



**City of Melrose**  
**City Council**  
Regular Meeting

Monday, February 2, 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](http://mmtv3.org) or local cable station MMTV (Channels 3, 15, 22 on Comcast or Channels 37, 38, 39 on Verizon)

### **I. CALL TO ORDER**

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

Pledge of Allegiance

### **II. MINUTES APPROVAL**

A. City Council Regular Meeting January 20, 2026 7:45 PM

### **III. PUBLIC COMMENT**

When: Feb 2, 2026 07:45 PM Eastern Time (US and Canada)  
Topic: City Council Meeting

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose->

[org.zoom.us/j/93811800155?pwd=vSIQZQbqpoAsGUdSlT9bcXcMTXz25a.1](https://cityofmelrose-org.zoom.us/j/93811800155?pwd=vSIQZQbqpoAsGUdSlT9bcXcMTXz25a.1)

Passcode:982686

Webinar ID: 938 1180 0155

### **IV. COMMUNICATIONS FROM THE HONORABLE MAYOR & OTHER CITY OFFICIALS**

### **V. NEW BUSINESS**

- A. Filings by the Honorable Mayor
  - i. Appointments/Reappointments
    - 1. **(ID # 2026-294):** Reappointment of David Hoff, 46 Warwick Road, to the Commission on Disability for a three-year term, said term to expire on the last day of February 2029.
    - 2. **(ID # 2026-295):** Reappointment of Garin Boyd, 463 Lebanon Street, to the Commission on Disability for a three-year term, said term to expire on the last day of February 2029.
    - 3. **(ID # 2026-296):** Reappointment of Margaret Sheets, 53 Melrose Street to the Commission on Disability for a three-year term; said term to end on the last day of February 2029.
- B. Orders
  - i. **(ID # 2026-305):** Authorizing a Bond under the Water Enterprise System through MWRA Local Water System Assistance Program bonds in the amount of Eight Hundred Forty Eight Thousand Six Hundred dollars (\$848,600)
- C. Requests
  - i. **(ID # 2026-307):** Appropriation in the amount of \$340,000 from Capital Stabilization for DPW Refuse/Yard Waste Truck

**VI. UNFINISHED BUSINESS**

- A. Appointments/Reappointments
  - i. **(ID # 2026-178):** Reappointment of Helena Widtfeldt, 44 Briggs Street, Melrose MA to the Affordable Housing Trust Fund, for a two year term, said term to expire on the last day of January, 2028.
- B. Orders
  - i. **(ID # 2026-174):** Reappointment of Linda Reed, as Assistant City Clerk for a one year term, ending on the first Monday in February 2027.

**VII. REPORTS FROM COMMITTEES**

**VIII. EXPIRIES**

**IX. RULE 36 REPORTS**

**X. 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](mailto:platta@cityofmelrose.org).

January 20, 2026


Dear Mayor Grigoraitis:

I am writing to request to be re-appointed to the City of Melrose Commission on Disability for another 3-year term. During my recent term my accomplishments have included:

1. Serving as Commission Chair for 2 years
2. Service as Vice Chair for the past year
3. Leading the development of the recently published disability guide for community organizations.
4. Working to build the partnership between the Melrose Public Schools, Chamber of Commerce, and city businesses to expanding work experiences and employment opportunities for students with disabilities.
5. Assisting with successful applications to the Massachusetts Office on Disability for funding of capital improvements to increase accessibility of city buildings.

It has been an honor to serve on the commission for the past 6 years. I would very much appreciate the opportunity to continue to work together with my fellow commission members and the city to ensure Melrose is an accessible and welcoming community for all residents with disabilities.

Sincerely,

A handwritten signature in black ink, appearing to read "David Hoff". The signature is fluid and cursive, with the first name "David" being more legible than the last name "Hoff".

David Hoff  
46 Warwick Road  
Melrose, MA. 02176



Mayor Jennifer Grigoraitis  
Melrose City Hall  
Melrose, MA 02176

Dear Mayor Grigoraitis:

Please accept this letter as my request for reinstatement onto the Melrose Commission on Disability. Over the past three years I have served as Secretary for two of those years. Prior to that I served as Vice Chair. I have helped organize and execute city wide activities including the Disability Pride Month celebration. I have made it my goal to attend Melrose city meetings and support disability policy and grant approval. I have also worked to increase representation and inclusion within the disabled community. As an artist and an advocate, I try to incorporate creative expression and community engagement into the work I do with the Commission.

I feel grateful to have served for six years. It is amazing to work with a motivated, talented and passionate Commission. I am so proud of our accomplishments and the seismic shifts we have made to increase accessibility in Melrose. As noted in the recent city meeting: our list is long and it will be a while until we are “totally there” with accessibility. I would like to continue my work. It would be an honor to serve another three year term.

Sincerely,

A handwritten signature in black ink that reads "Garin A. Boyd". The signature is written in a cursive, flowing style.

