



CITY OF MELROSE

MELROSE RETIREMENT BOARD

Michael L. Lyle, *Chairman*
Scott Colborne
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Monthly Summary

March 17, 2025

Review incoming emails.

Check mail – sort, stamp, copy, file.

Answer phone calls and review voice mails.

Morning review and updates on current office business with Adam.

Peabody Retirement Board- Correspondence on 3(8)c invoicing.

Adams- Correspondence on retirement application process and future retirement estimates.

Emelock – New Member enrollment forms reviewed, registered and posted to PTG.

Sheridan- Calculated final pro-rated payment due to death.

Sorrentino – Review options for new hire calculated deductions from OBRA to pension/annuity.

Terry – MTRS transfer member out.

Akell- Final calculation for retirement and uploads to PROSPER for approval.

Keohane- Meeting regarding future retirement estimates for financial planner.

Listen to recordings to summarize prior meeting minutes for December 2024.

Galante- Pro-rate final payment due to death.

Review health insurance changes for March.

Adjustments to annuities and pensions for March.

Research minute binder for purchase.

Listen to recordings to summarize prior meeting minutes for January 2025.

Armata – Review payroll funding for Albano and determine 11-2024 payroll warrant money gets moved back to depository after member passed away.

Ayer – Correspondence re: refund application and page 7 to be filled out at school department.

Armata- Correspondence regarding bank reconciliations.

Albano- Account review for ACH returns.

Reis- Meeting regarding account balance, option selection, taxes and future retirement estimates.

Fifth Board Member posting to PERAC and website.
Mooney- Correspondence regarding direct deposit, address, and affidavits.
Retiree inquiry re: change of election status in the city election system.
Eastern Bank- Meeting regarding Paul Mooney's account.
Boothe- Call regarding court appointed lawyer and conservatorship.
Lynn District Court – Mooney conservatorship inquiry with clerk's office.
Finalizing summarizing prior meeting minutes for January 2025.
Ladner- Meeting regarding Mooney's account.
Weekly payroll
Balance retiree payroll spreadsheet to payroll warrant.
Set up invoices for cash disbursements warrant.
Training session with Kristine on accounts in budget for setting up cash disbursements warrants.

March 19, 2025

Review incoming emails.
Check mail – sort, stamp, copy, file.
Answer phone calls and review voice mails.
Finalize summarizing prior meeting minutes for February 2025.
Morning review and updates on current office business with Adam.
Member Deductions – Review, found errors, corrected with Jessica and Stephanie, registered and post to PTG.
Ciampi – inquiry re: import results from error on member deductions.
Martorelli – Walk-in to drop off correspondence re: final payment reimbursement.
Martorelli- Adjust check/dd register for 1099 for death reimbursement payment.
Goodhue- Correspondence regarding retiree bank account and fraudulent charges.
Kirby- Adjust check/dd register for 1099 for death reimbursement payment.
State Retirement Board- Philogene transfer in processing in member account.
Process monthly retiree payroll warrant.
Rearrange and organize retirement files. Box older files for storage (audit completed).
Process monthly cash disbursements warrant.
Essex County Courts- Correspondence regarding conservatorship paperwork regarding retiree.
Morris- Walk in meeting regarding federal tax withholdings.
Cole- Correspondence regarding maintenance balance election form from PRIT.
PRIT- Initiate wire transfer for payroll.
Public notice and agenda for March.
Finalize meeting minutes.
Afternoon review and updates on current office business with Adam.

March 20, 2025

Review incoming emails.

Check mail – sort, stamp, copy, file.
Answer phone calls and review voice mails.
Morning review and updates on current office business with Adam.
Golden – Update on Mooney re: conservatorship.
Chelsea Retirement Board- Correspondence regarding 3(8)c invoicing.
Review PRIT statements for board meeting.
PROSPER- Member accounts review.
Review cashbooks.
Visit Beebe school to acquire a credenza for my desk. Jen from DPW will make the arrangements to move and also have top (cabinet) removed from existing desk and turn to face the door.
Make copies of HR letter re: open enrollment to add to monthly payroll mailing.
Prepare retiree monthly payroll for mailing.
Morgan- Correspondence regarding calculation of buyback to reach 10 years of creditable service.
Leman – Retiree widows passed in September 2024, daughter needs copy of 1099R to finalize tax return.
Baldi – Roll-over paperwork from Fidelity returned. Member will retrieve paperwork once back from vacation to hand deliver to brokerage.
Posting public notice and agenda for the board meeting.
Prepare draft minutes for the board meeting.
Disability applicants accounts review for board meeting.

March 21, 2025

Review incoming emails.
Check mail – sort, stamp, copy, file.
Answer phone calls and review voice mails.
Review of PRIT statement and monthly accounting.
Review GASB 67 & 68 information.
Peck- Correspondence regarding OBRA distribution.
Prepare the draft minutes for the board meeting.
Scan and upload documents for the board meeting packet.
Prepare Cashbooks.
Reis- Meeting regarding benefits and health insurance.
Halpin- Meeting regarding annuity balance and refunds/rollovers.
Sorrentino- Correspondence regarding inactive member account and re-hire status for creditable service.
Marks- Correspondence regarding annual statement annuity balance and member self-service portal.
Prepare board meeting materials for all board members.