



**RECEIVED**

*By City Clerks Office at 10:19 am, Aug 20, 2025*

## **NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS**

**ORGANIZATION: Melrose Retirement Board**

**MEETING DATE: August 27, 2025**

**TIME: 9:00 am**

**MEETING LOCATION: Retirement Office, 1<sup>st</sup> Floor, City Hall  
562 Main Street, Melrose, MA 02176**

**REQUESTED BY: Michael Lyle - Chair of the Board**

### **AGENDA**

- Discussing and reviewing the regular minutes of July 30, 2025.
- Discuss payments for Cash Disbursements Warrant #08-2025 and Retiree Payroll Warrant #08-2025 for the month of August.
- Review and approve refunds, rollovers, and transfers.
- Sign new retiree certificates.
- Discuss the cashbooks.
- Discuss the bank reconciliations.
- Review the monthly summaries of retirement board operations.
- Discuss and review the actuarial valuation and adopt a funding schedule.
- Discuss and review Executive Director job description and applicants.
- Review the PRIT statement for July.
- Review and discuss 2024 budget vs. actual expenditures and 2025 draft budget.
- Discuss the retirement office lease.
- Discuss posting of board meeting minutes online with the Clerk's office.
- Discuss new PRIM process re: wire transactions (3 days allowance). Add authorized user to account.
- Discuss and review PERAC audit preliminary finding and recommendations from 1/1/2018 – 12/31/2021.
- Discuss TRACKER information and any open items.
- Schedule of the upcoming Board Meetings.
- Any new business and other items not reasonably anticipated at the time of meeting posting.



# NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS