



City of Melrose City Council

Organizational Meeting/Regular Meeting

Monday, January 12, 2026, 7:45 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

AGENDA

NOTE:

To watch this meeting live visit mmtv3.org or local cable station MMTV (Channels 3, 15, 22 on Comcast or Channels 37, 38, 39 on Verizon)

I. CALL TO ORDER

Pledge of Allegiance

Jason Chen
Cal Finocchiaro
Brad Freeman
Maya Jamaledine
Manjula Karamcheti
Elizabeth Kowal
John Obremski
Christopher Park
Devin Romanul
Kimberly Vandiver
Ryan Williams

B. (ID # 2026-4): Oath of Office for all Elected City Councilors

C. (ID # 2026-5): Election of City Council President for 2026

D. (ID # 2026-6): Adoption of the Rules of Order for City Council for 2026

II. MINUTES APPROVAL

A. City Council Regular Meeting December 15, 2025 7:45 PM

III. PUBLIC COMMENT

When: Jan 12, 2026 07:45 PM Eastern Time (US and Canada)
Topic: Organizational Meeting/City Council Meeting

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose-org.zoom.us/j/96278307005?pwd=VwPcOkigPazd8n3Q5VvaAuwEaPTAq3.1>

IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS

V. NEW BUSINESS

A. Filings by the Honorable Mayor

i. Appointments/Reappointments

1. **(ID # 2026-1):** Appointment of Diane Casey, 60 Cochrane Street, to the Liquor Licensing Commission to complete the six-year term of Kevin Cronin who has resigned; said term to expire on the first Monday in June 2029.
2. **(ID # 2026-8):** Appointment of Rob Kirsh, 12 Garland Street, to the Melrose Parks Commission, to fulfill a five-year term of Brad Freeman who has resigned, set to expire on the First Monday of May 2028.
3. **(ID # 2026-9):** Appointment of Michael Tarmey, 5 Trenton Street, to the Melrose Council on Aging to complete the two year term of Margaret Ivins who has resigned; said term to expire on the last day of February 2027.

ii. Grants

1. **(ID # 2026-3):** Acceptance of EOHLC FY2026 Community Planning Grant Program

iii. Ordinances

1. **(ID # 2026-10):** Amending Chapter A, Article II, Section 210 of the Administrative Code of the City of Melrose to expand the authority of the Historical Commission to include regulatory authority as necessary for demolition review.

B. Petitions

- i. **(ID # 2026-52):** WR# 31196090 164 Essex Street National Grid to install Joint Owned Pole - Public Hearing request
- ii. **(ID # 2026-73):** WR # 31135450 4 Glendale Ave - Joint Pole Installation

VI. REPORTS FROM COMMITTEES

VII. EXPIRIES

VIII. RULE 36 REPORTS

IX. ADJOURNMENT

The City of Melrose does not discriminate based on disability and is committed to hosting accessible meetings and events. Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the

City of Melrose or to attend meetings, should contact the City's ADA Coordinator, Polina Latta
platta@cityofmelrose.org.

Newly Elected City Councilors for 2026-2028

Jason Chen – Two Year Term

William Bradley Freeman – Two Year Term

Elizabeth Kowal – Two Year Term

Christopher Park – Two Year Term

MELROSE CITY COUNCIL RULES OF ORDER



Adopted January 6, 2025

Amended February 4, 2025

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OVERVIEW

In accordance with [Melrose City Charter §2](#), except as otherwise may be provided by law or the Melrose City Charter, the legislative powers of the Melrose City Council may be exercised in a manner determined by the City Council. The following are the Melrose City Council Rules of Order, which set forth a set of adopted rules regulating procedures of the Melrose City Council in how it conducts business. These Rules are superseded only by the Melrose City Charter, §2 which details how this legislative branch of government functions. In addition, the Council shall be governed by Robert's Rules of Order, in all questions of parliamentary procedure not provided for by the Council's Rules of Order.

RULES OF ORDER

Rule 1 As set forth in the Melrose City Charter, regular meetings of the City Council shall be held at a time and place fixed by Ordinance. Regular meetings of the City Council shall be held in accordance with [§48-6](#) of the Administrative Code for the City.

Rule 2 According to the City Charter, special meetings of the City Council shall be held at the call of the president or members of the City Council, as outlined by [§2-6, C \(ii\)](#) of the City Charter. Special meetings may also be called by the Mayor per the procedure outlined in [§3-6](#) of the City Charter.

Rule 3 A majority of the Council or any Committee thereof shall constitute a quorum. Per [§2-6](#) of the City Charter, a quorum for the City Council consists of six (6) members. A quorum of a Committee is three (3) voting members; the President may be counted as a member of the quorum.

PRESIDENT¹

Rule 4 The President of the City Council shall take the chair at the scheduled hour, call the members to order and, on the appearance of a quorum, proceed with business for a full Council meeting.

Rule 5 In the absence of the President, the President Pro Tempore of the Council, who shall be the senior member in length of service present at the meeting, shall preside and call the Council to order. When two or more members have the same seniority, if the President knows beforehand of their absence, the President has the option to nominate the President Pro Tempore before the meeting. If the President's absence is last minute, the names shall be drawn by the City Clerk at the start of the meeting to determine who is the President Pro Tempore for the duration of the meeting.

Rule 6 During the full Council meeting, the President shall preserve decorum and order, shall decide all questions of order, and shall be the determinant on all interpretations of these rules, subject to an appeal by the Council. They may also express an opinion on any subject under debate, or state facts, without leaving the chair, but in such case, they shall wait until all other councilors have expressed opinions. They may ask questions pertaining to any agenda item/order, but in such case, they shall leave the chair, and the President Pro Tempore will preside until the order has been voted.

¹ Additional information about the President's role is detailed in the City Charter, [§2-2](#).

CITY CLERK AND ASSISTANT CITY CLERK²

Rule 7 The City Clerk shall keep minutes of the proceedings of the full Council meetings, which shall be voted on by the Council. The City Clerk shall note upon legislative papers the action taken by the Council relating to said papers.

The City Clerk shall report to the President. The City Clerk shall perform such duties in connection with the transaction of business during the sessions of the Council, as the President deems necessary.

Within forty-eight (48) business hours after adjournment of a Council meeting, the City Clerk shall prepare a Post-Meeting Bulletin containing a statement of all items referred to committees, whether standing or special. All matters so referred shall be listed separately under the heading of the respective committees; and all matters laid upon the table or postponed to a further date, and any hearings ordered to be held at any subsequent meeting, shall be included in said Bulletin.

Whenever a petition is filed, as provided by Section 22 of Chapter 166 of the General Laws of Massachusetts, seeking a permit for an original location for wires, poles, piers, abutments or conduits to be used for the transmission of electricity, the City Clerk shall forthwith, upon receipt of such petition, send notice, in the manner required by said Section, of a public hearing to be held thereon at the next meeting of the Council occurring not less than seven (7) days following such receipt. The City Clerk shall also send notice of such hearing to the Inspector of Wires.

The City Clerk shall be responsible for preparing a Pre-Meeting Calendar for full Council meetings containing the following items: all matters of new business; all reports of committees to be presented at any regular or special meeting of the Council; a statement of any orders for which notice of a motion to reconsider has been filed; all orders which have been laid upon the table or postponed to a day certain; all hearings which may have been ordered; and all matters of unfinished business. Such Calendar shall be electronically transmitted to each member of the Council at least forty-eight (48) business hours prior to said meeting.

A full, accurate and up-to date account of the proceedings of the city council shall be kept, which shall include a record of each vote taken and which shall be made available with reasonable promptness following each meeting; provided, however, that the minutes of an executive session shall be made available as soon as their publication would not defeat the lawful purposes of the executive session.

Rule 8 The Assistant City Clerk, in the absence of the City Clerk, shall perform the duties of the City Clerk.

² Additional information about the City Clerk's role is detailed in the City Charter, [§1-302](#).

Rule 9 In the event of a vacancy in the position of the City Clerk, the President of the Council shall appoint a nominating committee of three (3) Councilors. The nominating committee will cause any such vacancy to be posted, will review applicant resumes, and conduct interviews. Thereafter, the nominating committee shall recommend up to three (3) candidates for consideration by the full Council.

CLERK OF COMMITTEES³

Rule 10 The Clerk of Committees shall report to the City Clerk, providing legislative assistance, support, and other professional services to all City Council members as needed.

The Clerk of Committees shall keep minutes of the proceedings of the Committees, which shall be voted on by the Committee. The Clerk of Committees is also responsible for maintaining all related documentation for all orders.

The Clerk of Committees shall, following the final action of the Committee on Appropriations & Oversight and the making of its report on the annual budget, or any supplementary budget, prepare a statement with respect to the appropriations recommended for each department, when such appropriations include any sums for increase in salaries for employees of such departments, stating in detail the amount of such increases allowed in such appropriations and the period of the budget year allowed by said appropriations.

Rule 10B In the absence of the Clerk of Committees, the City Clerk shall perform the duties of the Clerk of Committees, or may delegate such tasks to the Assistant City Clerk. If the City Clerk is unable to perform the duties of the Clerk of Committees, the Assistant City Clerk will fulfill this role in the interim.

Rule 11 In the event of a vacancy in the position of the Clerk of Committees, the President of the Council shall work with the Human Resources Director to post the position. A special committee of three (3) councilors (inclusive of the President) shall review applicant resumes (following the standard screening process of the Human Resources Department) and conduct interviews. Thereafter, the special committee shall recommend up to three (3) candidates for consideration by the full Council.

RIGHTS AND DUTIES OF MEMBERS

Rule 12 When a member speaks, they shall address the Presiding Officer and shall confine their remarks to the question under consideration. While speaking, members shall avoid personalities, and no member shall directly or indirectly impugn another member or conduct themselves in a manner unworthy or unbecoming of a City Councilor. No member shall speak or vote out of their place without leave of the Presiding Officer.

Rule 12A The proper attire for all city council meetings and committee meetings shall be

³ Additional information about the Clerk of Committees' role is detailed in the Administrative Code, §[48-3](#).

professional attire to avoid overly casual dress.

Rule 13 No member shall be interrupted while speaking except by their consent or by a point of order or point of information; nor shall there be any conversation among the members while a question is being stated, while a member is speaking, or a paper is being read.

Rule 14 No member shall stand up, to the inconvenience of others, while a member is speaking; pass unnecessarily between the Presiding Officer and the member speaking; stand in the area in front of the chair; or stand at the City Clerk's desk while a roll call is in progress.

Rule 15 If a member repeatedly violates any of the rules of the Council or disrupts the orderly procedure of the Council, the Presiding Officer, after warning the member of such violations, shall call the member to order, and a member so called to order shall lose the right to speak on the pending subject matter but shall not be prevented from voting. A member so called to order shall remain silent until the Presiding Officer returns to the member their rights to the floor.

STANDING COMMITTEES

Rule 16 The President shall annually appoint voting members to each Standing Committee, one of whom shall serve as Chairperson and a Vice Chairperson. The President shall, at the first meeting in January, announce the Chairpersons and voting members appointed to all Standing Committees for that calendar year. The President shall serve as a member ex-officio of all committees and, when required, may be counted in the making of a quorum. The President shall be entitled to vote as an ex-officio member of all standing committees.

Rule 16A Committee Chairpersons serve at the pleasure of the President, who may at any time remove a Chair and designate a new Chair. Neither the removal nor the appointment or re-appointment of a Chairperson shall be subject to the approval of the Council.

Rule 16B Committee Chairpersons shall preserve decorum and order, shall decide all questions of order, and shall be the determinant on all interpretations of these rules, subject to an appeal by the Committee. They may speak to points of order in preference to other members and shall declare all votes and may vote in all cases. The Chairperson may express an opinion on any subject under debate, ask questions, or state facts, without leaving the chair, but in such case, they shall wait until all other voting members have expressed opinions.

Rule 17 Whenever one (1) or more committee meetings are scheduled to commence the same evening as the full Council or other committee meeting(s), each meeting shall commence within fifteen (15) minutes of the meeting's respective scheduled meeting time. Where the earlier opened meeting(s) has not adjourned prior to the time by which another meeting must commence, the earlier committee(s) may recess so as to allow the other scheduled committee meeting(s) to open for the purpose of public comment. After public comment the members

may vote to recess and reconvene the preceding meeting.

Rule 18 A non-voting member of a committee may only speak on a pending matter after all voting members have been given the opportunity to deliberate; and non-voting members shall only speak once unless granted leave by the Chairperson. This provision of the rule, however, shall not apply to non-voting members who have sponsored or co-sponsored a matter appearing before a committee. The sponsor(s) shall always be recognized first by the Chairperson for the purposes of introducing an order.

Rule 19 Reports on all matters from committees shall be made as early as practicable, but no later than forty-eight (48) business hours before the next full Council meeting. Reports shall be appropriately designated by the action taken in committee and presented as such on all future meeting agendas until that time the Council disposes of a matter. Reports shall be designated in one of three (3) ways:

- Favorable Report (“ought to pass”)
- Adverse Report (“ought not to pass”)
- Undeclared Report (“without recommendation”)

Rule 20 The President shall form special committees of the Council as needed and shall appoint its members. Special committees shall consist of three members, unless otherwise ordered.

