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By City Clerks Office at 12:32 pm, Dec 23, 2025



NOTICE OF MEETING CITY OF MELROSE, MASSACHUSETTS

ORGANIZATION: Melrose Retirement Board

MEETING DATE: December 31, 2025

TIME: 8:30 AM

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

REQUESTED BY: Michael L. Lyle - Chair of the Board

AGENDA

- Approve the Regular Board Meeting minutes from November 26, 2025.
- Discuss and review PERAC audit report (Hazardous Duty compensation).
- Discuss payments for the Cash Disbursements Warrant #12-2025 and Retiree Payroll Warrant #12-2025 for the month of December.
- Review and approve refunds, rollovers, and transfers.
- Review and approve the Retiree certificate.
- Discuss the cash books for November.
- Discuss the bank reconciliations for November.
- Review the weekly summaries of the retirement board operations.
- Discuss MRB staff education/training.
- Review the PRIT statement for November.
- Discuss and review Assistant Administrator position title and review the current job description.
- Review the PERAC Memo's #33-2025, #34-2025 & #35-2025.
- Executive Director update.
- Schedule of the upcoming Board Meetings.
- Any new business and other items not reasonably anticipated at the time of meeting posting.



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