



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

Thursday, February 26, 2026, 7:45 PM  
City Council Chamber, 1st Floor  
562 Main Street, Melrose, MA 02176

## **AGENDA**

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 February 2, 2026 7:45 PM

### **III. PUBLIC COMMENT**

When: Feb 26, 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/97822197550?pwd=Ex2aPaodVhKtCwP0v4aFNHCarsI9JE.1>  
Passcode:354991  
Webinar ID: 978 2219 7550

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

### **V. NEW BUSINESS**

A. Filings by the Honorable Mayor

i. Appointments/Reappointments

1. **(ID # 2026-309):** Reappointment of George Bibilos, 264 Grove Street, Melrose to the Melrose Historical Commission, for a term of three years, said term to expire the last day of February 2029.
2. **(ID # 2026-310):** Reappointment of William Butler, 102 Crescent Road, to the Beebe Estate Board of Trustees for a three-year term, said term set to expire on the last day of February 2029.
3. **(ID # 2026-311):** Reappointment of Jessica Rowcroft McKenna, 5 Marmion Road, Melrose to the Beebe Estate Board of Trustees for a three-year term, said term to expire on the last day of February 2029.
4. **(ID # 2026-354):** Reappointment of Cathie Mercier, 466 Pleasant Street, to the Melrose Library Board of Trustees for a three-year term, said term to expire the last day of February 2029.
5. **(ID # 2026-355):** Reappointment of Joe Viola, 134 Howard Street, Melrose MA to the Affordable Housing Trust Fund, for a term of one year, said term set to expire on the last day of January, 2027.
6. **(ID # 2026-356):** Reappointment of Cathy Gulino, 25 Apple Hill Road, to the Melrose Board of Assessors for a three-year term set to expire on the last day of February 2029.
7. **(ID # 2026-379):** Reappointment of Darren Brown, 43 School Street, Melrose to the Historical Commission for a term of three years, said term to expire on the last February 2029.
8. **(ID # 2026-381):** Appointment of Diana Weinburg, 94 Maple Street, Melrose to the Commission on Women for a term of three-years, said term to expire the last day of February, 2029.
9. **(ID # 2026-396):** Reappointment of Bryan Thorp, 77 Wentworth Road, to a five-year term as a Regular Member on the Zoning Board of Appeals; said term to expire the last day of February 2031.
10. **(ID # 2026-397):** Reappointment of Robert Tullis, 8 Thurston Road, to the Historic District Commission (HDC), for a three-year term, said term to expire on the last day of February 2029.
11. **(ID # 2026-444):** Reappointment of Joseph Hunt, 132 Mount Vernon Avenue, to the Melrose Historical Commission for a three-year term set to expire on the last day of February 2029.
12. **(ID # 2026-445):** Appointment of Joseph Swithin Shortlidge, 132 Bay State Road, Melrose, to the Melrose Human Rights Commission for a term of three years, said term to expire the last day of February 2029.

- 13. **(ID # 2026-446):** Appointment of Laurie Chomko, 14 Botolph Street, Melrose, to the Melrose Human Rights Commission, for a term of three years, said term to expire on or before the last day in February, 2029.
- 14. **(ID # 2026-456):** Appointment of Paul Cusolito, 63 Stratford Road, Melrose to the Cemetery Commission for a term of three years, said term to expire the last day of February 2029.
- 15. **(ID # 2026-476):** Appointment of Dawn Jacobs, 462 East Foster Street, Melrose to the Board of Health for a term of three years, said term to expire on or before the last day of February, 2029.

B. Filings by members of the Honorable City Council

i. Ordinances

- 1. **(ID # 2026-447):** Amending Melrose Revised Ordinance 93-6 Leashing Requirements to Provide Exceptions for K-9 dogs and Service Animals.

C. Grants

- i. **(ID # 2026-455):** Acceptance of EOEEA Cooling Corridors Grant for \$48,000
- ii. **(ID # 2026-477):** Acceptance of the BSAS MassCALL3B Grant by the Health & Human Services Department

**VI. UNFINISHED BUSINESS**

A. Appointments/Reappointments

- i. **(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.
- ii. **(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.
- iii. **(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

**VII. REPORTS FROM COMMITTEES**

**VIII. EXPIRIES**

**IX. RULE 36 REPORTS**

- A. Public Safety Buildings Project Update

**X. CITY COUNCILOR UPDATES**

- A. Councilor Chen Update

**XI. 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 13, 2026

Office of the Mayor  
Melrose City Hall  
Melrose, MA 02176

Attn: Diane MacDonald

Dear Ms. MacDonald,

I am writing to you to express my interest in being reappointed to the Melrose Historical Commission. I have enjoyed almost 4 years of service and look forward to more productive work on behalf of the Commission. During my time on the Commission, I was very active in helping to develop and roll out the Mary Stetson Clarke Historical Recognition Award a couple of years ago. I think this award has helped raise awareness about celebrating and preserving the history of our wonderful city.

Additionally, it is always a pleasure to work at our booth at the Melrose Victorian Fair and engage with our fellow Melrosians and enjoy their almost palpable excitement about the history and the wonderful homes of our community. I have also enjoyed working at a number of “Research Your Home Nights” where we make resources available to our residents so they can learn more about the history of their homes.

I am also excited at the prospect of working with the Commission as we transition from an Advisory Commission to a Regulatory Commission working in partnership with the Planning Board. I look forward to helping to implementing the recent move to give the Commission “demo-delay” oversight of proposed projects. I am hopeful this can be done thoughtfully and add value to the process and not simply being viewed as obstructionist.

As someone who has lived in this city 55+ years and having seen the many changes that have occurred, I feel I have a lot to offer my fellow Commissioners. I think we have a tremendous mix of backgrounds and experience on the Commission and it is my hope that I can continue to work with these wonderfully talented people.

Thank you for your consideration.

Very truly yours,

*George J. Bibilos*

264 Grove Street, Melrose, MA 02176  
781.888.4144

**Beebe Estate Board of Trustees**  
**Reappointment Accomplishments**  
**Co-Chair Bill Butler; Treasurer Jessica Rowcroft McKenna**

**List of Accomplishments for 2025**

- Hosted a series of six beer garden events in 2025
- Rekeyed entire building
- Decorated property for the holidays
- Refurbished Council on Aging plaster walls and painted
- Painted rear exterior of property
- Extensive brush removal and landscaping
- Continued garden maintenance and improvements
- Partnered with the Creative Alliance on a new website
- Hosted 67 events consisting of private parties, non-profit meetings and community educational classes
- Trustees met 11 times over the past year
- Added two new Trustees including a Building Manager
- Finalized the Beebe Estate MOU
- Added a portable air conditioner to increase Summer rental opportunities

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February 2026

List of accomplishments of **Cathie Mercier** as a Library Trustee

- Trustee of the Melrose Public Library, Melrose, Massachusetts. April 2016-present.
- Collaborated with MPL Director on five-year strategy plan, June 2018-October 2019.
- Trustee delegate to the Melrose Building Committee, June 2023-April 2025.
- Revision of the Trustees By-Laws, 2024-25.
- Elected Chair in April 2025 and re-elected in January 2026.

February 2, 2026

Mayor Jennifer Grigoraitis  
Melrose City Hall - Second Floor  
562 Main St  
Melrose, MA 02176

**Re: Reappointment to the Melrose Affordable Housing Trust**

Dear Mayor Grigoraitis:

With my current term on the Melrose Affordable Housing Trust ending soon, I am writing to express my interest in reappointment to the Trust. Our group has had a productive year, and I believe we've helped to create a thoughtful process to prioritize the use of scarce public resources in worthy housing development or preservation projects in the years ahead.

By creating clear goals, guidelines, an implementation plan, and a formal application process, the Trust has moved from "planning" to "doing" -- as evidenced by our approval of a funding request for three units at 87 West Wyoming Avenue.

I see the creation of housing opportunities as a critical need for Melrose. My goal for the next term is to work with my fellow Trustees to identify and secure funding to ensure the Trust has the sustainability it needs to make Melrose affordable to more people. I would be honored to continue serving the city in this capacity.