Rule 21 All committees of the Council shall be notified of their meetings by the Clerk of Committees. No two committee meetings may occur at the same time.

Rule 22 The following Standing Committees are hereby established:

1. **Appropriations & Oversight:** Eleven (11) voting members for approval of annual and supplementary budgets, federal or state grants, zoning, and all general oversight matters. Approval of mayoral appointments for city department heads (i.e. CFO, City Solicitor, Chief of Police, Fire Chief, Director of Public Works, Director of Planning & Community Development, Chief Assessor, Building Inspector, Treasurer/Collector, etc.)
2. **Finance:** Five (5) voting members for approval of surety bonds, election matters, print and supplies, and City Council purchases. Approval of mayoral appointments for Board of Assessors and Registrars of Voters.
3. **Legal & Legislative:** Five (5) voting members for approval of legislative matters, ordinances, and claims.
4. **Protection & License:** Five (5) voting members for approval of matters related to the Police and Fire Departments, Emergency Management, and licenses. Approval of mayoral appointments for Animal Control Officer and Constable.

5. **Public Works:** Five (5) voting members for approval of matters related to the Department of Public Works, public transportation, all municipal parking areas, and lighting of streets and municipal parking areas, and electric, cable and telephone wires. Approval of mayoral appointments to the Cemetery Committee, Historic District Commission, and Traffic Commission.
6. **Boards & Commissions:** Five (5) voting members for approval of mayoral appointments to all city commissions and boards (i.e. Beebe Estate Trustees, Conservation Commission, Council on Aging, Disability Commission, Board of Health, Historical Commission, Housing Authority, Human Rights Commission, Library Trustees, Park Commission, Memorial Hall Trustees, Veteran’s Advisory Board, and Women’s Commission).

MEETING AGENDAS

Rule 23 Agendas and corresponding agenda packets for all full Council and committee meetings shall be publicly posted no later than forty-eight (48) business hours before a meeting is called to order, excluding Saturdays, Sundays, and legal holidays, in accordance with the Massachusetts Open Meeting Law. All Orders, Ordinances, Petitions, Resolutions, and Remonstrances appearing on meeting agendas shall include the name(s) of the corresponding sponsor(s). The City Clerk or the Clerk of Committees shall post meeting agendas to the city website.

Rule 23A Notice of emergency meetings must be posted as soon as reasonably possible prior to a meeting and in a manner accessible to persons with disabilities to the extent required by federal and state law.

MEETING PROCEDURES

Rule 24 A Councilor or any combination of Councilors who file legislation shall be given up to five (5) minutes in total to introduce the matter.

Rule 25 On general matters of discussion, members of the Council shall occupy no more than five (5) minutes when speaking on a particular subject and/or debating the matter. No member shall speak more than once if any other member, who has not previously spoken, desires to speak.

Rule 26 When a matter is being debated, no member may occupy more than five (5) minutes for each point under debate, nor shall they speak twice to the same question without leave of the Council, nor more than once if any other member, who has not previously spoken, desires to speak.

Rule 27 When a city official or other person appears before the Council or committee thereof, an individual Councilor shall not occupy more than ten (10) minutes of dialogue with the party. If a Councilor, however, requires additional time for questions, they may seek leave from the

Presiding Officer. In determining whether to grant the Councilor additional time, the Presiding Officer shall consider but is not limited to the following factors:

- The number of remaining questions the Councilor intends to ask.
- The number of questions the Councilor has already asked.
- The relevancy of the questions.
- The amount of time that has been occupied by the attendee in answering questions.
- The responsiveness of the attendee.
- The nature of the matter before the Council or committee.
- Public interest considerations.
- The hour of day.
- Remaining business before the Council or committee.

The Presiding Officer, at their discretion, may designate the City Clerk or Clerk of Committees to monitor the time provisions of this rule.

Rule 28 When a question is put forward, every member present shall vote yes, no, or present. Members who are abstaining (i.e. voting “present”) shall be included in the quorum; members who are recusing themselves are not included in the quorum. A member that is recusing themselves from voting shall announce that they are recusing themselves prior to any discussion or deliberation of the matter and shall state the reason for recusal (a conflict of interest or to avoid the appearance of a conflict of interest). A member that has recused themselves shall not participate in the discussion while the matter is being deliberated and shall leave the Council Chamber or, if participating remotely, shall turn off their microphone and video during discussion on the matter.

Rule 29 No member shall leave a meeting without permission of the Presiding Officer if their presence is necessary to make a quorum.

Rule 30 When a committee fails to issue a report on an item within forty-five (45) days after the matter is referred to committee, the Clerk of Committees shall notify the City Clerk of such, and the City Clerk shall place said item on the agenda for the next regularly scheduled Council meeting under Reports from Committee with the following notation: “No Action Taken.”

Rule 31 Whenever any Order or Ordinance adopted by the Council at any meeting has not been returned by the Mayor within ten (10) days and is thereby enacted pursuant to §3.7 of the City Charter, the agenda for the next meeting of the Council shall include a statement that such Order or Ordinance has taken effect by operation of law.

Rule 32 In order to promote fair and open discussion, once a public hearing is called to order, the Presiding Officer shall recognize members of the public who may speak in the order of recognition. Public hearings shall not be divided into time periods for proponents and opponents to speak.

Rule 33 All sessions of the City Council and of every committee thereof shall be open to the public unless another provision has been made by law. Each meeting of the Council or any standing committee thereof shall allow up to five (5) minutes per person for Public Comment, as noted on the agenda. There will be an option to speak in public comment via remote participation whenever practicable, to be managed by the City Clerk and/or the Clerk of Committees. This rule shall only be suspended by unanimous consent of the members.

Rule 33A To ensure the ability of the Council to discuss its business and hold its meetings in an orderly and peaceable manner, while also providing the opportunity for public input on the business before it, the following procedures are hereby adopted:

1. Speakers during Public Comment will begin their remarks by stating their first and last name, and town of residency for the record. All remarks will be addressed through the Presiding Officer.
2. Public comment is dedicated to topics identified on the Council's meeting notice for that particular meeting. Comments expressing any viewpoint on other matters are also welcome.
3. Large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to speak during Public Comment.
4. All speakers are encouraged to present their remarks in a respectful manner.
5. Public Comment is not a discussion, debate, or dialogue between individuals and the Council or Committee. Comments made during Public Comment do not reflect the views or opinions of the Council.
6. Members of the audience shall not interrupt or speak over recognized speakers or the discussion of the body.
7. Physically disruptive or physically threatening conduct is forbidden.
8. The Presiding Officer will not interrupt speakers during Public Comment who have been recognized to speak, except that the Presiding Officer reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats and incitement to imminent lawless conduct.
9. Verbal comments will also be curtailed by the Presiding Officer once they exceed the time limits outlined in Rule 33, and to the extent they address topics not listed on the agenda as required under Section 2 above.

Rule 33B The City Clerk shall redact the e-mail address and phone number of any member of the public who submits correspondence to the Council before any such correspondence is attached to the order.

ORDER OF BUSINESS

Rule 34 At every meeting of the Council the order of business shall be as follows:

- I. Call to Order
- II. Reading of the Minutes
- III. Public Comment
- IV. Public Hearings – *if necessary*
- V. Communications from the Honorable Mayor & Other City Officials
- VI. New Business
 - a. Filings by the Honorable Mayor
 - b. Filings by Members of the City Council
- VII. Unfinished Business
- VIII. Reports from Committees
- IX. Expiries
- X. Rule 37 Reports
- XI. Adjournment

Rule 35 The above order may be changed, at any meeting, by a two-thirds (2/3) vote of the members present and, upon motion to change the order of business, no debate shall be allowed.

Rule 36 Whenever the President, or a member of the Council appointed by the President or Mayor to serve on a special committee, commission, council, board or other working group, attends a meeting of such committee, commission, council, board or other working group, that member shall report back at the next regular meeting of the Council as to the actions taken on all matters on the agenda of said body.

LEGISLATIVE PROCEEDINGS

Rule 37 All pending matters before the Council shall be presented by the President; and shall be

read by the President, City Clerk, Clerk of Committees, or such other person as the President may request. They shall be acted upon in the order in which they are presented unless the Council shall otherwise direct.

Rule 38 All nominations/appointments made by the Mayor, subject to the confirmation of the Council, shall, when received by the Council, be referred without debate to the proper standing committee and said committee shall report its recommendations thereon within forty-five (45) days or at the next regular meeting.

Rule 38A All appointments (new appointments and reappointments) made by the Mayor and subject to the confirmation of the Council shall include a written statement of interest for appointments and written statement of accomplishments for reappointments while on the board or commission.

Rule 38B All new appointees of the Mayor subject to the confirmation of the Council, shall appear before the proper standing committee to inform the committees recommendation.

All reappoints of the Mayor subject to the confirmation of the Council, shall appear before the proper standing committee at the request of any of the Committee members and with the approval of the Chair, to inform the committees recommendations.

Rule 39 All filings (legislative or otherwise), communications from the Mayor or other city officials, and reports from committees that may require action by the Council, must be in the hands of the City Clerk no later than close of business on the Wednesday prior to each regular full Council meeting, in order to comply with the Massachusetts Open Meeting requirement for all agendas to be posted 48 hours prior to the meeting. All filings from the Mayor or other city officials must include a written statement or memorandum detailing the intent of the filing and any impacts to the City's finances, if applicable. The City Clerk shall confirm the receipt of all filings by notifying the sponsor(s) via e-mail at the time of receipt.

Any subsequent written document independently submitted by the administration and/or department heads following the initial posting of the agenda shall be transmitted electronically to the Council or committee thereof at least twenty-four (24) hours in advance of the meeting at which the matter is scheduled to be heard.

Rule 40 Whenever any filing by a member of the Council, the name of such member shall be designated thereon and be reflected on all agendas and reports related to the matter. The filer of any matter shall be listed first on all agendas followed by the names of any co-sponsors in the order that they appear in the original filing.

Rule 41 All correspondence from members of the public submitted in writing to the Council in connection with any scheduled agenda item or Order before the full Council or committee thereof shall be publicly available; such correspondence shall be automatically attached to the order in question by the City Clerk or Clerk of Committees

Rule 42 Ordinances of the city (and associated amendments) and appropriations shall be established by a two-thirds (2/3) vote of all the members of the full Council (i.e. eight members), to be taken by a roll call vote. In the case of all other legislative matters, except as otherwise provided in the General Laws, or in the Revised Charter and Ordinances of the City of Melrose, the affirmative vote of a majority of all members of the full Council shall be necessary for passage at each debatable legislative stage.

Rule 43 Subject to the provisions of [§2-9\(b\)](#) of the City Charter, every legislative matter shall be read once when it is introduced and shall then be referred to its appropriate committee, unless, where appropriate, immediate consideration is requested. In the case of a request for immediate consideration, the legislative matter shall be at once considered, provided no councilor objects; and no motion shall be applied to any such matter when originally introduced until immediate consideration has been granted. It shall be the duty of the President to ask if there is objection before immediate consideration is given any matter, and upon objection the matter will be referred to the appropriate committee.

Rule 43A All matters involving the appropriation of moneys in the treasury not otherwise appropriated, the intra- and inter-departmental transfer of moneys from one account of the city to another, or otherwise affecting municipal finances, shall be referred to the Finance Committee. Intra-departmental transfers may occur at any point in the year and inter-departmental transfers may only occur in the last two (2) months of the fiscal year, until July 15. The provisions of this section shall not apply in the case of matters referred to the Appropriations & Oversight Committee.

Rule 44 Upon the report of a committee recommending the passage of any filing, the item shall be read a second time and be in order for a final action at the next full Council meeting. When a filing appears before the full Council with a recommendation from a committee that same day, it shall be placed on the following full Council meeting agenda, unless a Councilor makes a motion to immediately pull from committee. If that motion is seconded and approved by a simple majority of the Council, the order will be ready for final action at the meeting. If that motion fails, the order will be placed on the next full Council meeting agenda. Appropriations or appointments of city officials are not included in connection with the aforesaid.

Rule 44A When a matter is introduced to the full Council with a recommendation for passage from any standing or special committee, a period of discussion shall be in order before a Motion for Passage is entertained by the President.

Rule 45 All matters pertaining to amendments to the Rules of Order of the City Council, ordinances, and legal affairs shall be referred to the committee on Legal and Legislative Matters.

Rule 46 When amendments are recommended to the Council, the Clerk of Committees shall forward copies of any proposed changes to all members, and no amendment shall be in order for final passage until each member shall have received such copy.

Rule 47 When any matter has been rejected by the full Council, no measure embodying substantially the same subject shall be introduced by any committee or member within six (6) months of its previous rejection.

