

Patrick Dello Russo
Richard Pitts

John O'Brien
JP O'Neil

Michael Lyle

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**Melrose Retirement Board Meeting
September 30, 2009**

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 9:00 AM by Chairman Dello Russo with members O'Brien; Lyle; Pitts and O'Neil in attendance. Also in attendance are Michael Pasquariello, Robert Van Campen, Ed Collina and Richard Sullivan.

New Business:

1. Richard Sullivan from Powers and Sullivan presented the Travel Audit Report (a hard copy of the report was distributed to each Board Member 1 week prior to the meeting. A copy of previous travel correspondence from PERAC was also distributed)

Mr. Sullivan stated that they tested 100% of the travel reimbursement expenses/transactions from the Board for the period January 1, 2004 through December 31, 2008 resulting in 13 findings. Mr. Sullivan stated that "there were a lot of situations where the policies and procedures were not always followed", noted there "was some travel all over the United States (Los Angeles, Las Vegas, Key West, and Carlsberg) and a little outside the United States to Puerto Rico". Mr. Sullivan also noted a Bedford, MA hotel expense reimbursement by the Board. Mr. Sullivan also referenced a PERAC issued travel audit report for the period 1995 through 2000 which had 12 findings which are similar to the findings in his report, such as unsupported documentation, policies and procedures not being followed and policies and procedures contrary to what PERAC recommends. Mr. Sullivan also stated "they did not find anything which would be a matter of fraud and does not have an opinion in the report on whether or not the Board received adequate return for the significant travel expenditures". Mr. Sullivan stated "the documentation was not as clear and supportive as it should have been. In the future the documentation should be clearer, such as including conference brochures, the entire program and itineraries". Mr. Sullivan also noted the reimbursement policy of \$75.00 per day for meals was not approved by PERAC and stated "in the future better supporting documentation is needed". Board Member O'Neil stated that the overnight stay in Bedford, MA was reimbursed to the Retirement Board as it was also noted in the PERAC audit. Mr. Sullivan stated he "was not aware of the reimbursement". Board Member O'Brien stated "that reimbursement should have shown up if we were following proper accounting policies and procedures".

The Chairman opened up the floor for any questions and discussion. The Executive Director stated that the Melrose Retirement Board follows policy and procedure 840 CMR 2.00 through 2.14 for Retirement Board Travel. Board Member O'Neil stated the Board did previously adopt this as the travel policy. Chairman Dello Russo stated "I

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looked at the PERAC audit from January 1995 through December 2000 and January 2003 through 2005 and the audit by Powers and Sullivan, these are egregious, poor practices that were granted by this Board" and referenced his June 29, 2007 memo addressing travel expenses which was distributed prior to the meeting to the Board Members. Chairman Dello Russo thanked Mr. Sullivan and stated the purpose of this work was "to make sure we do things correct and proper going forward". Chairman Dello Russo stated "this speaks volumes as to what has not been done properly and I think it is a disgrace that after both previous PERAC audits that we continued to have poor bookkeeping practices, it is a total disgrace". On a motion made by Board Member Pitts and seconded by Board Member Lyle it was unanimously VOTED by the Board to accept the Travel Audit Report conducted, prepared and presented by Powers and Sullivan.

Board Member O'Neil requested to receive his copy of the agenda via regular mail, as he does not have e-mail.

At 9:18 AM on a motion made by Board Member Lyle it was **VOTED** by **ROLL CALL** to **ENTER** into Executive Session.

ROLL CALL VOTE to enter EXECUTIVE SESSION:

Patrick Dello Russo	YES
John O'Brien	YES
Michael Lyle	YES
Dick Pitts	YES
JP O'Neil	YES

On a motion made by Board Member O'Brien and seconded by Board Member Pitts it was **VOTED** by **ROLL CALL** to **END** Executive Session at 9:30 AM and **return** to Open Session.

ROLL CALL VOTE to end EXECUTIVE SESSION:

Patrick Dello Russo	YES
John O'Brien	YES
Michael Lyle	YES
Dick Pitts	YES
JP O'Neil	YES

On a motion made by Board Member Lyle and seconded by Board Member O'Neil it was unanimously **VOTED** to approve the regular minutes of the August 26, 2009 meeting and sign them into record.

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Richard Pitts Rep. JP O'Neil JP

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On a motion made by Board Member Pitts and seconded by Board Member Lyle it was unanimously **VOTED** to approve the Executive Session minutes of August 26, 2009 and sign them into record.

On a motion made by Board Member Lyle and seconded by Board Member O'Brien it was unanimously **VOTED** by the Board to accept and process the received Applications for Withdrawal of Accumulated Total Deductions for:

- Steven H. Flanagan. Mr. Flanagan was a Systems Administrator with the Information Technology Department with a total of 3 years of creditable service.
- Anthony J. DeVito. Mr. DeVito was a Paraprofessional with the School Department with a total of 9 months of creditable service.
- Erica Muxie-Bellar. Ms. Muxie-Bellar was a Paraprofessional with the School Department with a total of 1 month of creditable service.

