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Michael Lyle MK **Kerriann Golden** KG **Jill Irvin** JI **841**
Scott Colborne ____ **John McLaughlin, Jr.** JMcL

Melrose Retirement Board Meeting
May 28, 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 9:02 AM by Chair Lyle with Board Members Colborne, Golden, Irvin, and McLaughlin Jr., present. No roll call needed for today's meeting. All Board Members present. 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 Colborne, it was unanimously **VOTED** by the Board to discuss and review the regular board meeting minutes from April 30, 2025, and the Special Board Meeting minutes from May 5, 2025.

2. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** by the Board to discuss issuing payment for Cash Disbursement Warrant # 05-2025 and Retiree Payroll Warrant # 05-2025 for the month of May.

   Board Member Golden wanted to make the board members aware that Adam Travinski is being paid as an employee through payroll and is current with pay status.

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.

   - Adam Travinski: Mr. Travinski was the Executive Director of the Melrose Retirement Board with 19.6667 years of credible service. The Board will transfer his account to the Beverly Retirement Board.
   - Jay McNeil: Mr. McNeil was the Facilities Manager for the DPW with 4.9167 years of credible service. The Board will transfer his account to the Arlington Retirement Board.

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 cashbooks.

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 bank reconciliations.

6. On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** by the Board to review the monthly summary of retirement board operations.

7. 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 vote on the 5th member appointment.

   Chair Lyle asked that Assistant Administrator, Kristine Rizzo, contact Michael Lucas via email (suggested by Board Member Irvin) to set up a time to discuss next steps moving forward with the Board as the new 5th member. It was also discussed that the Board have a formal vote for the appointment of Michael Lucas as the Melrose Retirement Boards new 5th Member.

   On a motion made by Board Member Colborne, and seconded by Board Member Golden, it was unanimously **VOTED** by the Board to appoint Michael Lucas as the 5th Board Member.

Old and Other Business:

- Review the PRIT Fund statements for April 2025, the Performance Summary for April 2025.
- Discuss and review Executive Director applicants.
  Board Member Irvin discussed that the MMA website had a glitch where the post for the Executive Director was not shown in the description. She also thinks that the job posts should be kept on all the sites until we get a larger pool of candidates with job experience specifically retirement experience. Board Member Golden explained that she was the hiring manager a few times and suggested that we wait but at some point, there has to be a decision made but would ideally like to get a candidate with Chp. 32 experience. She suggested we review all the candidates at the June 25, 2025, meeting. Board Member Irvin suggested reaching out to Attorney Sacco to see if he has a network to reach out to.
- Preliminary budget discussion.
- Discuss the TRACKER information and any open items.
- Schedule of the upcoming Board Meetings.

Michael Lyle ML **Kerriann Golden** _____ **Jill Irvin** JI **843**
Scott Colborne _____ **John McLaughlin, Jr.** JM

The date of the June meeting will be Wednesday, June 25th at 9:00 AM.
The date of the June meeting will be Wednesday, July30th at 9:00 AM.

On a motion made by Board Member Colborne and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** to adjourn the meeting at 9:33 AM.

Respectfully submitted,

Assistant Administrator

Chair Lyle

Board Member Colborne

Board Member Irvin

Board Member Golden

Board Member McLaughlin, Jr.