



Boards & Commissions Committee

Tuesday, January 20, 2026, 6:30 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Kimberly Vandiver	Vice Chair
Cal Finocchiaro	
Elizabeth Kowal	
Christopher Park	
Brad Freeman	President, Ex Officio Member
Ryan Williams	Chair

Meeting was called to order by Chair Williams at 6:30 PM

Attendee Name	Title	Status	Arrived
Kimberly Vandiver	Vice Chair	Present	
Cal Finocchiaro	Ward 6	Present	
Elizabeth Kowal	At-Large	Present	
Christopher Park	Ward 3	Present	
William Bradley Freeman	President, Ex Officio Member	Present	
Ryan Williams	Chair	Present	

II. MINUTES APPROVAL

A. Boards & Commissions Meeting November 17, 2025 7:15 PM

Motion to Approve the minutes by unanimous consent without reading made by Chair Williams.

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Ryan Williams, Bradley Freeman

III. PUBLIC COMMENT

When: Jan 20, 2026 06:30 PM Eastern Time (US and Canada)
Topic: Boards & Commissions Meeting

Join from PC, Mac, iPad, or Android:

https://cityofmelrose-org.zoom.us/j/95331852026?pwd=v0tkdTjEGOes0s0AF67eHG0agls8B4.1
Passcode:828534
Webinar ID: 953 3185 2026

Motion to Open public comment made by Chair Williams at 6:31 PM.
There were no comments on the floor or via Zoom.
Motion to Close public comment made by Chair Williams at 6:31 PM.

IV. APPOINTMENTS/REAPPOINTMENTS

- A. **(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.

Motion to Recommend to full council made by Councilor Finocchiaro
Seconded by Councilor Kowal
All were in favor and motion passed.

RESULTS:	ACCEPTED [UNANIMOUS]
TO:	City Council
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Ryan Williams, Bradley Freeman
NAYS:	None

- B. **(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.

Motion to Recommend to full council made by Councilor Finocchiaro
Seconded by President Freeman
All were in favor and motion passed.

RESULTS:	ACCEPTED [UNANIMOUS]
TO:	City Council
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Ryan Williams, Bradley Freeman
NAYS:	None

- C. **(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.

Motion to Recommend to full council made by Councilor Vandiver
Seconded by Councilor Finocchiaro
All were in favor and motion passed

RESULTS:	ACCEPTED [UNANIMOUS]
TO:	City Council

AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Kim Vandiver, Ryan Williams, Bradley Freeman
NAYS:	None

V. 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.

Motion to Adjourn by unanimous consent made by Chair Williams at 6:39 PM.
Meeting was adjourned.

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
Melrose, MA 02176

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