Rule 47A Any matter not acted upon by the Council or the appropriate committee within one (1) year of said matter being filed, shall be considered null and void and shall be removed from the calendar of the Clerk of Committees. Any matter considered null and void by operation of this rule shall not be subject to any refiling restriction of Rule 48.

Rule 48 Unless otherwise ordered, votes shall be taken orally. A roll call vote shall be taken upon request of five (5) or more councilors.

Rule 49 The Presiding Officer shall consider a motion to adjourn as always in order, except on immediate repetition. When a question before the Council or a Committee is under debate, the Presiding Officer shall entertain no motion except:

- To adjourn
- To lay on table
- For the previous question
- To postpone to a day certain
- To refer to a committee
- To amend
- To postpone indefinitely
- To recess

These motions shall be decided by a majority vote of those present and shall take precedence in the order in which they are arranged, and the first two shall be decided without debate.

Rule 50 On the following motions, the debate shall be limited to the time specified in each case:

- Roll call: no debate
- To adjourn: no debate
- To lay on table: no debate
- The previous question; to close debate; postpone to a day certain; to amend; to postpone indefinitely; to suspend the rules; to reconsider: three (3) minutes

of debate per councilor, but no longer than ten (10) minutes total.

Whenever, at any meeting, a question is laid on the table, it shall remain there until the close of the next regular meeting, if not taken up earlier; but, if it is not taken from the table at such next meeting, or earlier, the Clerk shall place the same in the files of the Council and shall make a record thereof in the minutes of such meeting and upon any paper relating to such question.

Rule 51 A question containing two or more propositions capable of division shall be divided whenever any member so requests and is confirmed by majority vote.

Rule 52 No motion or proposition of a subject different from that under consideration shall be admitted under the color of any amendment.

Rule 53 No vote on any of the following motions shall be reconsidered:

- To Adjourn
- To Lay on the Table
- To Take from the Table
- To the Previous Question
- To Reconsider

Rule 54 The final disposition of all filings for a given fiscal year shall be posted to the City Council section of the City's webpage by the City Clerk. The public posting of dispositions, hereinafter known as the Legislative Disposition List, shall include the following information for all disposed matters: 1) the title of the filing; 2) the filing number; 3) the name of the Councilor who sponsored the filing; 4) the names of any co-sponsors; 5) how each Councilor voted on the matter; 6) the outcome of the vote; and 7) the date of disposition. The Legislative Disposition List shall be maintained in the order that matters are disposed.

APPEAL

Rule 55 No appeal from any decision of the Presiding Officer shall be entertained unless it is duly seconded, and no other business shall be in order until the question on the appeal has been decided by a majority vote of the Council.

USE OF COUNCIL CHAMBER

Rule 56 The City Council shall have priority use of the Council Chamber, and the Council Committee Room. Any request to book either room in the evening shall be sent to the Clerk of Committees to confirm that there is no meeting taking place in that space.

CAUCUS & ELECTION OF PRESIDENT

Rule 57 The City Council shall, on the first Monday in December of each year, nominate a President for the ensuing year. Notice of the holding of the caucus shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such Caucus shall be held in the Council Chamber; shall be called to order by the City Clerk and shall be conducted in accordance with the rules of the Council pertaining to the conduct of regular meetings. Notice of the Caucus shall be posted, and the Caucus shall be held in public session. Nominations, as aforesaid, shall be followed by a roll call vote, each member present answering to their name when called by the City Clerk, stating the name of the person for whom they vote, or that they decline to vote. The vote of the majority of all the members of the full Council shall be necessary to nominate a President.

The nomination of a President shall be a non-binding vote. The formal election of the President shall take place at the first meeting in January next following. Before a final vote commences, all nominees shall be required to make a public statement regarding their candidacy, at the first meeting in January, which shall not exceed five (5) minutes in length. The conduct of the election shall follow the process of the Caucus.

SUSPENSION OR AMENDMENT OF RULES

Rule 58 A rule may be suspended by an affirmative vote of two-thirds (2/3) of the members of the Council present. When a motion to suspend a rule is made, the specific rule for which suspension is sought must be cited in the motion and the reason stated on the record. This does not apply to any rules related to items in the City's Charter, Administrative Code, and/or that are governed by Massachusetts General Law. Rules on Conduct and Decorum may also not be suspended.

Rule 58A Any rule may be amended or repealed by a vote of two-thirds (2/3) of the members of the Council, but the motion for such purpose shall not be made and acted upon at the same meeting. All motions for amendments to these rules shall be in writing and copies thereof shall be sent to each member by the City Clerk before final action thereon.

VACANCIES ON THE CITY COUNCIL

Rule 59 In the event the Council has a vacancy, for either a Councilor-at-Large or a Ward seat, they shall act in accordance with §2-11(a) and (b) of the City Charter.

If no such candidate exists for either position (in the manner provided in subsections (a) and (b) in §2-11) and/or is willing to serve, the procedure for filling such vacancy shall be as follows, and pursuant to §2-11(c):

1. Notice shall be given by immediate publication once in a newspaper of local circulation and for not less than two (2) weeks on the City's website homepage that the vacancy exists and that a placement is being sought.

2. Individuals interested in filling the vacancy (hereinafter “Applicants”) shall be requested to contact the Clerk of Committees. By the close of business two (2) weeks following publication in a newspaper of local circulation, Applicants shall submit a letter of intent and resume to the Clerk of Committees.
3. Applicants who have complied with Rule 61, Section 2 above shall be invited to a meeting of the full Council, at which time all applicants will be given an opportunity to address the Council. At that time, Applicants will be afforded up to ten (10) minutes to make a statement; and Councilors will have the opportunity to ask questions of the Applicants.
4. After all applicants have been given an opportunity to address the Council, an election shall be conducted.
5. To be eligible for election, an Applicant must have their name placed in nomination and must receive a second.
6. The voting shall be public with each member of the Council stating the name of the Applicant for whom they are voting.
7. The first Applicant to receive six (6) votes shall be elected pursuant to §2-11(c) of the City Charter.
8. If there is more than one Applicant and no Applicant receives six (6) votes on the first ballot, the two (2) individuals who receive the most votes shall move to a second ballot. The other Applicants shall be eliminated. In the event that there is a tie for either of the top two spots, any individual in such a tie shall move on to a second ballot.
9. If no Applicant receives six (6) votes after at least five (5) ballots, the Council may place the order on the table and continue with the process at the next regularly scheduled meeting of the full Council.

VIRTUAL MEETINGS & REMOTE PARTICIPATION

Rule 60 Pursuant to the supplemental budget bill signed into law by the Governor on March 29, 2023, temporary allowances pertaining to the Open Meeting Law have been extended through March 31, 2025. The two primary provisions allow for any or all members of a public body to participate in a meeting remotely (suspending the requirement a quorum of the body and chair be physically present at the meeting location), and public bodies may provide alternative means of public access to the public meeting rather than in a location physically accessible to the public. While these temporary provisions are still legally applicable to the Melrose City Council, members may request remote participation, or virtual meetings may be held subject to the procedures outlined below.

Rule 61 If a Councilor wishes to participate remotely in a Council or committee meeting, they shall notify the Presiding Officer of the body and the City Clerk or Clerk of Committees in writing four (4) hours prior to the meeting.

Rule 61A Remote participation by a Councilor is permitted if physical attendance would be unreasonably difficult. Examples of such difficulties may include, but are not limited to, personal or family illness/emergency, military service, business travel, or religious observances. Remote participation must be done from a quiet, private location that allows for clear video and audio feed.

Rule 61B Councilors cannot preside over a meeting remotely, unless the entire meeting is virtual.

Rule 61C Per Massachusetts Open Meeting Law, if any member of the public body is participating remotely, all votes of the body are required to be by roll call and the results of the roll must be recorded in the minutes.

Rule 62 With at least 48 business hours' notice, fully virtual meetings will be permitted at the discretion of the Presiding Officer of the body and pending a determination that a federal, state or city emergency would prohibit the safety of the council, administration and/or public to attend a meeting in person.

Rule 63 Members participating remotely, and all people present at the meeting location shall be clearly audible to each other at all times and have their cameras on. Councilors must utilize a video feed when participating in a virtual meeting. If a Councilor loses audio feed during a meeting, no vote shall occur on any matter until after such time that a recess has occurred to troubleshoot the problem. If the Councilor's audio feed has not been reestablished within fifteen (15) minutes of recessing, a simple majority of the members shall decide whether to proceed with a vote.

Rule 63A If the meeting is fully remote, and the City Clerk or Clerk of Committees loses audio feed during a meeting the committee, the President or the Presiding Officer shall call the roll and record all votes.

Rule 63B Members of the administration or other participants participating remotely shall be clearly audible to each other at all times. These remote participants must utilize a video feed. No member of the administration or other participant shall be admitted without the approval of the Presiding Officer. If a participant loses audio feed during a meeting, a recess shall be called to troubleshoot the problem. If the participant's audio feed has not been reestablished within fifteen (15) minutes of recessing, a simple majority of the members shall decide whether to proceed with the discussion and vote.

Rule 64 All public hearings shall be held during full city council meetings. Public hearings shall be set at a prior full city council meeting, where the matter will be voted on via immediate consideration for the purposes of setting a date and time for the hearing. Hearings shall provide for a presentation of the matter, councilor questions (if necessary), and public

comment. Written comments and materials may be submitted to the City Clerk by any interested individual concerning a public hearing matter for consideration, which shall become a part of the record for such item. Once the hearing is closed, no further submittals or information can be accepted and councilors can only deliberate amongst themselves and get limited clarifying information from staff. Should there be outstanding questions, or additional information is needed by Council that cannot be provided, the public hearing should be continued to a later date and time certain.

From: [Joe And Diane Casey](#)
To: [Mayor Grigoraitis](#)
Cc: [Grymek, Lauren](#); [Bucciero, Patricia](#)
Subject: Diane Casey: Statement of Interest Liquor Commission
Date: Wednesday, January 7, 2026 8:51:52 PM
Attachments: [Diane Casey Resume.docx](#)

I am writing to express my interest in serving as a member of the City of Melrose Liquor Commission.

My husband and I have had the pleasure of living in Melrose for the past 23 years, where we have raised our three children. I am eager to give back to a community that has given so much to our family.

I am committed to supporting responsible alcohol licensing practices that will help the community of Melrose. I will work hard to support regulations that would promote a balance between economic health, public safety, and community well-being. I believe my integrity and dedication would make me a valuable addition to the Commission.

Thank you for your consideration.
Diane Casey

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

DIANE CASEY (SENIOR CONSULTANT)

Diane Casey is a Senior Consultant at Qualus Corporation with over 30 years of experience in the utility industry. She specializes in Mobile Work Management (MWM) systems for both electric and gas operations, bringing deep expertise in utility transmission and distribution business processes and operational practices. Diane has successfully led multiple large-scale IT system implementations, consistently serving in leadership roles that bridge technical and business teams. Most recently, she served as Technical Lead for an Advanced Metering Infrastructure (AMI) installation project for a major northeastern utility, where she coordinated efforts across multiple vendors and stakeholders. Her technical experience includes managing software distribution and patch deployments across complex environments and collaborating closely with cross-functional teams including database administrators, architects, security, and infrastructure specialists. Diane is known for her ability to communicate effectively across all levels of an organization, fostering strong relationships with stakeholders, project managers, and team members. Her combination of industry knowledge, technical acumen, and interpersonal skills makes her a valuable asset in driving successful project outcomes and delivering innovative solutions in the utility sector.

Diane is an experienced IT consultant with over 12 years of experience managing both onsite and offshore software development teams, primarily focused on Mobile Work Management (MWM) applications within the utility sector. She has played key roles in several high-profile projects for Eversource, including the Advanced Metering Infrastructure (AMI) Meter Replacement Project, the Customer System Replacement Project (CIS to OMNI/SAP), and the IFS Mobile-Click Replacement Project.

Diane successfully implemented and managed a SaaS mobile solution for a leading New England electric and gas utility, overseeing the full software development lifecycle—from design and deployment to rigorous testing of complex systems. Her responsibilities have included managing teams, projects, and processes to ensure timely and high-quality delivery.

She was instrumental in establishing standardized code promotion and release management practices, as well as defect tracking protocols for a major utility client. Diane brings extensive experience in quality assurance across all phases of the Software Development Life Cycle (SDLC), utilizing both Waterfall and Agile methodologies.

Her testing expertise includes interface testing with Outage Management Systems (OMS), developing test strategies, reviewing test plans, and leading execution efforts. She consistently adheres to QA best practices and contributes within the organization's Testing Center of Excellence. Diane is recognized for delivering reliable, high-quality solutions on time and within budget, while maintaining strong communication with stakeholders and cross-functional teams.