Sincerely,



Joe Viola  
134 Howard Street

Cathy A. Gulino  
25 Applehill Road  
Melrose, MA 02176

#### Experience

- 1998 - City of Melrose, Melrose, MA  
present Board of Assessors  
Oversee and direct the policies and procedures of the City of Melrose Assessors office.
- 1998 - City of Melrose, Melrose, MA  
2010 Member of the Property Valuation Board:  
Oversee sale of City owned property.
- 2008- Melrose-Wakefield Hospital, Melrose, MA  
present Point of Care Coordinator  
Oversee all laboratory testing performed outside the laboratory at Point of Care.
- 1994 - Melrose-Wakefield Hospital, Melrose, MA  
2008 Medical Laboratory Technologist  
Rotate through blood bank, hematology, chemistry and processing departments.
- 1991 - Fleet Bank, Nashua, N.H.  
1994 Commercial & Residential Real Estate Review Appraiser
- 1988- Patriot Properties, Inc., Marblehead, MA  
1991 Commercial real estate appraiser and revaluation work.
- 1985- Eastern Appraisal Services, Beverly, MA  
1988 Residential and commercial real estate appraiser

#### Education

- Merrimack College, North Andover, MA  
Bachelor of Arts Degree, May 1990, Magna Cum Laude
- Mass Bay Community College, Wellesley, MA  
Associate's Degree in Science, June 1979  
Medical Laboratory Technician Program
- Massachusetts Association of Assessing Officers  
Course 101: Introduction to Assessment Administration:  
Laws, Procedures, and Valuation. 1998

City of Melrose  
Office of the Mayor  
Attention: Diane MacDonald  
562 Main Street  
Melrose, MA 02176

Darren J. Brown  
[djbrown219@gmail.com](mailto:djbrown219@gmail.com)  
43 School Street  
Melrose, MA 02176  
781-724-6912

14 January 2026

To Whom It May Concern,

I wanted to express my interest in reappointment to the Melrose Historical Commission. During my two years on the Commission, I currently serve as the treasurer and have assisted with all events including the Research Your Home Nights, the Melrose 175th celebration and the Victorian Fair. These events have given me the opportunity to assist residents with learning more about their home and the community along with how to use the available resources for future research as well as the role of the Commission in the community. I am currently reaching out to contacts in the archaeology and historical preservation fields and awaiting word back from the Mass Historical Commission on a proposed housing development.

The Commission's mission statement is something that I strongly support and believe in. I have long been an advocate of the preservation, protection and promotion of all aspects of the region's rich history and through education and usage can raise awareness for both present day and future generations.

I have been interested in history for as long as I can remember and had pursued a career in the field serving as a museum curator for over fifteen years. I have provided advocacy for the region's historical resources both professionally and in volunteer positions through my affiliation with area historical societies, organizations and house museums. I have an extensive history in education and collaboration with different organizations and communities. I served nine years as a member of the Town of Saugus' Historical Commission and six years as the elected president of the Saugus Historical Society along with the two years on the Melrose Historical Commission.

I strongly believe that I have the necessary interest, passion and skill set to continue in my role for another term as a valuable member of the Melrose Historical Commission. I look forward to hearing from you. Thanks in advance for your time and consideration.

Sincerely,

Darren J. Brown

Check  
open position  
left

Diana Weinburg  
94 Maple Street  
Melrose, MA 02176

September 3, 2025

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

Dear Mayor Grigoraitis.

I am writing to apply for a position on the Commission on Women to support women and girls in our community. I have a particular interest in those pursuing business and leadership opportunities.

Throughout my career, I mentored women and provided career counseling across a range of industries and roles. I have continued that work in retirement through SCORE, where I have enjoyed working with women entrepreneurs. I also co-founded our chapter's Annual Women's Business Summit to foster connection, learning, and visibility for women in business.

In addition, I served as Board President of the Melrose Farmers' Market, where I helped establish a governance model, led outreach and fundraising efforts, and secured funding to expand food access through the SNAP Match Program. These roles reflect my broader commitment to service, inclusion, and practical support for community-based initiatives.

I would welcome the opportunity to contribute to the Commission's work and bring my experience in mentoring, outreach, and strategic leadership to its mission.

Thank you for considering my interest.

Sincerely,

*Diana Weinburg*  
Diana Weinburg

# Diana Weinburg

Melrose, MA

dweinburg@verizon.net

978-314-8130

## Summary

Strategic and service-driven leader with experience in organizational management across finance, operations, and human resources. Skilled in leading cross-functional teams and driving organizational change. Post-retirement, actively engaged in mentoring small business owners and nonprofit leaders, with a focus on outreach to raise awareness and support local initiatives.

## Professional Experience

### **Vertex Pharmaceuticals – Director, Enterprise Business Systems, 2012–2018**

Led Human Resources and Legal technology portfolios, including global payroll implementation across fifteen countries and deployment of Workday Human Resources Management System. Directed change management, process analysis, and systems integration.

### **Fidelity Investments – Director, Process Improvement & Project Management, 2007–2012**

Directed enterprise Human Resources initiatives and talent management platform rollout. Introduced Agile methodology, managed cross-functional teams, and led reporting redesign for broker-dealer portal.

### **Hop Brook Company, LLC – Principal, 2000–2007**

Founded and led consulting firm specializing in Human Resources systems and operations. Delivered Oracle HRMS and Kronos implementations, developed integration models for acquisitions, and redesigned payroll processes. Clients included: Fidelity, Rockland Trust, Digitas, Thermo Electron, The Mentor Network

## Earlier Roles

- Jones & Bartlett Publishers – Director of Human Resources
- Goodwin Proctor – Human Resources/Benefits Manager
- Product Knowledge Systems, Inc. – Director, Finance & Human Resources
- Sudbury Systems, Inc. – Vice President, Finance & Human Resources, 1981–1995

**Community Leadership & Volunteerism** *Building on a lifelong dedication to volunteerism, my recent leadership roles reflect a continued commitment to service and civic engagement.*

## SCORE

Associate District Director, Massachusetts/Rhode Island 2024–Present

Chapter Chair, Northeast MA, 2019–2024

Certified Counselor, 2018–Present

Mentored entrepreneurs and nonprofit leaders; managed operations for 50+ volunteers; launched Women's Annual Business Summit; led fundraising efforts and community outreach to build awareness and strengthen regional collaboration.

### **Melrose Farmers' Market – Board President, 2016–2022**

Provided board-level leadership as President, establishing a governance model, and leading outreach and fundraising efforts—including securing funding for the SNAP Match Program to expand food access in the community.

## Education & Technology Proficiency

Lesley University – Bachelor of Arts, Organizational Behavior

Fluent in current business and Human Resources technologies, project management methodologies, and digital collaboration platforms.

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**Bryan E. Thorp**

77 Wentworth Rd.  
Melrose, MA 02176

9 February 2026

**Jennifer Grigoraitis**

Mayor, City of Melrose  
City Hall, 562 Main St  
Melrose, MA 01276

Dear Jennifer,

Per your office's request, I am sending a brief list of my work during my time on the Zoning Board of Appeals. I would like to note that I am a recently retired architect, with more than 40 years of experience with a wide variety of project types from residential housing to major institutional projects. I have been a Melrose resident since 1992 and raised my 3 children (all MHS graduates) here. I have served on the ZBA since 2008.

Since my last appointment to the Board in 2022:

- I participated in 116 cases, including five Comprehensive Permit Applications
- I was the Board's representative in the unsuccessful arbitration for 28 Greenwood St..
- I was elected Chair of Board of Appeals in April 2025
- I participated in the Board's adoption of Rules and Regulations for the first time
- I attended a training given by a land use attorney to review zoning laws, permits, and the re-codified zoning ordinance.

I hope you find this information useful. Thank you for the opportunity to serve the residents of our community and represent Melrose as we continue to grow smartly and work to improve the lives of our neighbors. Thank you.

Sincerely,

**Bryan Thorp**

Robert S. Tullis  
8 Thurston Road  
Melrose MA 02176

Diane MacDonald  
Office of the Mayor  
Melrose City Hall  
Melrose MA 02176

Dear Ms. MacDonald

I understand that the Mayor is going to submit my reappointment to the Melrose Historic District Commission. In order to facilitate my reappointment, here is a list of my accomplishments while on the Commission during the period of my initial appointment.

- Since joining the HDC in May 2023 I have attended all but one (maybe two) of our meetings, missing only because I was unavoidably out of town.
- Since May 2023 there have been 18 cases in total brought before the HDC for review; I heard all cases and participated in discussion of them and voting on them.
- In 2025, the HDC issued nine Certificates of Appropriateness. A few continuances were authorized to allow non-compliant applications to be revised prior to re-hearing and eventual authorization. One continuance is still pending a re-hearing.
- I volunteered to work with two applicants on their revisions. For the Big Fin Poke sign I made recommendations that allowed the applicant to re-present a worthy application. For The Coolidge HVAC installation, I worked with the applicant and his contractor to propose acceptable condenser locations and visually unobtrusive coolant line locations, jacketing, and detailing.
- I was the primary author of the HDC's Preliminary Study Report for the establishment of a Benjamin Lynde House Local Historic District at 244 Main Street. In conjunction with this work, I coordinated with Mr. Shane Egan and Ms. Rebecca Blumenthal of the Melrose Historical Commission.
- Along with Shane Egan, I attended a meeting at City Hall in which Szecon Development initially presented their plans for 244 Main Street. I stand ready to be a primary participant in negotiations with them concerning details of this project.
- I have begun research on other possible Local Historic Districts which could be enacted to protect Melrose's historically and architecturally significant buildings.