Garin A. Boyd  
463 Lebanon Street

# Margaret Sheets

Melrose, MA | [REDACTED] | [REDACTED]

| [linkedin.com/in/margaret-sheets](https://www.linkedin.com/in/margaret-sheets)

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January 5, 2026

Dear Lauren and Diane,

I am writing to formally request reappointment to the Melrose Commission on Disability for a new three-year term. Having served as a founding member since 2020, I am deeply committed to continuing the Commission's work in ensuring Melrose is as welcoming and inclusive as possible for people with disabilities.

During my time with the Commission, I have served in various leadership roles, including Commission Secretary and Vice Chair. In my current role as Commissioner At-Large, I am particularly proud of leading the planning for Disability Pride Month in 2024 and 2025. By coordinating with local partners like Follow Your Art and the Melrose Public Library, we successfully engaged the community through murals, panel discussions, and inclusive children's book readings.

Beyond events, I remain dedicated to practical advocacy, such as my recent work collaborating on a resource guide to help our local organizations and places of worship improve their physical and social accessibility. In a subsequent three-year term, I hope to build on this momentum by expanding on Disability Pride Month events to ensure they continue to grow and become a well-established yearly town event. I also feel strongly that my knowledge of the Commission's growth since its inception will be an asset in ensuring the Commission's long-term projects reach completion.

I would be pleased to discuss my goals or any other information you may need for my reappointment at your convenience. Please feel free to contact me at [REDACTED] or by phone at [REDACTED].

Sincerely,



Margaret Sheets



## CITY OF MELROSE

## Office of Treasurer-Collector

Kathryn J Armata  
*Treasurer-Collector*

City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Treasurer - (781) 979-4162  
Collector - (781) 979-4120

### MEMORANDUM

**To:** Melrose City Council  
Mayor Grigoraitis

**From:** Kathryn Armata

**Date:** January 23, 2026

**Re:** **Loan Order –MWRA 0% loan – Grove Street water main improvements**

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ORDERED: That the City appropriates \$848,600, to pay costs of water main improvements, including designing, engineering and constructing water main improvements that will address the removal of lead water service connections throughout the City's water system, including but not limited to cement-lined ductile iron water mains on Grove Street from Lebanon Street to Argyle Street, and including the payment of all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 8(5) of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer, with the approval of the Mayor, is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority (the "MWRA") and, in connection therewith, to enter into a loan agreement and/or financial assistance agreement with the MWRA and otherwise to contract with the MWRA with respect to such loan; and that the Mayor is authorized to take any other action necessary to carry out this project.

Pursuant to Section 56-14 of the City Ordinances, attached is a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The payment schedule attached assumes a 10-year borrowing term, an interest rate assumption of 0% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will be paid from the Water Enterprise Fund. The borrowing will be entirely offset by maturing loans and will not impact future rates.

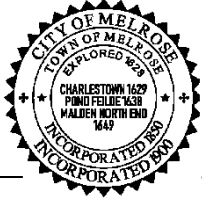
Financial Impact

MWRA Water Main Bonds  
Local Water System Assistance Program  
0% interest

\$ 848,600.00

Debt Schedule

	Principal	Interest
4/15/2026	\$ 84,860.00	0.00
4/15/2027	\$ 84,860.00	0.00
4/14/2028	\$ 84,860.00	0.00
4/14/2029	\$ 84,860.00	0.00
4/15/2030	\$ 84,860.00	0.00
4/15/2031	\$ 84,860.00	0.00
4/14/2032	\$ 84,860.00	0.00
4/14/2033	\$ 84,860.00	0.00
4/15/2034	\$ 84,860.00	0.00
4/15/2035	\$ 84,860.00	0.00
	<hr/>	
	\$ 848,600.00	\$ -



## CITY OF MELROSE

### DEPARTMENT OF PUBLIC WORKS

Administration-Engineering-Water-Sewer-Facilities  
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet

**Jay Coy, P.E., PMP**  
*Acting City Engineer*

**City Hall, 562 Main Street  
Melrose, Massachusetts 02176  
Telephone - (781) 979-4172  
E-mail: jcoy@cityofmelrose.org**

January 20, 2026

To: Melrose City Council  
Mayor Jennifer Grigoraitis

From: Elena Proakis Ellis, DPW Director  
Jay Coy, Acting City Engineer

cc: Kerriann Golden, CFO/Auditor  
Kathryn Armata, Treasurer Collector  
Shannon Philips, City Solicitor  
James Troup, Assistant DPW Director – Administration & Finance

Re: Authorization to borrow LWSAP funds for CY2026 Water Main Improvements

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The Melrose DPW is proposing a project for the MWRA Local Water System Assistance Program (LWSAP) to fund the CY2026 Annual Water Main Improvements. The estimated cost of the program is \$848,600 and includes, but may not be limited to, the following work:

- Grove Street (1450 LF) – This street ranked “poorest” in the City’s roadway condition assessment. The project includes new 8-inch and 12-inch diameter cement-lined ductile iron water mains from Lebanon Street to Argyle Street, to be installed prior to final paving presently scheduled for 2027. Final pavement restoration will be funded by other sources and completed by the City’s paving contractor. This neighborhood was ranked as a Phase II improvement in the 2017 water system CEP.