WORK EXPERIENCE:

January 2024 – current

Senior Consultant, Qualus Corporation

Projects

- **Eversource Advanced Metering Infrastructure (AMI) Installation Program** Diane is a technical lead on the AMI Program, a multi-year project to replace all existing electric meters with new digital smart meters throughout Massachusetts and Connecticut. Diane worked on the requirements, design, and testing and deployment of AMI changes to the integrated field and back-end systems. She leads and coordinates numerous other vendor teams.
- **Eversource IFS Mobile Project with New IFS Mobile Adapter Changes (replacing Click)** Diane has multiple roles and responsibilities as a key member in this upgrade project of the existing Click Mobile Adapter for the New IFS Mobile Adapter. Diane's involvement spanned various areas of this project from Business Requirements to Date Mapping to Test Case creation, review, and execution. Diane served as a subject matter expert and led testing in the NMS interface with ClickMobile. Responsibilities included reviewing testing plans and test cases for the NMS adapter changes. She supported Eversource in their business requirement tasks, data message mapping activities and testing activities for Function Unit testing, String Testing, Performance Testing and System Integration Testing.
- **Customer System Replacement Project (from CIS to OMNI/SAP)** The Omni Phase 2 project is a Customer Information System (CIS) replacement project executed to migrate Eversource Massachusetts electric and gas customers onto the SAP platform. Diane is the Product Line Subject Matter Expert for the Service Suite Dispatch and Mobile application changes as part of the SAP replacement of Eversource's Customer Information System with SAP. Diane is a key project team member in functional design and data mapping design meetings, workshops, and review of resulting project documentation with the Omni Project solution integrator, Ernst and Young (EY) and Eversource. She also has responsibilities for assisting Eversource in the development of and review of applicable SAP test cases as well as a SME in Service Suite and Integration changes.
- **AMI Meter Replacement Project** The Advanced Metering Infrastructure project is enabling Eversource to move towards a generic meter that will satisfy the needs of any rate and the one AMI meter will serve all billing functions. Diane's responsibilities as Product Line Coordinator covers all the Service Suite Dispatch and Mobile Application changes required to add these new job codes enabling Eversource to successfully status and complete AMI service orders in the Service Suite application.
- **Consolidated Energy Upgrade to NMS 2.6** Diane's roles and responsibilities include work on the ConEd training documentation detailing differences between the Oracle NMS 2.3 And NMS 2.6 to for use in the training of the ConEd workforce to prepare for the NMS system upgrade.

January 2021 – January 2024

Contractor (supporting Eversource), GridBright

Projects

- **Oracle Network Management System (NMS) Upgrade 1.11 to 2.4** Diane had multiple roles and responsibilities as a key member in the multi-year upgrade project of Oracle NMS 1.11 to 2.4. Diane's involvement spanned various areas of this project from Business Requirements to Postproduction Support. Diane served as a subject matter expert and led testing in the NMS interface with ClickMobile. Responsibilities included reviewing testing plans, test cases and testing scripts in HPALM for the NMS upgrade project and its integrated applications. She supported Eversource in their acceptance testing activities (SIT, UAT) and in the resolution of any in scope High or Medium or Low defects found to be related to the system changes introduced through this body of work. Diane developed a new Test Strategy and Process to track and monitor in HPALM the status of changes during the testing process and through multiple environments. Eversource and HexStream adopted this Testing Strategy.
- **SCADA Device Integration with Click Mobile** Diane has worked with the GridBright team to implement the required NMS and Click Mobile Adapter changes to support NMS sending restoration messages related to SCADA devices to Click upon the closing of the corresponding SCADA device. This project also included required changes in NMS and the Click Mobile Adapter to support sending the appropriate messages to Click for Planned Outage events (P-NEW) and their subsequent statuses. Diane's responsibilities included updating existing test cases based on newly defined requirements as well as supporting the ClickMobile team to explain functionality and execute test cases. Diane coordinated with the ClickMobile team and WebMethods teams to resolve defects and schedule and promote changes through the nonproduction environments.
- **Eversource Energy Work Plan and Work Packages** Diane was the lead tester on the upgrades to the Work Packages and Work Plan with the upgrade to the .NET framework and integration with NMS 2.4. Diane coordinated with the business, developer, and Eversource IT Support on testing, defect resolution, and migration of changes through non-production environments.
- **Oracle Utilities NMS v2.4 Oracle Mobile Application Extension Project** Diane was the lead tester on the OMA Extension Project. This Project completed in sprints for Eversource to provide evidence that the OMA application would successfully meet all business requirements.
- **Omni Phase 2, Customer Information System (CIS) Replacement Project** Diane will be responsible for supporting Eversource in the functional design and testing, planning and design activities in this project. The CIS replacement is being executed to migrate Eversource Massachusetts electric and gas customers onto the SAP platform. Diane's responsibilities include participating in functional design and data mapping design initiatives with Eversource and Ernst and Young. Diane assists in the

development and review of SAP test cases which developed and executed to validate the connection to Service Suite and validity of data.

- **DMS to OMS Project** Diane was part of the GridBright effort to integrate DMS to OMS. She was responsible for running test scripts, documenting test results, creating and updating defects in HPALM and sending the list of active defects out to all project members.

2014 – 2021

Senior Technical Architect (supporting Eversource), Infosys Ltd.

Projects

- **Eversource Field Force Automation Team:** Diane has been the Field Force Automation Team's Senior Technical Architect, responsible for Eversource's key Mobile Work Management applications, including Click, Service Suite, Advantex, Pragma CAD, Customer Request System, Teleforms and Teldig. She identifies the best-fit architectural solutions for mobile work management applications. She leads the onsite and offshore technical teams responsible for the monitoring and enhancement of the Click applications, ensuring high system availability and quality assurance in all phases of Software Development Life Cycle.
- **Click Mobile Steady State Team:** Diane is the lead of the onsite and offshore technical team responsible for the monitoring and enhancement of the Click applications, ensuring high system availability, quality assurance in all phases of SDLC. She leads the testing of software changes for all mobile application changes. Her responsibilities include building test strategies, managing test plans and test cases to ensure they execute successfully, she plans and prioritizes all testing tasks to ensure QA in all aspects. Software solutions are delivered on time, on budget and adhere to best practices and policies and within the organizations TCoE standards. Her responsibilities also include the management and support of key legacy Eversource Mobile applications including Advantex, Service Suite, CRS, Teleforms and Teldig. She works to maintain these legacy applications while at the same time designing and coding the transition of these applications to work with or be replaced by Click Mobile.
- **Eversource Click Mobile OMS Project (2016 – 2018):** Diane is responsible for managing the technical work on the Click Project for the implementation of Click Mobile for Eversource's Outage Management (OMS) line of business. The Outage Management line of business was the first of five lines of business to move to the Click Mobile solution. Diane led the IT testing for the OMS to Click Mobile integration in implementation of Mobile Workforce Management. Diane's testing includes the MWM to Outage Management System (OMS) integration, Timesheet integration to WorkForce, Employee information integration with Workday and Regression Testing of the existing systems.
- **Software Monthly Releases:** Diane is the lead responsible for the reviewing, prioritizing, and scheduling enhancement requests, and incident resolutions for the Click Monthly Releases. She oversees coordinating the development, testing and implementation of the Click Mobile Monthly Releases. She collaborates with IT architects, developers, and IT management to ensure enhancements meet strategic business priorities and objectives. She coordinates with the business

for review of design documents, user acceptance testing and business communication for each monthly release to ensure acceptance and understanding of software changes. Diane reviews and contributes to the development of training materials for the Click Monthly Releases. She is also involved in working with the training department on iPad Device, EpochField, Colligo, Maximo, ClickSchedule, ClickMobile (including Timesheets).

- **Business Relationship Maintenance:** Diane creates and maintains close business relationships with multiple business areas including Outage Management (OMS), Gas Work and Asset Management (GWAM), Electric Work and Asset Management (EWAM), Gas Meter Services (MGMS) and Electric Meter Services (EMS). Successfully work and coordinate with internal and external stakeholders to ensure maximum efficiency and productivity.
- **Mobile Strategy:** Partner with Eversource Management, IT leaders and business stakeholders on Mobile Work Management (MWM) strategy for Click Mobile as the Mobile Solution is deploys out to new lines of business at Eversource.

2001 – 2014

Technical Specialist (supporting NSTAR), IBM

Projects

- Diane was the Lead Technical Analyst on key business applications including Service Suite, Advantex, CRS and CWOS. Her responsibilities included oversight of third-party vendors and contractors and management of all open issues with software vendors. Diane is experienced and knowledgeable in developing and supporting middleware interfaces, including WebMethods, MQSeries, and stored procedures used for the Gas Mobile, GATOR, IVR, Liquid Office, Service Suite, and CIS middleware integration.
- **Eversource Mobile Strategy:** Diane partnered with Eversource on future mobile work management (MWM) strategy. She researched and evaluated top MWM applications to determine the best fit for current and future business initiatives. She reviewed MWM vendor roadmaps to stay current on future direction and trends in their software and hardware.
- **Electric Meter Service Mobile Upgrade Project:** Diane was the lead on the MWM portion of the project, which converted the Field Collections and Meter Technical Departments from the legacy RM system to the current Service Suite application. She was responsible for detailing customer requirements and designing IT solutions for business processes spanning multiple business areas including customer care, credit, field collections and meter technical. Diane collaborated during integration testing, led performance test sessions, and monitored user acceptance testing. Diane worked together with both the technical team and business clients to mediate and fix defects found during testing. She advised on solution options when issues arose.
- **Remote Disconnect Project:** Diane designed and implemented the Remote Disconnect Meter Order system which solved a business need to get a new MWM order type and related meter data to the mobile field technician, providing the ability to remotely disconnect a meter. She designed the

solution after coordinating with IT partners in the CIS, CREDIT and Middleware teams as well as with business clients. The IT solution required changes to the CRS/CREDIT interface, new CRS screens and database updates, middleware mapping changes, new order changes to Service Suite, the electric meter service MWM.

- **Winter Residential Shutoff:** Diane worked with the Field Collections Department and the CREDIT Application Support team to gather customer requirements and design the IT solution for the new process. Changes spanned the CREDIT application, the CREDIT/CRS interface, the CRS application, CRS stored procedures (new and updated) and Service Suite. Diane implemented a solution that satisfies the business needs and regulatory guidelines. The solution reduced field visit redundancy by automating the cancellation of orders after a customer notification until the necessary updates had been complete in the legacy CREDIT application. This IT solution aided the business in accomplishing yearly performance goals.
- **Gas Service Point Inspection Project:** Diane designed, developed, and implemented the Advantex feed for the Gas Service Inspection Project. She coordinated work efforts with the business as well as various IT teams and vendors such as the NSTAR Data Warehouse team, the IBM PCS support team, and the Web Services team.
- **Production Support:** Diane managed and monitored applications to ensure high system availability. Collaborated with IT architects, developers, and IT management to ensure enhancements met strategic objectives.

1999 – 2001

Contractor (supporting NSTAR), Meitasoft, Inc.

Projects

- Completed the conversion work on the Customer Request System for the legacy Boston Edison Customer Information System to the Commonwealth Customer Information System during the Boston Edison merger with Commonwealth Electric and Gas.
- Enhanced the CRS application, including its interfaces to the legacy RM system and new CIS system and CREDIT application. Coordinated work efforts with external contractors as well as business areas from both legacy Boston Edison and legacy Commonwealth Electric and Gas.

1993 – 1999

Senior Systems Analyst, Boston Edison

Projects

- Lead analyst on the Integrated Work Management System and the Customer Request System.
- Performed development and design work, including biweekly business meetings to discuss, recommend and plan IT solutions to support business needs.

EDUCATION

- MBA, Information Systems and Technology Concentration, Bentley College, Waltham, MA
- B.S., Finance, Boston College, Chestnut Hill, MA
- B.S., Information Systems, Boston College, Chestnut Hill, MA

Rob Kirsh
12 Garland Street
M [REDACTED] 76
[REDACTED]

January 5, 2026

Mayor Jennifer Grigoraitis
562 Main Street
City Hall, 2nd Floor
Melrose, MA 02176

RE: Statement of Interest for City of Melrose Board of Park Commissioners

I am writing to express my interest in serving on the City of Melrose Board of Park Commissioners. As a 15-year resident of Melrose, an active participant in our youth sports community, and a professional with extensive experience in governance, compliance, and complex resource management, I would welcome the opportunity to contribute to the stewardship of our parks, playgrounds, and the Mount Hood Memorial Park and Golf Course (Mount Hood).

My connection to Melrose's recreational spaces is both personal and long-standing. I have two children involved in various youth sports leagues in town and have served as a coach in Melrose Youth Soccer, Melrose Little League, and Melrose Youth Softball. In addition, I served on the Melrose Little League Board of Directors for three years and recently joined the Melrose Youth Softball Board of Directors. These roles have given me a practical understanding of how park design, field conditions, scheduling, and maintenance directly affect families, youth sports programs, and equitable access to recreational opportunities.