Sincerely,  
Robert Tullis

Cc: Lori Massa                      Office of Planning and Community Development  
Adam Forrester                    Office of Planning and Community Development

Office of the Mayor

c/o Diane MacDonald –

Hello Diane –

My name is Joseph Hunt, and nothing would give me more pleasure than to be reappointed for another term on the Melrose Historical Commission. I have been a member of this commission for about 15 years. I have previously served as secretary and presently serve as the commission's vice-chair. I am honored to be a member of this current commission which is the most talented and active that I've been associated with.

During my current term, in addition to actively participating in monthly meeting discussions and planning, I initiated and presently manage a decorative historic home plaque program. These plaques are intended to not only publicly identify specific historical Melrose structures and sites, but their inherent visibility will help raise awareness of Melrose's history.

Since the historical commission's existence is not well known, I submitted an idea to help raise its public awareness. The idea was to have participating downtown stores display a large commission supplied photograph showing their building or storefront appearance from about 50 years ago when the commission was established. This idea was successfully implemented by other commission members.

Along with commission members, I participate in our twice-yearly "Research Your Own Home Nights" where Melrose homeowners are provided with internet and physical resources. Then they are coached in how to best use them when researching their own home. I also help man our table at the Chamber of Commerce's yearly Victorian Fair.

If I am reappointed, I intend to continue the above activities while being mindful that the assumption of Demolition Delay regulatory obligations will require some current manpower and schedule adjustments. As always, my focus will be on balancing the preservation of Melrose Historical assets while avoiding Melrose becoming a dull, uneconomic "time capsule"

I hope the above information is adequate for submission to the City Council. If not, or if you have questions, please contact me.

-Joseph Hunt, Vice Chair

Melrose Historical Commission



## JOSEPH SWITHIN SHORTLIDGE

132 Bay State Road, Melrose, MA 02176  
[REDACTED]

### RESUME - November 10, 2025

#### **Data Collaborative** *(recently retired from the company)*

Database application integration specialist. 20 years 11 months  
Arlington, Massachusetts, United States

Specialties: *Database application programming, API integrations  
Quality Control Systems, Business Operations Management, School Operations, Customer  
Relationship Management Systems (CRM), High-volume Email Newsletter Systems, Content  
Management Systems (CMS)*

#### **Teach Quickbase** *(recently closed down)*

Quickbase Teacher, Expert Builder, and Integrator

*While hands-on building is what I spent the most of my hours on for clients,  
teaching them the magic of Quickbase was far more valuable. More valuable  
both for my clients and for me. My clients' mastery of Quickbase fundamentals  
raised the quality of all the work we did together.*

### Other Avocations

#### **Blue of a Kind** *(recently disbanded)*

Tenor 1

2006 - Present (19 years)

*Blue of a Kind was a men's a cappella ensemble that presented lively  
arrangements of songs exploring the genres of jazz, blues, gospel, sea  
chanteys, folk, spirituals and popular music. Based north of Boston, Blue of  
a Kind consisted of approximately 17 voices (split between Tenor 1, Tenor 2,  
Baritone, and Bass) that shared a passion for performing and blending their  
voices as one, enriching audiences and singers alike.*

#### **Ethos RoundTable**

Co-Convener

*The Ethos RoundTable was an informal group of people interested in  
1) measuring and extending ethos, and 2) using technology for positive social  
change. We met monthly, in Harvard Square  
(Cambridge, Massachusetts, USA) for discussions and presentations.*

#### **Boston College Center for Corporate Citizenship**

Manager of Technology Strategy and Systems

February 2006 - December 2008

(2 years 11 months)

*Documented complex database migration. Met with all Boston College stakeholders in the project. Set expectations and worked with college-wide security audit team to maintain integrity of the implementation and maintenance of non-standard (to BC) technology. Executed 10-phase migration, within budget. Trained 30 users on the new system.*

**Netmarquee Inc** which was acquired by **Circle.com** which was acquired by **Euro RSCG**

Senior Technical Architect

December 1995 - October 2004 (9 years)

*One of the most profitable divisions of Havas / Euro RSCG Worldwide. Marketing officers of Symantec, Lexmark and Royal Caribbean Cruise Lines relied extensively on my tools for marketing programs.*

*- Discovered client-driven technical requirements for CMS, CRM, and email broadcast. Subsystems included versioning, workflow, customer list management, multi-lingual translations (double-byte), approval queues, WYSIWYGs, and campaign metrics*

*- Architected, and oversaw routine use of a high-volume email system that broadcast 5 million emails per month across wide range of clients and marketing requirements.*

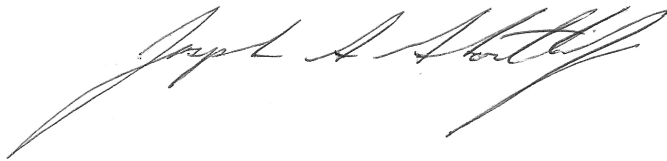
### **Education**

**Harvard College, Harvard University**

BA, Visual and Environmental Studies · (1978 - 1983)

**Babson F.W. Olin Graduate School of Business**

Master of Business Administration - MBA, Entrepreneurship/Entrepreneurial Studies · (August 1994 - May 2003)



Joseph (Josh) S. Shortlidge



## JOSEPH SWITHIN SHORTLIDGE

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132 Bay State Road, Melrose, MA 02176  
781 724 1326 josh@swithin.com

November 10, 2025

Dear Lizzy, Melrose Human Rights Commission Team Members, and City of Melrose Officers,

I wish to become a member of the Melrose Human Rights Commission (MHRC).

Ever since I saw George Floyd get killed on May 25th 2020 I have been working to understand what I previously did not actively even recognize as a part of my world. How can I wake myself / ourselves up to be anti-racists? I plan to continue opening that blind spot in my ongoing life's education.

The Melrose Unitarian Universalist Church (MUUC) has an "Anti Racism Team" (MUUC-ART) which I led for three years during COVID, and am still an active participant of. One reason I want to join the Melrose's Human Rights Commission (MHRC) is to link your group more solidly with MUUC-ART.

Also, for the last four years I have been helping revive Melrose's "Martin Luther King Jr Day of Service". Melrose is disproportionately white, and there are some really important lessons that our community would benefit from learning about that trait. For instance, we had slaves in Melrose. Who knew... and is that important for us to become aware of?

I have sat in on multiple MHRC meetings, and am very impressed by the large changes the group has recently undergone. I met the people who led that change, some of whom have since left the group, and the new people that have come to fill those roles in our City. I want to join that team of Melrosians.

Thank You

Joseph (Josh) S. Shortlidge

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## Laurie Chomko

Melrose, MA 02176 ■ [REDACTED]

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### STRENGTHS AND ACHIEVEMENTS

Marketing leader with 20+ years in financial services, known for building strong partnerships with advisors, client associates and sales teams to understand their needs and deliver innovative solutions that drive client engagement and business growth. Brings B2B and B2C experience across brokerage, retail banking, wealth/asset management, wealth management banking & lending, and segment marketing (structured lending, business owner, family office, philanthropy, retirement). Experienced in collaborating across cross-functional teams to develop marketing programs that enhance client awareness, satisfaction, and business performance.

Proven track record in delivering marketing strategies that drive both top-line and bottom-line results, with flawless execution across channels to maximize ROI. Holds Series 7 and 63 licenses, providing a deep understanding of the financial services landscape.

### EXPERIENCE

BANK OF AMERICA, Boston, MA

March 2008 - Present

#### Senior Vice President, Data, Digital & Global Marketing

##### Data, Digital & Global Marketing

###### *Ultra High Net Worth (UHNW) Digital Acquisition Marketing (March 2024 - Present)*

Lead the development of the UHNW digital acquisition framework, driving net new client growth through strategic, data-driven and scalable multi-channel lead-generation and nurture programs. Execute targeted digital and email campaigns, personalized experiences and behavior-based engagement strategies supported by continuous test-and-learn optimization and measurement to improve acquisition, engagement and net client growth.

- Strategic Architect: Built and executed lead-generation and nurture campaigns delivering 57 new UHNW relationships totaling \$250MM (avg. win size \$5M), ensuring the right message reaches the right audience in the right channel.
- Data-Driven Optimization: Use insights and behavioral analysis to refine strategies; conduct A/B tests to improve design, messaging and engagement.
- Scalable Frameworks: Develop repeatable processes to build and activate UHNW target populations efficiently and consistently.

###### *Wealth Management Banking, Lending & Rewards lead (July 2022 - Present)*

Led a team responsible for showcasing the full banking and investing value proposition to Wealth Management clients. Partner closely with the business to shape strategy and develop integrated marketing plans that drive acquisition and deepening, including direct-to-client programs, advisor-level marketing tools and specialist support.

- Translate banking priorities into Wealth Management marketing strategies across Banking, Lending & Rewards.
- Led Wealth Management marketing workstream for the New Bank of America App.
- Influenced adoption of always-on participation in Consumer Card, Preferred Rewards and Digital Marketing indirect messaging across BofA digital channels.
- Launched the Merrill Tiered Checking Offer, generating 6,000+ new checking accounts and driving assets to both BofA and Merrill.
- Led marketing strategy for enhanced incentives for Premium Rewards & Premium Rewards Elite Cards, resulting in 3,700+ new cardholders.
- Developed a multi-channel Preferred Rewards Lifestyle Benefits strategy that boosted Offers logins to 2,600+, a 500% increase in a single day.