On a motion made by Board Member O'Brien and seconded by Board Member Lyle it was **VOTED** four to one (Board Member O'Neil was opposed) to issue for payment Retirement Expense Voucher # 47-2009, and **VOTED** unanimously to issue Retirement Payroll Allowance Paid Voucher for September 2009 on Voucher # 48.

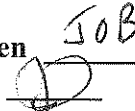
On a motion made by Board Member Pitts and seconded by Board Member Lyle it was unanimously **VOTED** by the Board to include for membership in the Melrose Retirement System:

- Certificate # 2798, Lynda Hertz, Paraprofessional - School System, hired 9-1-2009, group 1.
- Certificate # 2799, Ellen Stanton, Paraprofessional - School System, hired 9-1-2009, group 1.
- Certificate # 2800, Karen Janeiro, Paraprofessional - School System, hired 9-1-2009, group 1.
- Certificate # 2801, Christine Bossalini, Paraprofessional - School System, hired 9-1-2009, group 1.
- Certificate # 2802, Edwina Maughan, Paraprofessional - School System, hired 9-1-2009, group 1.
- Certificate # 2803, Brent McDonald, Paraprofessional - School System, hired 9-1-2009, group 1.

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Received Superannuation Retirement Applications from:

- Connie O'Connor, effective September 21, 2009. Ms. O'Connor was a Secretary in the School Department with 29 years and 9 months of creditable service and is choosing Option B.
- Susan Cochran, effective September 18, 2009. Ms. Cochran was a Secretary in the School Department with 25 years and 1 month of creditable service and is choosing Option A.
- Patricia MacEachern, effective October 31, 2009. Ms. MacEachern was a Paraprofessional in the School Department with 10 years of creditable service and is choosing Option B.
- Raymond Kennedy, effective November 30, 2009. Mr. Kennedy was a Custodian in the School Department with 32 years of creditable service and is choosing Option B.

On a motion made by Board Member O'Brien and seconded by Board Member Lyle it was unanimously **VOTED** to change the effective retirement date from October 10 to October 31, 2009 for Patricia MacEachern, per her amended application.

On a motion made by Board Member Pitts and seconded by Board Member Lyle it was unanimously **VOTED** by the Board to approve and process these applications as adjusted for Patricia MacEachern.

Received requests from the MA Teachers' Retirement System to transfer the accounts of:

Lilian Coolidge, Paraprofessional from 1-26-2006 to 8-11-2006
Marianne Reeves, Paraprofessional from 11-2-2004 to 6-30-2006
Sandra J. Gilbert, school department from 9-5-02 to 6/30/09

On a motion made by Board Member O'Brien and seconded by Board Member Pitts it was unanimously **VOTED** by the Board to process the above account transfer requests.

Received fall 2009 MACRS Conference registration form (\$250.00 per attendee). The conference is taking place in Springfield, MA from October 19 through October 21, 2009. The approximate cost for the hotel is \$360.00. Board Member O'Neil stated he is not yet sure if he will be attending.

On a motion made by Board Member Lyle and seconded by Board Member O'Brien it was unanimously **VOTED** by the Board to approve the Executive Director's attendance at the Conference.

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Received from PERAC the following Memorandums:

- Memo # 32/2009 (Adjusted Hedge Fund Limits)
- Memo # 33/2009 (COLA on Accidental Death Benefits)
- Memo # 34/2009 (New Information Required for Accidental Disability Allowance Calculations)
- Memo # 35/2009 (Uncompensated Time as elected Official or Library Trustee)

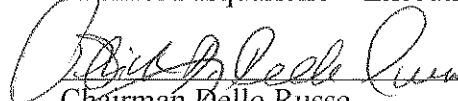
The date of the October meeting will be Wednesday, October 28th at 9:00 AM. The tentative dates of the November and December meetings will be Wednesday, November 18, 2009 and Wednesday, December 30, 2009 at 9:00 AM.


Old Business: N/A

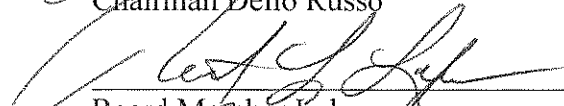
On a motion made by Board Member Lyle and seconded by Board Member Pitts it was unanimously VOTED to adjourn the meeting at 9:45 AM.

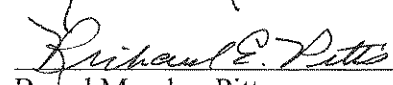
Respectfully submitted,


Michael Pasquariello - Executive Director


Chairman Dello Russo


Vice Chairman O'Brien


Board Member Lyle


Board Member Pitts


Board Member O'Neil