I also bring a lifelong appreciation for municipal golf. Growing up in central Massachusetts, I learned the game of golf on a public golf course where, for many summers, I would regularly play 27 to 36 holes per day. That experience instilled in me a deep respect for public courses as community assets that must balance competitive play, casual recreation, financial sustainability, and environmental stewardship. The lessons learned on a golf course extend far beyond the game itself and can enrich people throughout their lives. I would be honored to help ensure that Mount Hood continues to serve the community well, both as a recreational resource and as a responsibly managed municipal asset.

Professionally, I currently serve as the Senior Director of Pre-Award in the Harvard University Office for Sponsored Programs and have more than two decades of experience administering Federal, state, non-profit, and industry funding in government, healthcare, and academic settings. I have over 15 years of experience in research administration, including interpreting and implementing complex regulations, negotiating terms and conditions, managing risk, and ensuring compliance within legal and policy frameworks. These skills align closely with the Board's responsibilities for the "care, management and control" of public assets, the setting of conditions and terms for use of City property, and the need to collaborate effectively with legal counsel such as the City Solicitor.

My educational background includes a B.A. from Roger Williams University, where I was a member of Phi Sigma Alpha, the National Political Science Honor Society; a graduate certificate in Research Administration from Emmanuel College; and a J.D. from Suffolk University Law School, where I was a

member of the Moot Court Honor Board. I am admitted to the Massachusetts Bar and am a Certified Research Administrator (CRA). This combination of legal training, regulatory experience, and practical governance work across a range of heavily matrixed organizations would allow me to thoughtfully review proposals, understand the implications of policy decisions, and support transparent, well-reasoned recommendations on park and facilities management.

I am deeply committed to preserving and enhancing Melrose's parks, playgrounds, Mount Hood, and its recreation department so that they serve residents of all ages, abilities, and interests. I would appreciate the opportunity to bring my experience and perspective to the Board of Park Commissioners and to work collaboratively with fellow members, City staff, and community stakeholders.

Thank you for your consideration of my interest in this role. I would be pleased to discuss my interest and qualifications further at your convenience.

Sincerely,

Rob Kirsh

Rob Kirsh

Rob J. Kirsh

E-mail: [REDACTED]

Telephone: [REDACTED]

Professional Experience

2020 – Present Harvard University, Office for Sponsored Programs Cambridge, Massachusetts
Senior Director, Pre-Award

- Lead the Pre-Award function for a \$350M+ sponsored research portfolio, overseeing proposal review and submission, award receipt, negotiation of terms and conditions, account setup, and subaward issuance. Lead and develop a 30+ member team, including direct supervision of an Associate Director, three Senior Managers, a Project Manager, and three functional teams.
- Interpret and apply University, regulatory, and sponsor policies and regulations, advising faculty, school leadership, and department administrators on complex Pre-Award and compliance matters.
- Drive process improvement, standardization, and system enhancements to streamline Pre-Award operations, increase transparency, and achieve defined metric and workflow goals.
- Represent the University in national meetings, monitor regulatory and sponsor changes, and advise leadership on anticipated impacts to Harvard's research enterprise

2010 – 2020 **Brigham and Women's Hospital, Department of Medicine (DOM)** Boston, Massachusetts
Senior Director, Academic Affairs (April 2017 – Present)
Director, Research Administration and Faculty Affairs (November 2013 – March 2017)
Assistant Director, Research Administration (January 2012 – November 2013)

- Functioned as the senior administrative leadership resource for all Academic Affairs matters (education administration, faculty affairs, and research administration) within the DOM and provided essential counsel and support to the Chairman of the DOM and to the Executive Administrator of the DOM on highly sensitive and confidential educational, faculty, and research issues. Relied upon across the DOM for problem solving, conflict resolution, mediation, coaching, mentoring, and recruitment.

Education Administration

- Accountable for the department's education administration infrastructure by overseeing the Director of Education Administration, who ultimately managed the administration of the DOM's internal medicine residency program (~205 physicians), 14 ACGME sub-specialty fellowship programs (~160 physicians), HMS education programs (~180 students), and CME programming.

Faculty Affairs

- Oversaw the DOM Faculty Services Office, which was responsible for processing and maintaining all faculty, fellow, and trainee appointments at Brigham and Women's Health Care (BWHC) and Harvard Medical School (HMS) (>2,000), as well as the unit's reporting capabilities.

Research Administration

- Accountable for the DOM's research administration by and through managing the Assistant Director of Research Administration. The DOM research portfolio included:
 - ~2,000 research proposals annually, 3,000 cost centers, ~\$450M in total annual research activity.
 - 21 divisions, ~1,000 faculty members, ~700 trainees, and ~60 grant/finance managers.

Senior Research Administrator,

Division of Endocrinology, Diabetes & Hypertension (August 2010 – January 2012)

- Managed all aspects of the Division's research program, including all fiscal, regulatory, and space matters.
- In concert with the Division Administrator, supported faculty training, recruitment, and promotion activities.
- Fostered a diverse set of strong relationships with internal and external stakeholders through an enhanced focus on customer service and diligent adherence to institutional and sponsor regulations

2008 – 2010 **Partners HealthCare, Research Management** Boston, Massachusetts
Research Finance Specialist III

- Led Post-Award and research finance functions for McLean Hospital's research program.
- Piloted an on-site, face-to-face, training program for McLean Hospital's grant managers and principal

investigators on cost allocation, electronic research administration systems, and budgeting.

- Regularly presented to senior leaders at McLean Hospital's Research Administration Meetings on topics such as cost transfers, budgeting, cost allocation, and interpreting fund statements.

2005 – 2008 **Massachusetts Office for Victim Assistance** Boston, Massachusetts

Assistant SAFEPLAN Program Manager

- Oversaw SAFEPLAN's dual role as a grant recipient (three federal and one state funding source) and awarding agency, managing the application/award process for 11 host sites.
- Responsible for all fiscal management, compliance monitoring/training, and SAFEPLAN executive communication.

2003 – 2005 **Executive Office of Public Safety, Programs Division** Boston, Massachusetts

Grant Management Specialist II

- Monitored organizational, fiscal, and managerial matters for \$21MM Community Policing Grant Program and 17 federally-funded Edward Byrne Memorial Law Enforcement subcontracts.
- Educated local communities and regional law enforcement task forces on federal grant policies and initiatives.

Education

Emmanuel College Boston, Massachusetts
Graduate Certificate in Research Administration

Suffolk University Law School Boston, Massachusetts
Juris Doctorate (JD)


Roger Williams University Bristol, Rhode Island
Bachelor of Arts (BA) in Political Science

Licenses, Certifications, & Memberships

- Commonwealth of Massachusetts, Bar Admission (December 2003)
- Commonwealth of Massachusetts, Notary Public (November 2003 – November 2024)
- Certified Research Administrator (June 2013 – May 2026)
- National Council of University Research Administrators (2009 – Present), NCURA Region I Advisory Committee (2013 – 2016), Secretary-elect, NCURA Region I (2015), Secretary, NCURA Region I (2016)

MICHAEL F. TARMEY, RN, MS

5 Trenton Street
Melrose, MA 02176



December 23, 2025

Ms. Erica Brown
Council on Aging
Melrose, MA 02176

Dear Ms. Brown,

My name is Michael Tarmey, and I am writing to you to express my interest in serving as a member of the Board of Directors of the Melrose Council on Aging.

I have been a resident of Melrose for more than 30 years. Over my professional career, I have served on several non-for-profit boards. Most recently, a 12-year commitment to the Lynn Shelter Association. Initially as a Board member then as a Board Officer including six years as President. My time at the Lynn Shelter Association influenced my professional practice in many ways.

In January, I retired after a 45-year career in nursing and hospital administration. Care of elders was always an integral part of my nursing and administrative practice. The accomplishment I am most proud of is being the founder of the Senior Adult Unit at Addison Gilbert Hospital in Gloucester. This unique service cares for elders who experience behavioral changes later in life and returns them to their community.

I am at the point in my life where I have the time, energy and a fund of knowledge that could help the Melrose Council on Aging. I have attached my CV and look forward to discussing further the Melrose Council on Aging.

Sincerely,

Michael Tarmey

Michael F. Tarmey, RN, MS

Attachment: CV

MICHAEL F. TARMEY, RN, MS

5 Trenton Street
Melrose, MA 02176

PROFESSIONAL EXPERIENCE

2018 – 2024 **Vice President Behavioral Health & Associate Chief Nursing Officer**

Beth Israel Lahey Health, Northeast Hospital Corporation,
85 Herrick Street, Beverly, MA 01915

- Member of Senior Leadership Team
- Reported directly to President

1996 – 2018 **Director of Clinical Operations Inpatient Behavioral Health**

Northeast Hospital Corporation, 85 Herrick Street, Beverly, MA 01915

- Director of BayRidge Hospital responsible for the day to day clinical and support service operations of a 62-bed inpatient hospital.
- Responsible for the clinical and administrative management of the Leland Unit at Beverly Hospital, an 18-bed acute inpatient psychiatric unit.
- Responsible for the clinical and administrative management of a 12-bed geriatric psychiatry unit (SAU) at Addison Gilbert Hospital.
- Responsible for clinical and administrative management of hospital based psychiatric emergency services at Beverly, Addison Gilbert and Winchester Hospitals.
- Directly responsible for development and management of revenue in excess of 35 million dollars.

Director of Nursing and Inpatient Services

BayRidge Hospital, 60 Granite Street, Lynn, MA 01904

- Opened a new 62 bed acute psychiatric hospital.
- Directed the development of an inpatient treatment program.
- Directly responsible for the management of a hospital wide Total Quality Management Program.
- Responsible for regulatory compliance with DMH, DPH, JCAHO.
- Developed and managed inpatient and nursing budgets.
- Report directly to Chief Operating Officer.

2022 - 2024 **Member – Board of Directors**

Lynn Shelter Association

2014 - 2022 **President – Board of Directors**

Lynn Shelter Association

- The largest shelter/housing service provider north of Boston.

2010 - 2014 **Treasurer – Board of Directors**

Lynn Shelter Association

- The largest shelter/housing service provider north of Boston.
- Responsible for budget, development, oversight of financial controls, and coordination of the annual audit.

2008- 2010 **Member – Board of Directors**

Lynn Shelter Association

1994-1996 **Director of Nursing, Patient Care Services and Facility Operations**

First Hospital Corporation, Somerville, MA

- Direct and manage the provision of quality nursing care at a 93-bed acute, psychiatric and substance abuse treatment facility, two licensed outpatient treatment facilities, two residential treatment facilities and four medical, urgent care centers.
- Directly responsible for policy development, budgetary processes and continuous quality improvement programs.
- Report directly to the Chief Executive Officer.

1987-1992 **Nurse Manager, Emergency Services**

Emergency Department, Boston City Hospital, Boston, MA

- Coordinate, plan and implement the evaluation of patients/families who present to the Emergency Department in crisis.
- 24-hour accountability within a decentralized nursing services of a Level I Trauma Center with a volume of greater than 72,000 visits annually.
- Direct responsibility for planning and implementation of department budget. Responsible for direct supervision and evaluation of professional nursing staff who provide the following services to greater than 7,500 patients per year:
 - Evaluation of patients who present with psychiatric-like symptoms.
 - Coordination of care for victims of domestic violence and sexual assault.
 - Crisis intervention with family members of Sudden Death victims.

- 1989 – 1990 **Acting Nurse Manager, Narcotic Addiction Clinic, Addiction Services**
 Department of Public Health, City of Boston
- While continuing as Nurse Manager Psychiatric Emergency Service, assigned to restructure the nursing component of the largest outpatient Methadone Clinic in Massachusetts.
 - Direct supervision of nursing staff, reestablish compliance with DEA and FDA regulations, developed satellite clinics and implemented the first mobile dosing van in Massachusetts.
- 1984-1987 **Nurse Manager, Psychiatry Service**
 Veteran's Administration Medical Center, Boston, MA
- Coordinated planning, implementation and evaluation of patient/family needs for 22-bed acute psychiatric unit. 24-hour accountability within a decentralized nursing service.
- 1983-1984 **Staff Nurse, Psychiatry Service**
 Veteran's Administration Medical Center, Boston, MA
- 1981-1983 **Nurse Counselor**
 Boston Basics, Boston, MA
- 1980-1981 **Staff Nurse, Emergency Room**
 Worcester City Hospital, Worcester, MA

PROFESSIONAL/COMMUNITY ACTIVITIES

- 1993-2004 **Director, Mountain Leadership School (MLS)**
 Appalachian Mountain Club, Boston, MA
- 1992-1994 **Member, Attorney General's Medical Working Group for Domestic Violence**
- 1989-2001 **Team Leader/Nurse Peer**
 Metro-Boston Critical Incident Stress Debriefing (CISD) Team
- 1988-1991 **Member, Rape Working Group, Governor's Statewide Anti-Crime Council**
- 1983-1995 **Chair, Youth Opportunities Program (YOP)**
 Appalachian Mountain Club, Boston, MA

1988-1991 **Vice President, Board of Directors**
Cambridge and Somerville Program for Alcoholism and Rehabilitation (CASPAR)

1984-1988 **Member, Board of Director**
Cambridge and Somerville Program for Alcoholism and Rehabilitation (CASPAR)

EDUCATION

1993 Master of Science in Nursing (Psychiatric Nursing)
University of Massachusetts, Boston, MA

1980 Bachelor of Science in Nursing
Fitchburg State College, Fitchburg, MA

PUBLICATIONS/PRESENTATIONS

Available upon request

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#), or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.