###### *Ultra High Net Worth (UHNW) Segment Marketing (September 2020 – June 2022)*

Led the strategic integration of Wealth Management Banking for Private Bank (PB), driving deeper UHNW client engagement through a focused go-to-market strategy, brand alignment and client-centric banking and investing experiences. Oversaw a portfolio of marketing strategies supporting sales and service across the Family Office, Business Owner, and Diverse Communities segments.

- Preferred Rewards Launch: Introduced the Preferred Rewards loyalty program into PB, developing the marketing strategy, positioning, program language, visual identity and PB-specific advisor communication and education.
- Premium Rewards Elite Card Launch: Directed the PB launch of the Premium Rewards Elite credit card, integrated with Preferred Rewards to enhance UHNW engagement. Built UHNW-aligned strategy, positioning, messaging and advisor support materials.

BANK OF AMERICA ( CONT .)

### **Enterprise, Consumer and Global Wealth Investment Management Marketing**

*Ultra High Net Worth (UHNW) Segment Marketing* (October 2016 – August 2020)

Strategic partner to Merrill UHNW channels, including Merrill Private Wealth Management (PWM), catering to clients with \$10mm+ under management. Responsible for the PWM's national coverage to ensure strong strategies are built to drive acquisition, growth and deepening while supporting the brand, business and adding capacity back into our advisors' day.

*UHNW Thought Leadership Marketing* (January 2014 – October 2016)

Led Merrill Private Wealth Management's Thought Leadership program, catering to clients with \$10mm+ under management.

*Thought Leadership Segment Marketing* (January 2012 – January 2014)

Managed budget and team to amplify Bank of America Private Bank's Thought Leadership program by featuring the latest thinking to demonstrate the firm's expertise by optimizing and leveraging a variety of delivery channels to clients with \$3mm+ under management.

*Institutional Investments & Philanthropic (II&PS) Solutions Marketing* (June 2009 – January 2012)

Led II&PS marketing, which included advisor enablement, thought leadership, sponsorships and events, advertising and research through multiple lines of business.

*Institutional Retirement Strategic Marketing* (March 2008 – June 2009)

Built and executed institutional retirement marketing strategies that drove brand positioning and growth.

FIDELITY INVESTMENTS, Boston, MA

March 1998 - December 2007

*Fidelity Capital Markets* (October 2006 - December 2007)

**Senior Director, Program Marketing**

*National Financial, a Fidelity Investments Company* (October 2000 - October 2006)

**Director, Broker Marketing** (January 2005 - October 2006)

**Director, Marketing** (July 2002 - January 2005)

**Senior Communications Manager** (October 2000 - July 2002)

*Fidelity Employer Services Company* (March 1998 - October 2000)

**Communications Consultant**

### **Education**

CENTRAL CONNECTICUT STATE UNIVERSITY, New Britain, CT

**Bachelor of Science**, Industrial Technology Graphic Design/Management and Marketing

**FINRA Licenses:** General Securities Representative License Series 7 and States Securities License 63

**Statement of Interest**

**Laurie Chomko**

Members of the Melrose Human Rights Commission,

I am writing to express my interest in serving as a Commissioner on the Melrose Human Rights Commission for a three-year term. I support the Commission's mission to make Melrose one community that is open, inclusive, and respectful of all, and I would be honored to contribute to efforts that promote equity, inclusion, and civic engagement across our city. I am committed to thoughtful collaboration and responsible service in support of positive local change.

Attached is my resume for reference.

Laurie Chomko

# PAUL CUSOLITO

Mechanical Specialist • New England

Email: [REDACTED]

## PROFESSIONAL SUMMARY

Mechanical Specialist with over 20 years of experience in the building materials and mechanical systems industry. Proven success in contractor relations, technical sales, value engineering, and key account management. Recognized for strong negotiation skills, HVAC expertise, and the ability to drive business growth across the New England region.

## PROFESSIONAL EXPERIENCE

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### ASC ENGINEERED SOLUTIONS — NEW ENGLAND

*Mechanical Specialist (August 2017 – Present)*

- Provide technical support, product solutions, and value-engineered alternatives for specifying engineers, contractors, and distributors.
- Manage territory growth, customer relationships, and key accounts in the mechanical trades.

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### TYCO MECHANICAL PRODUCTS — NEW ENGLAND

*Territory Manager (June 2012 – August 2017)*

- Managed regional sales for mechanical and HVAC-related product lines.
- Built and maintained strong contractor and distributor relationships.
- Drove sales growth through strategic planning, presentations, and product training.

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### TOWER HILL SALES

*Manufacturers Representative (January 2000 – May 2012)*

- Represented multiple manufacturers across the mechanical and industrial sectors.
- Developed and maintained long-term customer relationships.
- Supported contractors and engineers with product selection and system recommendations.

February 12, 2026

Dear Mayor Grigoraitis,

I am writing to express my interest in serving on the Cemetery Commission for the City of Melrose. As a committed resident, I value the importance of preserving and maintaining our community's cemetery as a place of remembrance, history, and dignity.

I am prepared to contribute my time, attention, and thoughtful perspective to help ensure this important piece of our local history and heritage remains dignified, accessible, and sustainable for future generations. I would be honored to support the Commission's work in maintaining this important community space.

Thank you for your consideration.

Sincerely,

Paul Cusolito



## Dawn C. Jacobs BSN, MPH

Melrose, MA 02176 | [REDACTED]

### PROFESSIONAL PROFILE

**MPH-credentialed Clinical Research Leader** with over 20 years of experience directing large-scale, multi-center **Maternal Child Health (MCH)** and epidemiological studies. Proven expert in orchestrating national clinical operations across **30 NICU sites**, managing cohorts of **50,000+ subjects**, and leading diverse multi-disciplinary teams. Combines deep clinical nursing roots in the **NICU and Pediatrics** with advanced expertise in **IRB oversight**, federal grant administration, and public health crisis response.

### CORE COMPETENCIES

- **Clinical Operations:** Multi-site Study Coordination, Protocol Development, Site Recruitment.
- **Regulatory & Compliance:** IRB Submissions (Smart-IRB), HIPAA, GCP Certification, Patient Consent.
- **Data & Research:** Epidemiology, Survey Design, Adverse Event Monitoring, REDCap.
- **Leadership:** Grant Writing (NIH/HRSA), Budget Estimation, Staff Mentorship, Cross-Functional Collaboration.
- **Public Health:** Emergency Preparedness, Vaccine Mobilization, Community Outreach.

### PROFESSIONAL EXPERIENCE

**SLONE EPIDEMIOLOGY CENTER AT BOSTON UNIVERSITY** | Boston, MA

*Project Coordinator – Maternal & Child Health Research* | 2000–2021

- **Multi-Site Leadership:** Spearheaded operations for national observational research (SAFE PREP) across **30 NICUs**, managing complex workflows between multi-disciplinary teams and site investigators.
- **Large-Scale Data Integrity:** Directed a premier multi-center epidemiologic study of birth defects involving **50,000+ subjects**, evaluating the safety profiles of medication exposures during pregnancy.
- **Regulatory Oversight:** Managed the end-to-end **IRB submission and renewal process**, ensuring 100% compliance with federal regulations and institutional contracts.

- **Grant & Budget Administration:** Partnered with Principal Investigators to secure funding by developing **comprehensive budget estimates** and drafting technical components for federal grant applications.
- **Team Management:** Recruited and mentored high-performing research staff, fostering a culture of precision in data collection and adherence to **AAP guidelines**.

**CATALDO AMBULANCE SERVICES** | Multiple Sites, MA

*Vaccine Clinic Nurse / Public Health Response* | 2021–2024

- **Mass Mobilization:** Administered COVID-19 vaccines at high-volume public clinics including **Fenway Park** and **Hynes Convention Center**.
- **Vulnerable Population Outreach:** Provided clinical care and routine "Vaccines for Children" (VFC) within shelter systems and community-based schools.

**BOSTON UNIVERSITY ALZHEIMER'S DISEASE CENTER** | Boston, MA

*Clinical Research Coordinator* | 2016–2018

- **Subject Advocacy:** Managed recruitment and enrollment for Alzheimer's disease clinical trials; performed eligibility screenings and obtained informed consent.
- **Safety Monitoring:** Conducted rigorous monitoring for adverse events and ensured trial protocol adherence.

**NEW ENGLAND MEDICAL CENTER** | Boston, MA

*Clinical Research Coordinator – Pediatric Infectious Disease* | 1998–2000

- **Vaccine Trials:** Coordinated a variety of pediatric vaccine clinical trials, managing patient follow-up and pharmaceutical sponsor monitoring activities.

