

**RECEIVED**

By City Clerks Office at 12:59 pm, Jan 28, 2026

Michael Lyle ML Kerriann Golden KG Jill Irvin Ji 874  
Scott Colborne \_\_\_\_\_ Michael Lucas ML

**Melrose Retirement Board Meeting  
December 31, 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 Colborne, Golden, Irvin, and Lucas present. Also in attendance was Executive Director, Eric MacDonald and Assistant Administrator, Kristine Rizzo. The audio version of the meeting is available upon request.

**New Business:**

1. On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** by the Board to approve the Regular Board meeting minutes from November 26, 2025.
2. On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** by the Board to discuss issuing payment for Cash Disbursement Warrant #12-2025 and Retiree Payroll Warrant #12-2025 for the month of December.
3. On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** by the Board to discuss refunds, rollovers, and transfers.
  - Ednaija Lassiter: Ms. Lassiter was a METCO Coordinator with the school department with 0.4167 years of credible service. The Board will refund her funds on account.
  - Anthony Cappuccio: Mr. Cappuccio was transferred to Stoneham Retirement last month. Member deductions for the month of October were received late; therefore, we are sending the members' balance of funds on account to the Stoneham Retirement Board.
  - Tracy Breeden: Ms. Breeden was transferred to Woburn Retirement last month. Member deductions for the month of October were received late; therefore, we are sending the members' balance of funds on account to the Woburn Retirement Board.
  - Erin Keating: Ms. Keating was transferred to Woburn Retirement last month. Member deductions for the month of October were received late; therefore, we are sending the members' balance of funds on account to the Woburn Retirement Board.

Michael Lyle *me* Kerriann Golden *kg* Jill Irvin *Ji* 875  
Scott Colborne \_\_\_\_\_ Michael Lucas *ml*

4. On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** by the Board to review and approve the Retiree certificates.
  - Certificate #374: Lorraine Centore: Ms. Centore was a Paraprofessional with the School Department with 17.6667 years of creditable service. She retired on November 1, 2025, and chose Option A.
5. On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** by the Board to discuss cashbooks for November 2025.
6. On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** by the Board to discuss bank reconciliation for November 2025.
7. On a motion made by Board Member, and seconded by Board Member, was unanimously **VOTED** by the Board to review the weekly summaries of retirement board operations for December 2025.

**Old and Other Business:**

- Discuss MRB staff education/training.
- Review the PRIT statement for November 2025.
- Discuss and approve removal of “Interim” designation of Assistant Administrator position title and review current job description.
- Discuss and review the PERAC memo’s #33-2025, #34-2025 & #35-2025.
- Discuss and review PERAC audit report (Hazardous Duty compensation).
- Executive Director office operations update.
- Schedule the upcoming Board Meetings.

The date of the January meeting will be Wednesday, January 28, 2026, at **8:30** AM.  
The date of the February meeting will be Wednesday, February 25<sup>th</sup> at **8:30** AM.

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On a motion made by Board Member, and seconded by Board Member, it was unanimously **VOTED** to adjourn the meeting at AM.

Respectfully submitted,

Eric MacDonald  
Executive Director

Mark Lyle \_\_\_\_\_  
Chair Lyle Board Member Colborne

Jill Irvin \_\_\_\_\_  
Board Member Irvin Board Member Golden

Michael Lucas \_\_\_\_\_  
Board Member Lucas