CONTRACTOR INFORMATION		COMMONWEALTH INFORMATION	
Contractor Legal Name City of Melrose		Department Executive Office of Housing & Livable Communities	MMARS Code OCD
d/b/a Treasurer/Town Hall		Contract Manager Name Julissa Tavarez	
Legal Address 562 Main Street Melrose MA 02176 As entered on Form W-9 or Form W-4		Business Mailing Address 100 Cambridge Street, Suite 300, Boston, MA 02114	
Contract Manager Name Lori Massa		Billing Address <small>If Different</small> same as above	
Phone (781) 979-4190	Fax N/A	Phone 617-573-1114	Fax N/A
Email lmassa@cityofmelrose.org		Email Julissa.Tavarez@mass.gov	
Vendor Code VC6000192115		MMARS Doc ID(s) SC OCD321026330000398	
Vendor Code Address ID e.g. "AD001". AD001		RFR/Procurement or Other ID Number HLCOneStop2026	
Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.			
<input checked="" type="radio"/> NEW CONTRACT		CONTRACT AMENDMENT	
Procurement or Exception Type (Check one option only)		Current Contract End Date PRIOR to Amendment	Amendment Amount Or Enter "No Change"
<input type="checkbox"/> Statewide Contract (OSD or an OSD-designated department.)		Amendment Type Check one option only. Attach details of amendment changes. <input type="checkbox"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.) <input type="checkbox"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget.) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)	
<input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, and budget.)			
<input checked="" type="checkbox"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.)			
<input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, and budget.)			
<input type="checkbox"/> Contract Employee (Attach Employee Status Form, scope, and budget.)			
<input type="checkbox"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.)			
<input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)			
TERMS AND CONDITIONS			
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding. Check ONE option:			
<input checked="" type="radio"/> Commonwealth Terms and Conditions <input type="radio"/> Commonwealth Terms and Conditions for Human and Social Services <input type="radio"/> Commonwealth IT Terms and Conditions			
COMPENSATION			
Check ONE option.			
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 .			
<input type="radio"/> Rate Contract (No Maximum Obligation) . (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)			
<input checked="" type="radio"/> Maximum Obligation Contract . Total maximum obligation for total duration of this contract (or new total if contract is being amended): \$100,250.00			

MMARS Doc ID(s)

PROMPT PAYMENT DISCOUNTS (PPD)

Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See [Prompt Pay Discounts Policy](#).

Contractors requesting accelerated payments must identify a PPD as follows:

Payment issued within: **10 days** % PPD.
 15 days % PPD.
 20 days % PPD.
 30 days % PPD.

If PPD percentages are left blank, identify reason:

Statutory/legal Ready Payments ([M.G.L. c. 29, § 23A](#)) Agree to standard 45-day cycle Only initial payment

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT

Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment.
 Attach all supporting documentation and justifications.
 FY26 Community Planning Grant Program - Housing Production Plan Implementation - See Attachment B for more details.

SUPPLIER DIVERSITY PROGRAM (SDP) PLAN

Does the Supplier Diversity Program apply?

YES If YES, the Contractor's annual SDP commitment for this Contract is

NO If NO, and the department is an Executive Department, enter the appropriate exemption: **Grant Program**

ANTICIPATED START DATE (Complete ONE option only.)

The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

2. may be incurred as of _____, 20____, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

3. were incurred as of _____, 20____, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE

Contract performance shall terminate as of **June 30, 2027**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS

Notwithstanding verbal or other representations by the parties, the "**Effective Date**" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable), and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR		AUTHORIZING SIGNATURE FOR THE DEPARTMENT	
Signature and date must be captured at time of signature.		Signature and date must be captured at time of signature.	
Signature	Date	Signature	Date
Print Name	Print Title	Print Name Caroline "Chris" Kluchman	Print Title Director of Livable Communities

**ATTACHMENT A: SCOPE OF SERVICES AND
ADDITIONAL TERMS AND CONDITIONS**

FY2026 Community Planning Grant Program Contract

I. CONTRACT

The Contractor is responsible for accessing and reviewing the contents of the documents referenced below, as compliance with each is a binding component of this Contract:

- A. This Attachment A is attached to and made a part of the COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT FORM. THE COMMONWEALTH TERMS AND CONDITIONS and the Contractor’s Budget, as approved by the Executive Office of Housing and Livable Communities (“EOHLC” or the “Executive Office”) are attached hereto as Exhibits.
- B. This Attachment A incorporates by reference the Community Planning Grant Program Application as applicable.
- C. This Attachment A, all attached Exhibits and other Attachments, and all documents incorporated by reference herein, are referred to, collectively, as the Contract.
- D. This Contract represents the entire agreement between the Contractor and EOHLC, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this Contract.
- E. If any term or condition of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular provision held to be invalid.

II. SCOPE OF SERVICES AND COMPLIANCE WITH LAWS

The Community Planning Grant Program provides funding for a variety of activities related to community planning, such as a community plan, zoning revision, or planning for housing. As these are planning and zoning grants, grant funds must either: (1) support direct community engagement efforts to involve community members in the planning process, or (2) produce planning or zoning document(s) and/or related materials in draft, phased, or final product form.

The Contractor shall use this contract funding to provide services in accordance with the terms of the attached Budget, the terms of this Contract, and any subsequent Contract amendments. **ALL EXPENSES MUST BE INCURRED ON OR BEFORE JUNE 30TH OF THE FISCAL YEAR IN WHICH THEY OCCUR (FY 2026 – YEAR 1; FY 2027 – YEAR 2).** Any later change in services and activities to be provided by Contractor shall be made only with the prior approval of EOHLC, in accordance with Section III.C. below.

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The Contractor shall carry out these activities in conformance with all applicable federal and state laws and requirements, including without limitation, statutes, rules, regulations, administrative and executive orders, ordinances, and codes, as they may be issued and amended, and this Contract shall in no way relieve the Contractor from the full force of any laws, rules, regulations and orders, or requirements.

EOHLC reserves the right to issue future administrative guidance. The Contractor shall comply with all applicable guidelines, information memoranda, list serves, or other guidance EOHLC may issue, amend, or supplement from time to time.

III. ADDITIONAL TERMS AND CONDITIONS

A. Reporting Responsibilities of the Contractor

1. The Contractor, and any entity under subcontract, having costs chargeable to Contract funds shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions including without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities. **Consistent failure to meet these and all reporting responsibilities of the Contractor and the provisions of this Contract may negatively impact future awards of EOHLC capital grant programs.**
2. The Contractor shall comply with all records and reporting requirements set forth in this Contract.
3. The Contractor shall submit to EOHLC in writing a schedule of the Contractor's estimated drawdowns of grant funds prior to fully executing a Contract. The Contractor shall update the schedule of estimated drawdowns of grant funds at the beginning of each fiscal year of the Contract, if the Contractor becomes aware of substantial changes to the original estimate, or as requested by EOHLC.
4. The Contractor shall submit written quarterly progress reports to EOHLC in compliance with the following deadlines and requirements using a form provided by EOHLC. Progress reports shall be submitted on or before the 15th day of the month following the last month of the quarter, except in instances when the due date shall fall on a weekend or holiday where reports would be due the following full business day after the deadline. **EOHLC may delay reimbursement to the Contractor if the Contractor consistently fails to submit timely progress reports or other documents required under this Contract.** Any such action by EOHLC shall be preceded by written notification of the intent to delay such reimbursement, which may be done electronically, and allow for the Contractor to make reasonable written explanation regarding the occurrence, and the remedy of the issue. Failure by the Contractor to reply to EOHLC's written notification or to comply with specific instructions from EOHLC shall be treated as a breach herein and under Section 4 of the

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Commonwealth Terms and Conditions. EOHLC further reserves the right to consider past performance under the Community Planning Grant Program when evaluating an applicant’s initial submission.

Progress report deadlines are as follows:

FY Quarter	Reporting Period	Progress Report Due Date
FY26 Q3	Contract start date to 3/31/2026	4/15/2026
FY26 Q4	4/1/2026 to 6/30/2026	7/15/2026
FY27 Q1	7/1/2026 to 9/30/2026	10/15/2026
FY27 Q2	10/1/2026 to 12/31/2026	1/15/2027
FY27 Q3	1/1/2027 to 3/31/2027	4/15/2027
FY27 Q4	4/1/2027 to 6/30/2027	7/15/2027

For any FY26 grant that is granted a contract extension, the Contractor shall continue to furnish quarterly progress reports on the 15th day of the month following the end of the quarter for the duration of the extended contract.

5. The Contractor shall submit a copy of the planning or zoning document(s), or other project outcome(s) produced with grant funding. Document(s) should be delivered by July 31, 2027. If documents cannot be delivered by July 31, 2027, the Contractor must submit written notification via email to the program representative by July 31, 2027, stating when the documents will be submitted. In accordance with Section III.A.4, failure to submit document(s) required under this Contract may (i) result in delayed reimbursement; (ii) may be treated as a breach of the Contract; and (iii) will be considered when evaluating applications for future grant awards.

6. The Contractor shall continually assess its performance of the Contract-supported activities to ensure that the performance objectives outlined in the Contract are achieved. This includes, but is not limited to, the Contractor’s monitoring that applicable schedules are met, and performance objectives are achieved in accordance with the activities delineated in the Contract. The Contractor shall promptly inform EOHLC in writing, which may be done electronically, of the following conditions which may affect its deliverable objectives and performance as soon as they become known:
 - a. Problems, delays, or adverse conditions which will materially affect the Contractor’s ability to attain deliverable objectives. This disclosure shall be accompanied by a statement of any actions taken or contemplated by the Contractor, and any assistance needed from EOHLC to resolve the situation. Failure by the Contractor to communicate promptly or to respond promptly to communications from EOHLC may result in the denial by EOHLC of any budget or schedule change requests by the Contractor, as provided in Section III.C.

- b. Favorable developments or events which will enable the Contractor to meet the deliverable Contract objectives sooner than anticipated or at less cost than originally projected.
7. The Contractor shall submit all progress reports electronically to EOHLC's assigned program representative with a copy to:

McKenzie Bell, Senior Community Grants Coordinator
mckenzie.bell@mass.gov
8. EOHLC shall advise the Contractor within thirty (30) days of receiving any report if it is not acceptable to EOHLC. The Contractor shall submit an acceptable report no later than 14 days from receipt of such advice from EOHLC.
9. The Contractor, and any entity under subcontract having costs chargeable to Contract funds, shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions, including, without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities.
10. Within five business days of receipt, the Contractor shall provide EOHLC with copies of any and all exception reports and written communications of an audit or review of the Contractor and any written final reports of such audits or reviews that the Contractor receives during the Contract term from the state Office of the Inspector General (OIG) and/or the Office of the State Auditor. Such reports or communications may be provided electronically.
11. Within five business days of being served with any pleading in a legal action filed with a court or administrative agency related to this Contract or which may affect the Contractor's ability to perform its obligations hereunder, the Contractor shall notify EOHLC of such action and deliver copies of such pleadings to EOHLC. Such reports or communications may be provided electronically.
12. The Contractor will submit any other reports or information requested by EOHLC by the due date specified in EOHLC's request. The Contractor shall promptly make available to EOHLC or to an auditor or contractor approved by EOHLC such material information regarding the Contractor's activities as may be requested by EOHLC.

B. Payment Mechanism and Fiscal Obligations

EOHLC agrees to provide payment for the services described under this Contract, pursuant to the following payment mechanism:

1. Cost Reimbursement. The Contractor shall submit to EOHLC written requests for cost reimbursement on EOHLC's Community Planning Grant

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Invoice form (Community Planning Invoice), or other such form as EOHLC may specify.

Only requests for cost reimbursement for authorized capital expenses, pursuant to the capital funds from the state's capital budget, that are completed within the dates of service of an invoice, and that take place within the length of the contract, are authorized for reimbursement.

2. Community Planning Invoices should be submitted **no more than** once a month and should include the range of the dates of service being submitted for reimbursement.
3. All payments are contingent upon receipt of the availability of funds, authorization by the Executive Office of Administration and Finance and the Massachusetts Comptroller, and the provisions of the Commonwealth Terms and Conditions. In accordance with 815 CMR 2.00 and state finance law, EOHLC is under no legal obligation to compensate the Contractor, or to obtain additional funding, for any costs or other commitments which are outside the scope of the executed Contract and which have not been approved by EOHLC.
4. In no event shall the sum of any and all payment by reimbursement exceed the maximum amount payable to the Contractor hereunder. Requests for payment by cost reimbursement will be honored and funds will be released based on submission by the Contractor, with review and acceptance by EOHLC, of required data and reports as detailed in this Contract, the availability of funds, and the Contractor's satisfactory compliance with the terms of this Contract.