**BOSTON CHILDREN'S HOSPITAL** | Boston, MA

*Research Nurse – HIV Clinic / Staff Nurse* | 1977–1998

- **Clinical Leadership:** Provided specialized assessment for HIV-infected children and enrolled patients in national **ACTG protocols**.

- **NICU Expertise:** Served as a Nurse Monitor for Adverse Drug Reaction studies in the **Newborn ICU (NICU)** and as a Staff Nurse in **Pediatric Oncology**.

#### CONSULTING & PUBLIC HEALTH LEADERSHIP

##### **CITY OF MELROSE HEALTH DEPARTMENT** | Melrose, MA

*Public Health Consultant* | 2004–2005

- **Emergency Preparedness:** Developed the **Infectious Disease Emergency Plan** for the Mystic Valley Bioterrorism Coalition, identifying resources for vulnerable populations.
- **Program Planning:** Assisted the Substance Abuse Prevention Coalition with grant writing and community needs assessments.

#### EDUCATION & CREDENTIALS

- **Master of Public Health (MPH):** Maternal & Child Health | **Boston University School of Public Health**
- **Bachelor of Science in Nursing (BSN):** **Excelsior University**
- **Registered Nurse (R.N.) Diploma:** **Boston Children's Hospital School of Nursing**
- **TESOL Certificate:** **Boston University School of Education**
- **Licensure:** Registered Nurse (RN), Commonwealth of Massachusetts

#### COMMUNITY ENGAGEMENT

- **Visiting Moms Program:** Peer Support Volunteer | **Jewish Family and Children's Service**
- **The Food Drive:** Food Security Logistics Volunteer | **Melrose, MA**
- **Medical Reserve Corps:** COVID-19 Vaccine Clinic Nurse | **Cape Ann, MA**

February 13, 2026

Mayor Jennifer Grigoraitis  
Melrose City Hall  
562 Main St  
Melrose , MA 02176

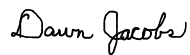
Dear Mayor Grigoraitis:

I am writing to express my interest in serving on the Melrose Board of Health. I am eager to contribute my time, skills and commitment to supporting the health and well-being of our community.

I have many years experience in healthcare and believe strong public health leadership is essential to maintain a safe and thriving city. I would welcome the opportunity to assist in advancing policies , initiatives and community outreach efforts that promote public health and safety in Melrose.

Thank you for your consideration. My resume is attached. I would be pleased to discuss my interest and qualifications at your convenience.

Sincerely,



Dawn Jacobs



Melrose



Cc: Anthony Chui  
Director Health and Human Services City of Melrose

**§ 93-6. Leashing requirements. [Amended 5-20-2002 by Ord. No. 02-324]**

- A. No person shall own or keep in the City, outside the confines of the owner's or keeper's property, any dog that is not held firmly on a leash.
- B. ~~The Animal Control Officer may, at his/her discretion, waive the provisions of Subsection A if a determination is made that the owner or keeper has a valid reason to have the dog unleashed or untethered for training, exhibition or show purposes. [Amended 8-21-2017 by Ord. No. 2018-4]~~ **The enforcing agent may, in their discretion, waive the provisions of Subsection A for service animals, if they determine that harnessing, leashing, or tethering the dog will interfere with the dog's tasks, or the handler's disability prevents using a harness or leash. In such instances, the dog is still required to remain with the handler and under their control at all times.—**
- C. ~~The leash requirements of this section shall not apply to police K-9 units when actively engaged in official duties, such as training or public exhibitions, and such activities require the dog to be off leash. In these instances, the dog must be clearly identifiable as a police K-9, and under the control of the law enforcement handler at all times.~~
- D. Violation of this section shall be punishable as follows:
- (1) First offense, unaltered or altered: fine of \$50.
  - (2) Second offense, unaltered or altered: fine of \$100.
  - (3) Third offense: \$150.
  - (4) Apprehension: \$10.
  - (5) Confinement: \$10 per day.
  - (6) Kennels: \$100.
  - (7) Seeing eye dogs: no fees.—
- E. Exemptions. Dogs will be permitted to go without leashes only within areas designated as "off-leash dog areas" as determined by the Board of Park Commissioners in accordance with § 173-17, provided that: **[Added 6-4-2012 by Ord. No. 2012-180]**
- (8) All dogs are leashed prior to entering and upon leaving the off-leash dog area.
  - (9) All dogs must be accompanied by a guardian who must remain with his/her dog(s) at all times while using the off-leash dog area.
  - (10) Guardians are legally responsible for their dog(s) and any injuries caused by their dog(s).
  - (11) Guardians may bring no more than three dogs to the off-leash dog area at one time.

(12) Guardians must dispose of their dog's fecal matter in accordance with § 93-8.

(13) The following dogs are forbidden from entry into the off-leash dog areas:

- (a) Dogs in heat.
- (b) Dogs less than six months of age.
- (c) Dogs without municipal licenses and up-to-date vaccinations.
- (d) Aggressive dogs. Any dog that engages in fighting or that does not respond to voice

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**1. Editor's Note: The line "Adoption: all fees and expenses" which immediately followed this subsection in Ord. No. 02-324 was deleted per instructions from the City as superseded by Ord. No. 02-102. See § 93-11.**

command.



# 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**

**To:** Mayor Jennifer Grigoraitis  
Melrose City Council

**From:** Jay Coy, Acting City Engineer

**cc:** Kerriann Golden, CFO/Auditor  
Lauren Grymek, Chief of Staff  
Elena Proakis Ellis, Director of Public Works  
James Troup, Deputy DPW Director – Administration & Finance

**Date:** February 10, 2026

**Re: Executive Office of Energy and Environmental Affairs Cooling Corridors Grant Acceptance**

We are requesting City Council acceptance of a grant from the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs (EEA) through their Cooling Corridors program. The \$48,000 allocated to Melrose from this grant will flow from EEA through the Mystic River Watershed Association (MyRWA), to the City of Melrose.

This project, in partnership with MyRWA, enables the city to plant and maintain new trees to reduce the urban heat island effect in the hottest neighborhoods of our city. The City of Melrose is committed to establishing a healthy and diverse urban tree canopy to benefit all of our residents. This project will help achieve that goal by planting and maintaining trees in areas currently lacking canopy coverage. These new plantings will enhance neighborhood aesthetics, improve air quality, and promote public health across the city.

In addition, this project will support Melrose's climate resilience strategy by targeting urban heat island hot spots in neighborhoods disproportionately affected by rising temperatures. Strategic tree planting in these areas will help lower surface temperatures, reduce cooling-related energy demands, and advance environmental equity by prioritizing underserved communities.

The City will complete installation of trees under this grant by June 30, 2026 using our on-call tree planting contractor. There is no cost match requirement for the grant, and expenses for this project will be reimbursed by MyRWA via the EEA Grant in the amount of \$48,000.

**We hereby request the City Council's acceptance of \$48,000 from this EEA Cooling Corridors grant allocated to the City of Melrose, passing through MyRWA.** The grant Memorandum of Understanding with MyWRA is attached for your reference. The funds will be expended from a dedicated project account set up by the CFO/Auditor and reimbursed by EEA via MyRWA as funds are expended. Thank you for your consideration of this request.



January 22, 2026

City of Melrose  
562 Main Street  
Melrose, MA  
02176  
ATTN: Jay Coy

Re: Cool Corridors FY26-27 Grant Award

To whomever it may concern:

I am pleased to inform you that the Mystic River Watershed Association (“MyRWA”) has awarded a grant of \$48,000 to the City of Melrose. These funds are designated for tree planting and watering as per the grant planting plan.

The enclosed Grant Agreement describes the terms and conditions of this grant. **Please review this document carefully, sign and return to us as soon as possible. Please also attach a W9 from your organization if the Mystic River Watershed Association does not already have your tax documentation on-file.** We recommend keeping a copy of the grant agreement for your records.

If you have any questions regarding the purpose, terms, conditions, reporting requirements, payment, or timing of this grant, do not hesitate to contact our Project Manager, Karina Ramos at [karina.ramos@mysticriver.org](mailto:karina.ramos@mysticriver.org).

We are delighted to collaborate on this important project, and we look forward to celebrating its progress.

Sincerely,

Patrick Herron, Executive Director

## GRANT AGREEMENT

**Grant Awardee:** City of Melrose

**Grant Name:** Cool Corridors FY26-27 Grant Award

**Grant Purpose:** Tree planting and watering maintenance

**Grant Amount:** \$48,000 (**Attachment D**)

**Grant Expiration Date:** Trees to be planted by June 2026 and watering through June 2027

**Grant Source:** Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs (EEA)

This agreement (the “Grant Agreement”) contains the terms and conditions of the subaward to the Grant Awardee from the Grant Source to the Mystic River Watershed Association. This subaward is for achievement of the Grant Purpose. If you wish to accept the terms and conditions, please sign the Grant Agreement below.

