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By City Clerks Office at 2:22 pm, Aug 26, 2025

Michael Lyle ML Kerriann Golden KLG Jill Irvin Ji 844  
Scott Colborne SC John McLaughlin, Jr \_\_\_\_\_

**Melrose Retirement Board Meeting  
June 25, 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 AM by Chair Lyle with Board Members Golden, Irvin, and McLaughlin Jr, present. Board Member Colborne was present via conference call. 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 May 28, 2025.
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 # 06-2025 and Retiree Payroll Warrant # 06-2025 for the month of June.
3. On a motion made by Board Member Colborne, and seconded by Board Member McLaughlin Jr, it was unanimously **VOTED** by the Board to discuss refunds, rollovers, and transfers.
  - Ivan Kwagala: Mr. Kwagala was a Health Inspector with 1.750 years of credible service. The Board will transfer his account to the Worcester Retirement System.
  - Kristin Foote: Ms. Foote was the City Clerk with 7.250 years of credible service. The Board will transfer her account to the Everett Retirement System.
  - Shelby Puracchio: Ms. Puracchio was a Health Inspector Trainee with 1.1667 years of credible service. The Board will transfer her account to the Wakefield Retirement Board.
  - Amber Casey: Ms. Casey was a Paraprofessional with 2.4167 years of credible service. She will be receiving a refund from the Board.
  - Michael Carlino: Mr. Carlino was a Health Inspector with 1.4167 years of credible service. The Board will roll over his account to Fidelity Investments.
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 #252: Paul Thomas. Mr. Thomas was a Custodian with the Department of Public Works with 13.6667 years of creditable service. He retired on May 1, 2025, and chose Option C.

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

The Board discussed a new route and hiring tactics for the Executive Director's position. Board Member Irvin explained that she thinks the job description should be "simplified". She described and compared our job posting to the post that Saugus Retirement Board has listed. Their approach seems to be a little less descriptive, but it does appear that they have leveraged some of our job description and mimicked our salary range. Board Member Irvin also suggested that we post the job on INDEED. Board Member Golden mentioned she will reach out to the Town Accountant who sits on the Board in Saugus to see what kind of results for applicants they have received. Board Member McLaughlin Jr. suggested speaking to a recruiting firm that specializes in placement for municipalities. He suggested having the recruiting firm reach out to all the Assistant Director's/Assistant Administrators in the local municipalities to see if they are interested. Board Member Irvin added she would reach out to the recruiting firm, collect the information from the companies and try to simplify the job description. Chair Lyle thought it would be best to consult the recruitment firm first before making any changes to the job description and have them decide if and how it should be simplified. The Board agreed.

**Old and Other Business:**

- Review the PRIT Fund statements for May 2025, and the PRIT fund FY26' automatic redemption and monthly maintenance election form.
- Discuss insurance policy for office for retirement board/city property.
- PERAC Memo #15-2025.
- Discuss the draft of the GASB 67 and 68 report.
- Preliminary budget discussion.
- Discuss and review retirement office accruals and comp time.
- Discuss the TRACKER information and any open items.
- Schedule of the upcoming Board Meetings.

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The Board discussed the insurance policy for the retirement office. Board Member McLaughlin Jr. suggested dropping the personal property policy. He stated that all of the other numbers line up and bind all the other policies. Assistant Administrator, Kristine Rizzo stated she would contact Lindsay Trueb and find out if those changes can be made and what they can do for an extension of time to bind and inform Chair Lyle.

The Board discussed preliminary budget talks. Assistant Administrator, Kristine Rizzo, explained that she and Adam Travinski have been inundated with other office operations when we work together at night or on weekends, but she would begin the "draft budget" for the next board meeting in July and present it with the board packet.

On a motion made by Board Member Irvin, and seconded by Board Member McLaughlin Jr., it was unanimously **VOTED** by the Board to compensate the Assistant Administrator, Kristine Rizzo, for her comp time on a monthly basis. She will submit an invoice to payroll and/or the city Auditor and Board Member, Kerri Golden, at the end of each month to be paid through payroll.

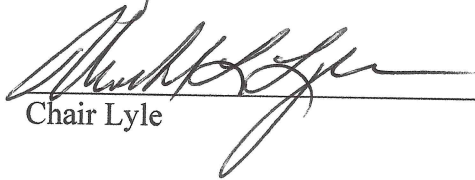
Chair Lyle and the Board Members congratulated Board Member McLaughlin Jr. and thanked him for his time served with the Melrose Retirement Board.

The date of the July meeting will be Wednesday, July 30<sup>th</sup> at 9:00 AM.  
The date of the August meeting will be Wednesday, August 27<sup>th</sup> 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 9:53AM.

Respectfully submitted,

  
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Assistant Administrator

  
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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.