Each request for payment by cost reimbursement must be made on the Community Planning Invoice. By submitting the Community Planning Invoice, the Contractor represents that in accordance with the Contract, including the Contractor's Budget as approved by EOHLC, articles have been furnished, services have been rendered, or obligations have been incurred by a person authorized to incur such obligations.

EOHLC's fiscal representative will provide additional billing instructions, if necessary, to the Contractor via email.

When submitted electronically, the Community Planning Invoice should be attached to the email submission in one email attachment. Any other documents, such as vendor invoices, must be submitted as separate attachments.

In addition to the Community Planning Invoice, requests for payment by cost reimbursement shall also contain sufficient detail, supporting records, and documentation to support costs. Records to substantiate the Contractor's claims hereunder may include, without limitation, payroll

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records, accounting records, and purchase orders that are sufficient to document the Contractor's program and financial activities under this Contract.

The request for cost reimbursement shall be submitted electronically to the attention of:

Brett Morton, Fiscal Representative
brett.morton2@mass.gov

with a copy to EOHLC's assigned program representative and:

McKenzie Bell, Senior Community Grants Coordinator
McKenzie.Bell@mass.gov

5. All requests for cost reimbursement for expenses incurred in FY2026 – Year 1 must be submitted on or before July 15, 2026; and all requests for cost reimbursement for expenses incurred in FY2027 – Year 2 on or before July 15, 2027. **Reimbursement requests submitted after the close of these Fiscal Year deadlines in this Section shall not be accepted or paid.** It is the responsibility of the Contractor to require that any subcontractor submit invoices in a manner that meets these requirements and deadlines.
6. The Contractor shall submit the final Community Planning Invoice on or before July 15, 2027. With the submission of the final Community Planning Invoice, the Contractor shall return to EOHLC any unexpended funds that are reflected in the final reconciliation, subject to Section III.B above.

C. Budget or Schedule Changes

1. Any subsequent change in the services and activities to be provided by the Contractor in accordance with the attached Budget, including, but not limited to, extensions of time, requires prior written approval from EOHLC's assigned program representative listed in Section III.A.7. **Requests for any amendments or extensions shall be reviewed on a case-by-case basis by EOHLC and may be approved or denied by EOHLC at its discretion. Consideration shall only be extended to Contractors who are in adherence with Section III.A.6 and other requirements of this Contract. Requests to amend or extend the end date of the Contract must be received by EOHLC on or before March 15, 2027. EOHLC will provide an Extension Request Form template that the Contractor must fill out and submit to EOHLC's assigned program representative by April 1, 2027. This Contract shall not be extended if a request to extend the end date is made after such deadline or if the Contractor fails to submit a timely Extension Request Form. No waivers to this clause shall be granted.**

The Contractor shall submit final reports and forms electronically to EOHLC's assigned program representative with a copy to:

McKenzie Bell, Senior Community Grants Coordinator

McKenzie.Bell@mass.gov

2. **Budget Amendments.** The Contractor may transfer funds among the line items in the Budget, only with the written permission of EOHLC. No amendment to the Contract shall be required for such change. The Contractor shall submit a request for such change electronically to EOHLC's representatives, listed in Section III.B.4, at least 30 days prior to requesting reimbursement funds under such change. If EOHLC does not respond within 30 days of receipt of the requested change, it will be deemed to have approved of the change.

D. Signage, Acknowledgment, Publicity, and Logos

1. **Signage.** The Contractor may erect or post a sign at a location where Contract funds have been used indicating that financing is being or has been provided in part by EOHLC as part of the Community Planning Grant Program, subject to compliance with the zoning by-laws or ordinances of the municipality in which the sign is to be erected or posted. The sign shall include the following statement: "Funds for this Project have been provided by a Community Planning Grant provided by the Massachusetts Executive Office of Housing and Livable Communities."
2. **Acknowledgment.** If Contract funds are expended by the Contractor on the preparation or production of a brochure or other publication, the brochure or publication shall include the following statement: "This publication was funded by a Community Planning Grant provided by the Massachusetts Executive Office of Housing and Livable Communities."
3. **Publicity; Other Materials.** The Contractor may disseminate, publish, or reproduce documents produced in whole or in part pursuant to this Contract, provided that the Contractor furnishes to EOHLC copies of any such documents thirty (30) days prior to publication, and provided that such documents include the acknowledgment required under Section III.D.2. The Contractor may copyright any books, publications, or other copyrightable materials produced under this Contract, provided that the Contractor shall provide to the Commonwealth as appropriate an irrevocable, nonexclusive royalty-free right to reproduce, publish, or otherwise use or authorize others to use the copyrighted material.
4. **Logos.** If the Contractor wishes to include an Agency logo on any signage or other materials produced in accordance with this section, it may contact EOHLC's assigned program representative, listed in Section III.A.7, for the appropriate copy of a logo.

5. Submission to EOHLIC. Any sign, publication, or other material produced in accordance with this section must be submitted in advance to EOHLIC's assigned program representative, listed in Section III.A.7, no later than thirty (30) days before posting or distribution. If EOHLIC does not respond within thirty (30) days of receipt of the material, it will be deemed to have approved of the material.

EOHLIC reserves the right to require that the Contractor provide to EOHLIC photographs, video, or other media and/or documentation, if applicable, or copies of such materials, of any project financed in part by EOHLIC under the Community Planning Grant Program.

E. Audit or Financial Review

EOHLIC reserves the right under this Contract to secure its own independent audit or financial review of the Contractor's (or Subcontractor, if applicable) records if, in its sole discretion, EOHLIC determines that it is necessary for any reason.

F. Monitoring

EOHLIC may monitor the Contractor's (or Subcontractor, if applicable) compliance with the Contract. The Contractor shall allow EOHLIC and its representatives access to all its books and records pertaining to this Contract.

G. Conflict of Interest, Licensure, and Debarment

1. The Contractor shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of the Contractor's obligations hereunder.
2. The Contractor shall not knowingly employ or compensate any employee of the Commonwealth during the term of this Contract, unless such arrangement is permitted under the provisions of M.G.L. c. 268A. Employment of former Commonwealth employees shall also be in compliance with the provisions of M.G.L. c. 268A.
3. The Contractor represents and warrants that as of the effective date, it has, and that at all times during the term hereof it shall have, at its sole expense, all licenses, certifications, approvals, insurance, permits, and other authorizations required by law to perform its obligations hereunder. The Contractor shall maintain all necessary licenses, certifications, approvals, insurance, permits, and other authorizations required to properly perform activities under this Contract, without reimbursement by the Commonwealth or other adjustment in Contract funds. Further, the Contractor warrants that all employees, agents, and subcontractors performing services under this Contract shall hold all required licenses or certifications, if any, to perform their responsibilities.

4. The Contractor certifies that the Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency. The Contractor agrees to immediately notify EOHLC if the Contractor becomes suspended or debarred, or if any licenses, certifications, approvals, insurance, permits, or any such similar requirement necessary for the Contractor to properly perform become revoked, withdrawn, or non-renewed during the Contract period.

H. Enforcement, Suspension, and Termination

1. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Contractor and EOHLC, and not to any third party.
2. EOHLC may use increased or additional monitoring and reporting as part of its enforcement actions.
3. EOHLC's grant application review includes a review for civil rights compliance. EOHLC reserves the right to place conditions on this grant if there is an administrative or judicial finding, decision, opinion, order, or other outcome concerning any civil rights matter(s) that is adverse to the Contractor or any of their subcontractors. Such conditions may be added by EOHLC through administrative guidance or email, without the need for a formal contract amendment.
4. This Contract may be terminated pursuant to Sections 4 and 5 of the Commonwealth Terms and Conditions.
5. EOHLC may provide the Contractor with written notice to decrease or cease Contract activity. Effective upon receipt of notice from EOHLC, or a later date specified therein, the Contractor agrees to decrease, suspend, and/or terminate Contract activity in conformance with the terms of such notice.
6. Upon the termination or expiration of this Contract, the Contractor shall continue to cooperate with all audit, records, and monitoring requirements.
7. Within a maximum of 90 days following the date of expiration or termination of this Contract, the Contractor shall submit all reports and data required by this Contract.

I. Non-Discrimination In The Provision of Services

The Contractor shall not deny services or otherwise discriminate in the delivery of services because of race, color, religion, disability, sex, sexual orientation, gender identity, familial status or children, marital status, age, national origin, ancestry, genetic information, receipt of federal, state, or local public assistance or housing subsidies, veteran/military status, or because of any other basis prohibited by law. The Contractor agrees to comply with all applicable federal and state statutes, rules

Revised: October 2025

and regulations and administrative and Executive Orders prohibiting discrimination, including without limitation, the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), M.G.L. c. 151B, M.G.L. c. 272 §§ 92A, 98, and 98A, M.G.L. c. 111 § 199A, 42 U.S.C. 9918 (c) and 45 C.F.R. 80.

J. Confidentiality

1. The Contractor certifies that it has established sufficient internal policies to carry out its obligations hereunder.
2. The Contractor shall keep all state records and information, wherever obtained, confidential at all times and comply with all state and federal laws concerning the confidentiality of information. The Contractor shall hold all personal data relating to Contract-supported personnel and applicants or recipients of Contract-supported programs and activities in accordance with Section 6 of the Commonwealth Terms and Conditions, the Standard Contract Form and its Instructions and Contractor Certifications, and all applicable Federal and state privacy and confidentiality laws and regulations, including M.G.L. c. 66A, “Massachusetts Fair Information Practices Act;” M.G.L. c. 93H, Security Breaches; 801 CMR 3.00: Privacy and Confidentiality, and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth. The Contractor shall take all required measures to protect the security of personal data it receives, and shall ensure that its software and security meets, at a minimum, the “Enterprise Information Security Policies and Standards” adopted by the Massachusetts Executive Office of Technology Services and Security (“EOTSS”), available at <https://www.mass.gov/handbook/enterprise-information-security-policies-and-standards>, or any successor standards thereto.
3. Pursuant to the Standard Contract Form and its Instructions and Contractor Certifications and the Commonwealth Terms and Conditions, the Contractor certifies that the Contractor has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Contract, that the Contractor shall communicate these provisions to and enforce them against its subcontractors, and that the Contractor shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access as part of this Contract, from unauthorized access, destruction, use, modification, disclosure, or loss. In addition, consistent with the requirements of the Standard Contract Form and the state information security policies, the Contractor’s employees shall generally not conduct Contract business through or send confidential information to employees’ personal email accounts. In addition, the Contractor will promptly notify EOHLC in the event of any security breach

Revised: October 2025

including unauthorized access, disbursement, use or disposal of the personal records and information. In the event of a security breach, the Contractor will cooperate with EOHLC and its authorized representatives and will provide access to any information necessary to respond to the security breach.

4. The Contractor shall notify its agents, employees, subgrantees, and assignees who may come into contact with state records and confidential information that each is subject to the confidentiality requirements set forth herein.
5. The Contractor shall deliver to EOHLC, within 14 days of a written request by EOHLC following termination of this Contract, such personal data relating to this Contract as EOHLC may request; provided, that the Contractor may keep copies of any personal data delivered to EOHLC; and provided further, that for the purposes of this sentence, the term, “personal data”, shall not include the Contractor’s personnel records.

K. Fraud, Waste, and Abuse

The Contractor shall maintain and use systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this Contract. The Contractor’s failure to reasonably prevent, detect or correct fraud, waste, and abuse may be taken into account in any future EOHLC awards.

Attachment B Budget FY2026 Community Planning Grant Program

Name of Contractor <i>Include name of Subcontractor if applicable</i>	Project Manager Name, email, and phone number <i>Include name and contact information of person preparing report if different from project manager</i>
City of Melrose	Name: Lori Massa Email: lmassa@cityofmelrose.org Phone: (781) 979-4190

Project Name
Housing Production Plan Implementation
Project Description <i>Brief Summary of Project</i>
Melrose will update its zoning and subdivision regulations in alignment with its Housing Production Plan.

Project Tasks	Cost by Task
Consultants/Prof. Fees	\$100,000.00
Meeting Expenses/Events	\$250.00
Project Supplies/Materials	\$0.00
Other/Miscellaneous	\$0.00
TOTAL	\$100,250.00

Bid Solicitation: BD-25-1100-EED01-EED01-111802

Header Information

Bid Number:	BD-25-1100-EED01-EED01-111802	Description:	Community One Stop for Growth - FY2026 Round	Bid Opening Date:	06/04/2025 11:59:00 PM
Purchaser:	Daniel Billings	Organization:	Executive Office of Economic Development		
Department:	EED01 - Economic Development	Location:	EED01 - Economic Development		
Fiscal Year:	25	Type Code:	NS - Non-Statewide Solicitation	Allow Electronic Quote:	No
Alternate Id:		Required Date:		Available Date :	01/24/2025 12:00:00 AM
Info Contact:	Website: www.mass.gov/onestop, Email: onestop@mass.gov	Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Blanket				
Begin Date:	01/24/2025	End Date:	07/01/2025		

Pre Bid Conference: Visit www.mass.gov/onestop for a schedule (or recordings) of the informational One Stop Webinars. Prospective applicants can also receive feedback by submitting an Expression of Interest.