We anticipate that this grant will be paid on the following schedule:

**Scheduled Date:** Payable in a lump sum upon completion of the Grant Purpose, by June 30, 2026.

The following outlines the City of Melrose’s required contingencies to be eligible for reimbursement from the Mystic River Watershed Association, as per the Conditions of Award (**Attachment A**) from the Grant Source (EEA):

1. Plant 61 trees in EJ neighborhoods/ hotspots, per the approved planting plan and species list by June 30th, 2026 (**Attachment C**).
2. Adhere to DCR’s Specifications for Tree Planting and Care guide (**Attachment A & B**).
3. Submit photos of a Massachusetts Certified Arborist (MCA) or International Society of Arboriculture (ISA) Certified Arborist providing on-site supervision of tree planting work performed.
4. After planting is complete, provide tree location data as either a shapefile or Esri file geodatabase with the following attributes included:
  - a. Tree species (variety/cultivar if applicable)
  - b. Date planted
  - c. Street name or nearest building address
  - d. Indicate private or public property
5. Provide tree watering log including trees watered, dates, and associated labor costs of tree planting through June 30th, 2027.

MyRWA’s responsibilities:

1. Project and financial management of deliverables.

2. A list of tree species and locations provided to EEA Tree Planting Manager before any trees are planted or purchased.
3. Aggregate all reimbursement documentation and submit at the end of FY26 and 27.
4. Complete and submit required quarterly and final reports.

**Tax-Exemption:** [The Grant Awardee is a municipal subdivision of the Commonwealth and use of the funds will be consistent with the public sector/non-profit purpose of the grant.]

**Use of Grant Funds (the “Grant Purpose”):**

**Attachment C** is referred to as the Grant Purpose.

Under United States law, the Mystic River Watershed Association’s grant funds, and any income earned on the funds, may be only used for charitable, religious, scientific, literary or educational purposes. Consistent with the foregoing, grant funds can only be used for the Grant Purpose. Documentation of use of funds is needed.

Grant funds may not be used to carry on propaganda or otherwise attempt to influence the outcome of any election for public office or to carry on, directly or indirectly, any voter registration drives. This grant is not earmarked for lobbying activity or influencing legislation within the meaning of Section 4945(e) of the Code and the accompanying Treasury Regulations, and the Mystic River Watershed Association and the Grant Awardee have made no agreement, oral or written, to that effect.

You confirm that you are familiar with the U.S. Executive Orders and laws prohibiting the provision of resources and support to individuals and organizations associated with terrorism and the terrorist-related lists promulgated by the U.S. government. You will use reasonable efforts to ensure that you do not support or promote terrorist activity, related training or money laundering.

You hereby certify that no goods or services were provided to the Mystic River Watershed Association in exchange for or in consideration of this grant.

**Grant Modifications, No-Cost Extensions and Unexpended Grant Funds:** Requests for substantive changes to the scope/purpose of the grant must be submitted in advance for approval from the Mystic River Watershed Association. To request a grant modification, please contact the MyRWA representative named in the Cover Letter to the Grant Agreement. Grant modifications may be made at the discretion of the Mystic River Watershed Association staff.

If additional time past the Grant Expiration Date is needed to complete the work, you can request a no-cost extension. To request a no-cost extension, the MyRWA representative

named in the Cover Letter to the Grant Agreement. No-cost extensions may be granted only at the discretion of the Mystic River Watershed Association staff.

Mystic River Watershed Association maintains the right to retain unexpended grant funds that are no longer needed by the Grant Awardee to achieve the Grant Purpose. If the Grant Awardee foresees this occurring, please submit a written request to the MyRWA representative named in the Cover Letter to the Grant Agreement identifying an appropriate grant disbursement amount to achieve the Grant Purpose.

**Termination and Return of Grant Funds to the Mystic River Watershed Association:**

The Mystic River Watershed Association has the right at its discretion to terminate or suspend the grant or withhold payment if (a) it is necessary to comply with any requirements of the law, (b) the Grant Awardee fails to comply with any of the terms or conditions of this Grant Agreement, or (c) Grant Awardee has substantially failed to progress in a manner consistent with the timelines for achieving the Grant Purpose, has used the funds for a purpose other than the Grant Purpose, or otherwise breached the terms and conditions of the grant. The Grant Awardee is also required to immediately repay the Mystic River Watershed Association any portion of the grant funds that are not used for the purpose of the grant.

**Miscellaneous:**

*Liability Release*

You agree to release and the Mystic River Watershed Association from and against any and all liability, loss, and expense (including reasonable attorney's fees and expenses) or claims for injury or damages arising out of or resulting from, or that are alleged to arise out of or result from, the actions or omissions by you or any of your directors, officers, agents, volunteers, employees, subgrantees, contractors or subcontractors with respect to the grant. You agree that any activities by the Mystic River Watershed Association in connection with the grant, such as its review or proposal of suggested modifications to the grant, will not modify or waive the Mystic River Watershed Association's rights under this paragraph. This paragraph shall survive the termination of the Grant Agreement.

*Entire Agreement: Severability and Amendment*

This Grant Agreement is our entire agreement and supersedes any prior oral or written agreements or communications by the Mystic River Watershed Association or by you regarding its subject matter. The provisions of this Grant Agreement are severable so that if any provision is found to be invalid, illegal or unenforceable, or any provision is revised or amended and approved by the Mystic River Watershed Association, such finding, revision or amendment shall not affect the validity, construction or enforceability of any remaining provisions. This Grant Agreement may be amended only by a mutual written agreement of the parties.

*Assignment*

This Grant Agreement or any of the rights or obligations under this Grant Agreement may not be assigned without the Mystic River Watershed Association’s prior written consent. An assignment includes (a) any transfer of the grant, (b) an assignment by operation of law, including a merger or consolidation, or (c) the sale or transfer of all or substantially all of your assets.

*Leadership Transition*

You are responsible for notifying the Mystic River Watershed Association if or when there is a transition of the Leader and/or Primary Contact within the organization. Please send the new contact information to the Operations Manager named in the Cover Letter to the Grant Agreement.

*Counterparts*

This Grant Agreement, including any amendments, may be executed in counterparts which, when taken together, will constitute one Grant Agreement. Faxed or emailed copies of this Grant Agreement will be as equally binding as originals.

**CERTIFICATION:**

The following individual, certified to be a responsible officer of the named organization, accepts and agrees to the foregoing terms of this Agreement by signing and returning it. By signing electronically, this person acknowledges that their electronic signature will serve as and have the same legal effect as an actual signature of the document.

City of Melrose

Mystic River Watershed Association

x \_\_\_\_\_

x \_\_\_\_\_

**Jay Coy**  
**City Engineer**

**Patrick Herron**  
**Executive Director**

City of Melrose

26-0320

**CITY OF MEDFORD**  
**GRANT AGREEMENT**  
**26-0320**  
**MassCALL3B FY26 Medford & Melrose Subcontract**

THIS GRANT AGREEMENT between the CITY of Medford, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter referred to as the "CITY", and City of Melrose, a Massachusetts municipal corporation having a usual place of business at 562 Main Street, Melrose, MA 02176 hereinafter referred to as the "GRANTEE".

**WITNESSETH:**

WHEREAS, the CITY is the lead municipality under the Bureau of Substance Addiction Services (BSAS) MassCALL3B Grant (the "Grant"); and

WHEREAS, the City seeks to further the Grant purpose to prevent and reduce substance use disorders and related issues by contracting with sub-grantees to undertake Grant-funded prevention programs; and

WHEREAS, the GRANTEE is able to undertake such a program.

NOW, THEREFORE, the CITY and the GRANTEE agree as follows:

1. **GRANT AGREEMENT DOCUMENTS.** The Grant Agreement Documents consist of this the Grant Agreement and the written scope of work. The Grant Agreement Documents constitute the entire Agreement between the parties concerning the work, and all are as fully a part of this Agreement as if attached hereto.
2. **THE WORK.** The Work consists of youth substance use prevention strategies and capacity building in service of the Grant, as more fully described in the Grant Agreement Documents as defined above.
3. **TERM OF GRANT AGREEMENT.** This Agreement shall be in effect from 7/1/25 and shall expire on 6/30/26, unless terminated earlier pursuant to the terms hereof.
4. **COMPENSATION.**
  - A. The CITY shall distribute to the GRANTEE funds pursuant to the Grant as full compensation for the performance of the work outlined in Section 2 above the sub-grant sum of \$7,750.00
  - B. The CITY shall cancel this Agreement if funds are not available through the Grant.
5. **PAYMENT OF COMPENSATION.** The CITY shall make disbursements of Grant funds to the GRANTEE within forty-five (45) days after its receipt of Invoice.