The rate model shows that there is older debt rolling off in FY26 such that there should be no rate impact from the proposed borrowing. The funds borrowed pursuant to this Order will be deposited into a designated fund as determined by the Finance Department, similar to our other MWRA water and sewer loans.

For this purpose, The Department of Public Works respectfully requests the City Council to review and consider the attached Treasurer’s bond order.



## CITY OF MELROSE

### DEPARTMENT OF PUBLIC WORKS

Administration–Engineering–Water–Sewer–Facilities  
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

Elena Proakis Ellis, P.E., BCEE  
Director of Public Works

City Yard, 72 Tremont Street  
Melrose, Massachusetts 02176  
Telephone – (781) 665-0142  
E-mail: [eproakis@cityofmelrose.org](mailto:eproakis@cityofmelrose.org)

January 28, 2026

To: City Council  
Jennifer Grigoraitis, Mayor  
Lauren Grymek, Chief of Staff  
Kerri Golden, CFO/Auditor

From: Elena Proakis Ellis, DPW Director

CC: James Troup, DPW Deputy Director Administration and Finance  
Matt Spinale, Operations Manager

### **RE: Capital Stabilization Request for Replacement of Truck #26 – Refuse Truck**

The Department of Public Works respectfully requests an appropriation from Capital Stabilization in the amount of \$340,000 to replace Truck #26, the City's Class 8 refuse truck. The DPW is proposing to replace this truck with a new diesel refuse truck of similar, but slightly smaller size.

Truck #26 is used predominately for curbside yard waste pickup by the City's in-house forces. The existing truck that will be replaced is in need of a repair in the range of \$10,000 to \$15,000, and Truck #26 has been identified as in need of replacement for the last four years. The City has routinely spent between \$10,000 and \$30,000 on repairs for this truck over the last decade. Rather than sinking more funds into repairs, we recommend replacing this aging vehicle. The recommended useful life for a refuse truck is on the order of 7 to 10 years, while Truck #26 is now 21 years old, with about 120,000 miles.

In addition to being used for yard waste collection, the new truck will also be able to tip school dumpsters, providing redundancy with the DPW's smaller refuse truck, Truck #18. While we were able to purchase an electric vehicle to replace Truck #18, which is used for municipal barrels, the collection of yard waste is much more energy intensive, with constant operation of the hopper throughout the day. We do not believe an electric vehicle is feasible to accomplish this task at this time. Thus, we are proposing to purchase a 25-yard rear loading refuse truck from a state contract vendor under State Contract VEH111 for heavy duty vehicles.

**We formally request an appropriation from Capital Stabilization in the amount of \$340,000 for the purpose of funding the immediate purchase of a new refuse vehicle.** The Department of Public Works will be the custodian of these funds in an account set up by the Auditor and will be the responsible Project Manager.

Thank you for your support and consideration. We would be happy to call or meet with anyone who wishes to ask any questions in advance of the City Council meeting.

**From:** Helena Widtfeldt <[REDACTED]>  
**Sent:** Monday, January 5, 2026 9:49 AM  
**To:** MacDonald, Diane <[dmacdonald@cityofmelrose.org](mailto:dmacdonald@cityofmelrose.org)>  
**Subject:** Re: January 2026 Reappointment Affordable Housing Trust

Good morning, Diane.

I am happy to hear about my reappointment to the Housing Trust board. During 2025, I provided input and assisted in the shaping of key documents establishing the guidelines and processes for the operation of the Housing Trust. This included establishing overall goals & strategies as well as developing guidelines and an application process. The Board also received the first application for the receipt of funds from the Trust and I participated in the evaluation of the application and interview of the applicant representative.

Let me know if you need additional details or anything further from me.

Thanks,

Helena

## Linda Reed's accomplishments for 2025

Assisted the City Clerk with various daily tasks

Trained our new Senior Account Clerk, Kathy Maihack

Extensive research to implement all our new fees for Vital Records and City Licenses

Attended two City Clerk Association conferences

Trained on the new vital records platform MAVRIC

Trained on the new Civic Plus and assisted other departments in this process

Learned how to do all amendments for vital records

Assisted the Elections Administrator with all aspects of our November 2025 local election

Created new database for our dog registration

**§ 56-10. Assistant City Clerk.**

- A. The City Clerk shall, on or before the first Monday in February in each year, appoint an Assistant City Clerk, subject to confirmation by the City Council.
- B. The Assistant City Clerk may be removed by the vote of a majority of all the members of the City Council taken by roll call.
- C. In the absence of the City Clerk, the Assistant City Clerk shall perform all the duties of the office and shall perform such other duties as he/she may be called upon to perform by the City Clerk.

**State law reference** — Authority to appoint assistant city clerk, MGL c. 41, § 18.