Bulletin Desc: The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOED, EOHLC, and/or MassDevelopment via the One Stop Full Application. Expressions of Interest accepted through March 26, 2025. For the most up to date program information, visit www.mass.gov/onestop.

Ship-to Address:	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: eoedap@mass.gov Phone: (617) 788-3610	Bill-to Address:	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: eoedap@mass.gov Phone: (617) 788-3610	Print Format:	
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File Attachments: [FY26 Community One Stop for Growth NOFA](#)

Form Attachments:

Required Quote Attachments

SBPP (Small Business Purchasing Program) Eligible?: YES

See SBPP requirements and exceptions at www.mass.gov/sbpp :

Item Information

Item # 1: (00-00-00-00-0000) The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOED, EOHLC, and/or MassDevelopment via the One

Stop Full Application. Expressions of Interest accepted through March 26, 2025. For the most up to date program information, visit www.mass.gov/onestop.

U N S P S C Code: 00-00-00

Grant Opportunity

00-00-00-00

Grant Opportunity

00-00-00-00-0000

Grant Opportunity

Qty

Unit Cost

UOM

Total Discount Amt.

Total Cost

1.0

Manufacturer:

Brand:

Model:

Make:

Packaging:

Bid Tab

Exit

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MASS_AWS_PROD

APPLICANT INFORMATION

1.1. Applicant Organization Name:

City of Melrose

Organization Type

1.2.

Public Organization

Public Entity Type

1.2.a.

Municipality

1.3. Applicant Organization Legal Address

Street Address:

562 Main Street

City/Town:

Melrose

State:

Massachusetts

Zip Code:

02176

1.4. Organization CEO

CEO Name

Jennifer Grioraitis

CEO Phone

(781) 979-4440

CEO Email

jgrigoraitis@cityofmelrose.org

CEO Title

Mayor

1.5. Project Contact

Project Contact Name

Lori Massa

Project Contact Phone

(781) 979-4190

Project Contact Email

lmassa@cityofmelrose.org

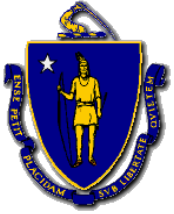
Project Contact Title

City Planner

1.6.

Joint Application - Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

No



Commonwealth of Massachusetts
**EXECUTIVE OFFICE OF HOUSING &
LIVABLE COMMUNITIES**

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant. Governor ♦ Edward M. Augustus Jr., Secretary

Via email: jgrigoraitis@cityofmelrose.org

September 30, 2025

The Honorable Jennifer Grioraitis
City of Melrose
562 Main Street
Melrose, MA 02176

Dear Mayor Grioraitis:

Application: Melrose 00723

Congratulations on Melrose's successful application to the FY26 Round of the Community One Stop for Growth. On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of **\$100,250.00** from the **Community Planning Grant Program** has been approved to support the **Housing Production Plan Implementation project**.

The Community Planning Grant Program will start contracting in the coming weeks. We will send an email to the municipal CEO and project contact identified in your application with pre-contracting information and tasks to complete, and an invitation to an online training related to grant administration and contract guidance. Please contact McKenzie Bell, Senior Community Grants Coordinator, at McKenzie.Bell@mass.gov with questions.

Please be advised that this letter does not constitute an agreement or contract with the Executive Office of Housing and Livable Communities (EOHLC) or the Commonwealth of Massachusetts, and the grant award is not final until the organization has executed a contract with the EOHLC. You should not proceed with any grant activities until a contract is in place.

The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities.

Finally, public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a public event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Sincerely,

Edward M. Augustus Jr.
Secretary, EOHLC



CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190

LORI MASSA
Director & City Planner

MEMORANDUM

TO: Mayor Jennifer Grigoraitis
Melrose City Council

FROM: Lori Massa, Director & City Planner

cc: Kerriann Golden, CFO/Auditor
Lauren Grymek, Chief of Staff
Maya Noviski, Senior Planner
Adam Forrester, Assistant Planner

DATE: January 5, 2026

RE: Housing Production Plan Implementation Project Grant Acceptance

The City has been awarded a \$100,250 FY2026 Community Planning Grant to support the continued implementation of the City's Housing Production Plan. Housing is area of critical need as is outlined in the Housing Production Plan and with this grant we will hire a consultant to work with our staff and Zoning Subcommittee of the Planning Board to solicit community input and craft revisions to our regulations that will enable a more diverse mix of housing types. This work will build off of the City's past successes and support our local and regional housing goals.

We hereby request the City Council's acceptance of the grant from the Executive Office of Housing & Livable Communities (EOHLC) through the Community One Stop for Growth Program in the amount of \$100,250.00. The grant agreement document is attached for your reference. The funds will be expended from a project account set up by the CFO/Auditor and reimbursed by EOHLC as funds are expended.

Thank you for your consideration of this request.



CITY OF MELROSE

Legal Department

Shannon T. Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

To: Mayor Jennifer Grigoraitis
From: Shannon T. Phillips
Subject: Amending Chapter A, Article II, Section 210 of the Administrative Code (Historical Commission)
Date: January 6, 2026

Amending Chapter A, Article II, Section 210 of the Administrative Code of the City of Melrose as follows:

§ A-210. Historical Commission

State law reference: MGL c. 40, § 8D.

A. Established. There shall be a Historical Commission consisting of seven members.

B. Authorities and responsibilities. The Historical Commission preserves, protects, and develops the historical and archaeological assets of the City. The Commission may conduct research for places of historic and archaeological value. The Commission may, subject to appropriation and approval by the Mayor, advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. The Commission, for the purpose of protecting and preserving such places, may make such recommendations as it deems necessary to the Mayor and, subject to the approval of the City Council, to the Massachusetts Historical Commission that any such place be certified as a historical or archaeological landmark. The Commission surveys and compiles a listing of all historical sites and buildings within the City, public and private; determines the functions and structures of all historical organizations within the City; and holds correlative seminars with historical organizations. It further determines the requirements for repair, reconstruction, and protection of historical landmarks, **is responsible for conducting demolition review as set forth by City ordinance**, and assists and cooperates with public commissions in the conduct of public historical events. The Commission has all of the other powers, duties and responsibilities that are given to historical commissions by the General Laws.

C. The Historical Commission is an advisory multiple-member body of the City, and a regulatory multiple-member body only insofar as is necessary to conduct demolition review per City ordinance.



CITY OF MELROSE

OFFICE OF THE MAYOR

JENNIFER GRIGORAITIS

Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440

To: Melrose City Council
From: Mayor Jen Grigoraitis
Re: Amending Chapter A, Article II, Section 210 of the City's Administrative Code
Date: January 7, 2026

Please accept this memo in line with Section 5-1¹ of the City Charter regarding Order 2026-10 Amending Chapter A, Article II, Section 210 of the City's Administrative Code

As a result of the recent passage of a Demolition Review Ordinance (Order 2025-571) as adopted by a vote of the City Council on December 1, 2025 an amendment to the City's Administrative Code needs to be made, allowing the Historical Commission to have the regulatory authority over the demolition delay process as contemplated by the ordinance. The changes to the administrative code are outlined via the memo from the City Solicitor attached to Order 2026-10.

Please note as part of the process outlined in Section 5-1 of the City Charter, the City Council shall hold at least one public hearing on the proposal and does not have the authority to Amend this Order.

Thank you for your consideration.

¹ <https://ecode360.com/35250804#35250805>

Questions contact - Rafa Kerguelen (781)-388-5101 or
rafael.kerguelenrestrepo@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Essex Street - National Grid to install 1 JO (joint owned) pole on Essex Street beginning at a point approximately 18 feet West of the centerline of the intersection of Essex Street and Vine Street and continuing approximately 33 feet in a North direction. Installing 45' class 2 pole on Western sidewalk between 164 & 220 Essex Street and 57ft Northern direction from existing pole # 3905. The purpose of installing the pole is to use a primary riser pole to feed new development on 164 Essex St transformer, and because all other poles in the street are already at capacity and cannot accommodate the new infrastructure. Melrose, MA.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Essex Street - Melrose, Massachusetts.

No.# 31196090

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Nick Memmolo*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.

BY _____
Manager / Right of Way

December 10, 2025

Questions contact – Central Design, Rafa Kerguelen (781)-388-5101 or rafael.kerguelenrestrepo@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 2nd day of October, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Essex Street - Melrose, Massachusetts.

No.# 31196090

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Essex Street - National Grid to install 1 JO (joint owned) pole on Essex Street beginning at a point approximately 18 feet West of the centerline of the intersection of Essex Street and Vine Street and continuing approximately 33 feet in a North direction. Installing 45' class 2 pole on Western sidewalk between 164 & 220 Essex Street and 57ft Northern direction from existing pole # 3905. The purpose of installing the pole is to use a primary riser pole to feed new development on 164 Essex St transformer, and because all other poles in the street are already at capacity and cannot accommodate the new infrastructure. Melrose, MA.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20__ .

City/Town Clerk.
Massachusetts 20__ .
Received and entered in the records of location orders of the City/Town of _____
Book _____ Page _____

Attest:
City/Town Clerk

I hereby certify that on _____ 20__ , at _____ o'clock, M

At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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.....
.....

Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20__ and recorded with the records of location
orders of the said City, Book _____, and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:
City/Town Clerk

Questions contact - Anjena Daswani anjena.daswani@nationalgrid.com

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the City Council
Of Melrose, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

4 Glendale Ave - National Grid to install 1 JO pole on 4 Glendale Ave beginning at a point approximately 60 feet North of the centerline of the intersection of Glendale Ave. National Grid to install stub pole P2402-84 with down strut guy and anchor to prevent P2402 on 76 Hesseltine Ave, Melrose from leaning.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – 4 Glendale Ave - Melrose, Massachusetts.

No.# 31135450

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Nick Memmolo*

BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.

BY *[Signature]* _____
Manager / Right of Way

October 13, 2025

Questions contact – Anjena Daswani anjena.daswani@nationalgrid.com

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Melrose City Council, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 10th day of September, 2025.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – 4 Glendale Ave - Melrose, Massachusetts.

No.# 31135450

Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

4 Glendale Ave - National Grid to install 1 JO (Joint Owned) pole on 4 Glendale Ave beginning at a point approximately 60 feet North of the centerline of the intersection of Glendale Ave. National Grid to install stub pole P2402-84 with down strut guy and anchor to prevent P2402 on 76 Hesseltine Ave, Melrose from leaning.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of _____, Massachusetts held on the _____ day of _____ 20 ____ .

City/Town Clerk.
20 ____ .

Received and entered in the records of location orders of the City/Town of
_____ Massachusetts
Book _____ Page _____

Attest:

City/Town Clerk

I hereby certify that on _____ 20 ____ , at _____ o'clock, M
At _____ a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND,
INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded,
and that we mailed at least seven days before said hearing a written notice of the time and place of
said hearing to each of the owners of real estate (as determined by the last preceding assessment
for taxation) along the ways or parts of ways upon which the Company is permitted to erect
Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....
.....
.....
.....

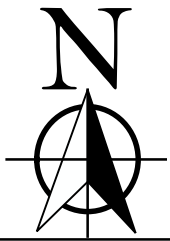
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of
hearing with notice adopted by the _____ of the City of _____
Massachusetts, on the _____ day of 20 ____ and recorded with the records of location
orders of the said City, Book _____ , and Page _____. This certified copy is made under
the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.








Attest:

City/Town Clerk



NOT TO SCALE



LEGEND	
	Existing
	Proposed
	Pole
	Stub pole with anchor
	OH Electric Wires
	Span guy
	Property Line

OH PETITION

Address:
76 Hesseltine Ave, Melrose

Date: 9/9/2025

Designer: ANJI DASWANI

WR #: 31135450

SKETCH TO ACCOMPANY
PETITION:



S/NO.	ADDRESS	OWNER'S INFO	PROPERTY ID
1	4 GLENDALE AVE	NAME: BODNER ADAM, BODNER KATHERINE MAILING: 4 GLENDALE AVENUE, MELROSE, MA 02176	D120 128
2	79 HESSELTINE AVE	NAME: PODRADCHIK, ERIC J. DEBORAH A PODRADCHIK MAILING: 79 HESSELTINE AVE, MELROSE, MA 02176	D120 129
3	3 GLENDALE AVE	NAME: KENNEY, PHIL J MONIQUE J KENNEY HWTE MAILING: 3 GLENDALE AVE MELROSE, MA 02176	D120 125
4	70 HESSELTINE AVE	NAME: FREDERICK, PICKERING VICTORIA PERRONE, HWTE MAILING: 70 HESSELTINE AVE, MELROSE MA 02176	D120 92