City of Melrose

26-0320

6. **LIABILITY OF THE CITY.** The CITY's liability hereunder shall be to make all disbursements pursuant to Paragraph 5 of this Grant Agreement, and the CITY shall be under no further obligation or liability. Nothing in this Grant Agreement shall be construed to render the CITY or any elected or appointed official or employee of the CITY, or their successors in office, personally liable for any obligation under this Grant Agreement.
7. **INDEPENDENT STATUS.** The GRANTEE acknowledges and agrees that it is acting in a capacity independent from the City for all work and services rendered pursuant to this Grant Agreement.
8. **INDEMNIFICATION.** The GRANTEE shall indemnify, defend, and hold the CITY harmless from and against any and all claims, demands, liabilities, actions, causes of actions, costs, and expenses, including attorney's fees, arising out of the GRANTEE's breach of this Agreement or the negligence or misconduct of the GRANTEE, or the GRANTEE's agents or employees.
9. **RECORD KEEPING.** The GRANTEE shall keep such records with respect to the utilization of the Grant funds as are kept in the normal course of business and such additional records as may be required by the City. Should the GRANTEE have multiple funding sources, the GRANTEE shall track specific expenditures of the Grant funds separate from other funding sources. The City shall have full and free access to such records and may examine and copy such records.
10. **TERMINATION.** This Grant Agreement shall terminate upon the City's final disbursement of all Grant funds. In the event that the GRANTEE fails to fulfill its obligations under the terms of this Grant Agreement as determined by the City, the City shall have the right, in its sole discretion, to terminate this Grant Agreement upon written notice to the GRANTEE. Upon receipt of such notice, the GRANTEE shall refund all undisbursed Grant funds to the City.
11. **INSURANCE.** The GRANTEE agrees to indemnify, defend, and hold the City harmless from any and all claims, damages and liabilities, arising from the GRANTEE'S activities.
12. **SUCCESSOR AND ASSIGNS.** This Agreement is binding upon the parties hereto, their successors, assigns and legal representatives. Neither the CITY nor the GRANTEE shall assign or transfer any interest in the Agreement without the written consent of the other.
13. **COMPLIANCE WITH LAWS.** The GRANTEE shall comply with all Federal, State, and local laws, rules, regulations, and orders applicable to the work provided pursuant to this Agreement, such provisions being incorporated herein by reference, and shall be responsible for obtaining all necessary licenses, permits, and approvals required for the performance of such work.
14. **NOTICE.** Any and all notices, or other communications required or permitted under this Agreement, shall be in writing and delivered by hand or mailed postage prepaid, return receipt requested, by registered or certified mail or by other reputable delivery service, to the

City of Melrose

26-0320

parties at the addresses set forth below or furnished from time to time in writing hereafter by one party to the other party. Any such notice or correspondence shall be deemed given when so delivered by hand, if so mailed, when deposited with the U.S. Postal Service or, if sent by private overnight or other delivery service, when deposited with such delivery service.

The City: Fiona Maxwell  
Chief Procurement Officer  
Medford City Hall  
85 George P. Hassett Drive  
Medford, MA 02155

The GRANTEE: The City of Melrose  
Health & Human Services Dept.  
562 Main Street  
Melrose, MA 02176

15. **SEVERABILITY**. If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal, or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.
16. **GOVERNING LAW**. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts and the GRANTEE submits to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
17. **ENTIRE AGREEMENT**. This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations, and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

(SIGNATURES ON NEXT PAGE)

City of Medford

26-0320

IN WITNESS WHEREOF, the parties hereto have executed this Grant Agreement on the day and year first above written.

CITY OF MEDFORD

Signed by:

*Mayor Breanna Lungo-Koehn*

Breanna Lungo-Koehn, Mayor

Date: 1/7/2026

THE CITY OF MELROSE

Signed by:

*Jennifer Grigoraitis, Mayor of Melrose*

Jennifer Grigoraitis, Mayor

[jgrigoraitis@cityofmelrose.org](mailto:jgrigoraitis@cityofmelrose.org)

Date: 12/17/2025

APPROVED AS GRANT AGREEMENT  
MANAGER

Signed by:

*Fiona Maxwell*

Fiona Maxwell, Chief Procurement Officer

Date: 12/23/2025

PO #263180

DocuSigned by:

*MaryAnn O'Connor*

MaryAnn O'Connor, Director of Public Health

Date: 12/23/2025

APPROVED AS TO FORM:

DocuSigned by:

*Mark R. Reich, Esq.*

Mark R. Reich, Esq. KP Law

Date: 1/6/2026

I CERTIFY THAT FUNDS HAVE BEEN ENCUMBERED IN THE AMOUNT OF: \$7,750.00  
FOR THIS GRANT AGREEMENT.

APPROPRIATION NUMBER: 120-510-5310-0000-0000-572-2026-0000

*Philliana Lima*

Philliana Lima, Finance Director

Philliana Lima, Ass't Finance Director

Date: 12/30/25

## Scope of Work (SOW)

City of Medford (Lead Municipality / Fiscal Agent) and City of Melrose (Subrecipient)

Grant Program: BSAS MassCALL3B

Funding Amount: \$7,750

Contract Term: FY26

Reporting Frequency: Quarterly

Payment Structure: Reimbursement-based upon submission of approved invoices and activity reports

## Purpose

The City of Medford, as the lead municipality under the BSAS MassCALL3B grant, will subcontract with Mystic Valley Public Health Coalition communities to implement shared prevention goals. The purpose of this subcontract is to support the City of Melrose in carrying out evidence-based and capacity-building strategies that reduce youth substance use and promote positive youth development.

## Allowable Activities

Melrose may expend subcontract funds on the following categories:

### A. Prevention Strategies (minimum of 70% of subcontract funds)

Funds may be used to implement one or more of the following:

1. **RBS (Responsible Beverage Service) Training:** Support community or business-based trainings for alcohol servers/sellers to reduce underage and risky alcohol use.
2. **Compliance Checks:** Coordinate with the Alcoholic Beverages Control Commission (ABCC) and Melrose Police Department to conduct local compliance checks at licensed alcohol retailers.
3. **Restorative Practices:** Implement training for school staff and/or community partners on restorative practices and contribute to the development of school policies that embed restorative frameworks.
4. **Social Norms Marketing Campaign:** Participate in a regional social norms marketing campaign based on the *Science of the Positive* prevention framework to correct misperceptions about youth substance use and promote healthy community norms.

### B. Capacity Building Activities (up to 30% of subcontract funds)

Funds may also be used for activities that strengthen local prevention capacity, including:

- Racial equity and inclusion efforts (e.g., training, consultation, or policy development)
- Mental Health First Aid (MHFA) training and implementation

- Youth leadership groups focused on prevention and mental health promotion
- Positive youth development initiatives
- Trauma-informed service provision training or integration efforts
- Education materials on health-related topics for youth and adults

## **Deliverables and Reporting**

### **1. Quarterly Activity Reports**

- Narrative summary of activities conducted, progress toward goals, and any barriers encountered.
- Documentation of outputs (e.g., number of participants trained, policies developed, campaigns implemented).
- Description of next quarter's planned activities.
- Due on October 10<sup>th</sup> (July – September); January 10<sup>th</sup> (October – December); April 10<sup>th</sup> (January – March); July 10<sup>th</sup> (April – June).

### **2. Quarterly Invoices**

- Itemized invoice showing actual expenses incurred during the reporting period.
- Supporting documentation, as requested (e.g., receipts, payroll summaries, training invoices, etc.).
- Payment will be made on a reimbursement basis for verified expenditures only.
- Due on October 10<sup>th</sup> (July – September); January 10<sup>th</sup> (October – December); April 10<sup>th</sup> (January – March); July 10<sup>th</sup> (April – June).

## **Administration and Oversight**

- **Fiscal Oversight:** The City of Medford will review all invoices and reports for completeness and alignment with approved activities.
- **Documentation:** Melrose agrees to maintain accurate records of all programmatic and fiscal activities for a minimum of 3 years and make them available for audit upon request.



**City of Medford, MA**

City Hall  
85 George P. Hassett Drive  
Medford, MA 02155  
Phone: (781) 393-2465  
Fax: (781) 393-2479

**Purchase Order 263180**

Created By: LUKED  
Page 1 of 1  
PO Date: 19-Nov-2025

Send all  
Invoices to:

OFFICE OF PREVENTION/OUTREACH  
85 GEORGE P. HASSETT DR.  
ROOM 205  
MEDFORD, MA 02155-0000

Ship To:

OFFICE OF PREVENTION/OUTREACH  
85 GEORGE P. HASSETT DR.  
ROOM 205  
MEDFORD, MA 02155-0000

**CITY OF MELROSE** 024877-01  
**ATTN: HEALTH DEPT**  
**562 MAIN STREET**  
**MELROSE, MA 02176-0000**

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
Line #1		To further the Grant purpose to prevent and reduce substance use disorders and related issues by contracting with sub-grantees to undertake Grant-funded prevention programs. Contract #: 26-0320/1 End Date: 8/30/2026 GL Line # 1 120-510-5310-0000-0000-572-2026-0000 SUBCONTRACTOR	\$7,750.0000	\$0.00	\$0.00	\$7,750.00

- \* Please include this PO number on all correspondence.
  - \* Please notify us if you are unable to ship as specified.
  - \* This PO is in accordance with stated prices, terms, delivery method and specifications as shown above, and specifications shown above.
  - \* This PO is subject to the Terms & Conditions set forth in the City's Request for Bids or Quotations, or of the State-wide Contract reference above incorporated herein and made a part hereof. All other terms shall be superseded and void.
- White = Vendor | Pink = Purchasing | Green = Department

PO 263180 \$7,750.00

The balance in the above listed account(s) is sufficient to liquidate the amount of the purchase order \* MUNICIPAL PURCHASES ARE TAX EXEMPT

*Fiona Maxwell*

Fiona Maxwell, Chief Procurement Officer

*Robert Dickenson*

Robert Dickenson, Finance Director

<b>Internal Use Only</b>	
Dept Group: HEALTH	Fiscal Year: 2026
PO Type: Z	Entered By: LUKED

City of Medford, MA is an equal opportunity employer and shall act in accordance with the Equal Employment Opportunity provisions of Section 202 of Part II of Presidential Executive Order 11246 as amended by EO 11375.

