 - \$150 per hour. The Board also discussed some of the contract terms and duties to be drafted in the agreement. Chair Lyle will call Attorney Sacco today to draft an agreement for that meeting on May 5, 2025.

Board Member Irvin asked Assistant Administrator, Kristine Rizzo, to post the public agenda for the Special Board Meeting once the arrangements have been made for 5th member interviews and the contract for the per-diem agreement.

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On a motion made by Board Member Golden and seconded by Board Member Irvin, it was unanimously **VOTED** by the Board to ask Human Resources to use their resources to post the Executive Director's job description on the city's website and to MMA.

Board Member Colborne:	Yes
Board Member Golden:	Yes
Board Member Irvin:	Yes
Board Member McLaughlin, Jr.	Yes
Chair Lyle:	Yes

Lastly, Board Member Irvin discussed the "TRACKER" in the shared folder has some open items that need attention including the 91A's, which still have some grace time which PERAC provides. She asked that Assistant Administrator, Kristine Rizzo, update that folder after this meeting so things do not get lost in the transition.

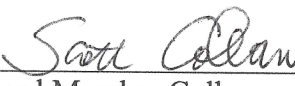
The date of the May meeting will be Wednesday, May 28th at 9:00 AM.
The date of the June meeting will be Wednesday, June 25th at 9:00 AM.

On a motion made by Board Member McLaughlin, Jr., and seconded by Board Member Colborne, it was unanimously **VOTED** to adjourn the meeting at 10:12 AM.

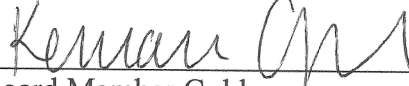
Respectfully submitted,

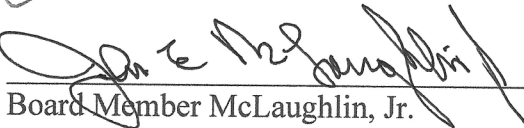

Assistant Administrator


Chair Lyle


Board Member Colborne


Board Member Irvin


Board Member Golden


Board Member McLaughlin, Jr.