## MEMO

**To:** Melrose City Council  
**From:** Anthony Chui, Health and Human Services Director  
**Date:** 02/12/2026  
**Subject:** BSAS MassCALL3B Grant Subaward

The City of Medford, serving as the lead municipality and fiscal agent for the BSAS MassCALL3B grant, is subcontracting with Mystic Valley Public Health Coalition communities to support regional substance use prevention initiatives. Through this partnership, the City of Melrose has been awarded \$7,750 for Fiscal Year 2026 to implement evidence-based prevention and youth development strategies.

At least 70% of the funds awarded will support direct prevention strategies. These may include Responsible Beverage Service training for alcohol servers and retailers, coordination of alcohol compliance checks with the Alcoholic Beverages Control Commission and Melrose Police Department, implementation of restorative practices training for school and community partners, and participation in a regional social norms marketing campaign focused on reducing youth substance use and promoting positive community health behaviors.

Up to 30% of the funds may be used for capacity-building activities that strengthen local prevention infrastructure. Eligible activities include racial equity and inclusion initiatives, Mental Health First Aid training, youth leadership and positive youth development programming, trauma-informed service training, and development of health education materials for youth and adults.

Melrose is required to submit quarterly activity reports and invoices documenting expenditure, program outputs, and progress toward goals. Payments are provided on a reimbursement basis following approval by the City of Medford. The City must maintain program and fiscal records for at least three years for audit and compliance purposes.

This funding supports Melrose's ongoing efforts to reduce youth substance use, strengthen prevention capacity, and promote long-term community health outcomes.

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.

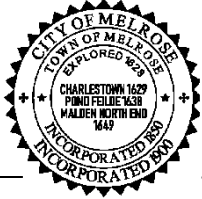
Beyond events, I remain dedicated to practical advocacy, such as my recent work collaborating on a resource guide to help our local organizations and places of worship improve their physical and social accessibility. In a subsequent three-year term, I hope to build on this momentum by expanding on Disability 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

### 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

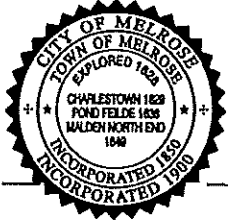
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The Melrose DPW is proposing a project for the MWRA Local Water System Assistance Program (LWSAP) to fund the CY2026 Annual Water Main Improvements. The estimated cost of the program is \$848,600 and includes, but may not be limited to, the following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

**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

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.



# 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)**

To: Jennifer Grigoraitis, Mayor  
Kerri Golden, CFO/Auditor  
Date: February 6, 2026  
From: Elena Proakis Ellis, Director of Public Works  
CC: Jim Troup, Deputy Director Administration and Finance  
Matt Spinale, Operations Manager  
Derek Lanphere, Operations General Foreman

**RE: Vehicle Condition and Replacement Request**

The Department of Public Works has updated our vehicle replacement program to reflect vehicles that have been replaced in the last several years and our current needs. We are at a critical point with trucks that are failing and are in dire need of replacement. By the end of our recent large snowstorm, eighteen vehicles used for snow and ice response were out of service. One week later, we still have eleven of those vehicles down. The following trucks are recommended for replacement as soon as possible and have been programmed into a three-year replacement plan.

**Trash Packer**

Truck 26 - 2004 International Packer - 120,000 Miles - Sanitation Division (yard waste/municipal waste)



Condition: Rotted body, hydraulic lines in need of replacement, rotted hopper, currently out of service

Replacement Cost: \$340,000

Additional Notes: This vehicle is critical to the department's day-to-day operations. It is used for curbside yard waste pickup and occasionally for municipal barrel collection. Replacement of this vehicle has been determined to be more cost-effective over its life cycle than outsourcing yard waste pickup or continuing to repair this unreliable and old vehicle. The DPW has identified a suitable replacement vehicle that is immediately available from a state-contract vendor. A winch will be included on the new vehicle to provide redundancy for municipal and school building dumpster collection.

## Heavy Duty Trucks

### Truck 21 - 1999 International Dump – 78,000 Miles - Highway Division (out of service)



Condition: Cracked frame, rotted floor, failed inspection.

Replacement Cost: \$350,000 - Ford F650 or F700 (non CDL)

Additional Information: This truck is proposed to be replaced with a hook lift truck with a brine tank instead, to expand the City's capacity to use liquid brine. Other attachments could include a dump body and a salter. We would also like to purchase a catch basin cleaning clamshell for this truck, which would cost approximately an additional \$100,000 and could be added in a later year. This proposed replacement will allow the City more versatility and year-round usage of this truck. The existing truck has traditionally been used predominantly for winter operations, with minimal utility in other seasons.

### Truck 29 - 1997 International – 35,000 Miles - Highway Division (snow operations)



Condition: Rotted floor, failing frame, difficulty passing annual inspection

Replacement Cost: \$230,000

## Light Dump Trucks

Truck 33 - 2012 Chevy 3500 Dump w/Liftgate – 70,000 Miles - Parks & Forestry Division (also used for snow operations)



Condition: Rotted holes in floor, difficulty passing inspection

Replacement Cost: \$110,000

Additional Information: This is the primary vehicle used for pulling the landscape trailer and for parks maintenance.

Truck 35 - 2011 Chevy 3500 Dump – 53,000 Miles - Parks & Forestry Division (also used for snow operations)



Condition: Rotted floor, difficulty passing inspection

Replacement Cost: \$110,000

Truck 38 - 2012 Chevy 3500 Dump – 70,000 Miles - Parks & Forestry Division (also snow operations)



Condition: Rotted floor, difficulty passing inspection.

Replacement Cost: \$110,000

Truck 47 - 2011 Chevy 3500 - 52,000 Miles – Cemetery Division (also snow operations)



Condition: Rotted bed.

Replacement Cost: \$110,000

Truck 48 - 2009 Chevy 3500 - 58,000 Miles – Cemetery Division (also snow operations)



Condition: Rotted body and bed, difficulty passing inspections.

Replacement Cost: \$110,000

Truck 56 – 2006 Ford F350 SD – 75,000 Miles – Facilities Division Utility Body (snow operations)



Condition: Normal wear – 20 years old, rusted components

Replacement Cost: \$80,000 to \$110,000

Truck 58 – 2008 Ford F350 SD – 33,000 Miles – Facilities Division (also snow operations)



Conditions: Rusting floor, normal wear of 18 year old vehicle  
Replacement Cost: \$80,000 to \$110,000

**Pickup Trucks**

Truck 59 – 2007 Chevy Colorado – 48,000 miles – Facilities Building Systems Supervisor



Conditions: Rusted

body, normal wear of 19 year old vehicle  
Replacement Cost: \$65,000

Additional Information: Could be considered for replacement with an electric vehicle, though it is normally stored at Melrose High School where charging capability presently does not exist

**Specialty Equipment**

Truck 50 - 1997 Case Backhoe – Cemetery Division (also snow operations)



Condition: Rotted floors, primary vehicle for all cemetery operations.  
Replacement Cost: \$210,000

Truck 77 - 1997 Volvo L90 C Loader - Highway Division (snow operations)



Conditions: Rotted body and in need of tires. Engine overhaul needed.  
Replacement Cost: \$250,000

Truck 64 – 1997 Ford F350 Utility-Boom Bucket Truck – 46,000 miles – Highway Division



Conditions: Rusted frame, normal wear for 29 year old truck  
Replacement Cost: \$150,000

Vehicle 1 – 2008 Chevrolet Trailblazer SUV – 102,800 miles – Engineering Division

Condition: Rotted body and needed engine overhaul that was cost-prohibitive. Retired vehicle and disposed of as surplus. No photos are available.

Replacement Cost: \$50,000

Additional Information: Can be replaced with an electric vehicle, since charging is available at City Hall and this vehicle does not perform snow or other 24/7 operations. The Engineering Division is presently operating with no City vehicles.

Vehicle 40 – 2004 Chevrolet 1500 Cargo Van – 150,000 miles – Facilities Van

Condition: Vehicle was inoperable so was taken out of service and disposed of as surplus. No photos are available.

Replacement Cost: \$70,000

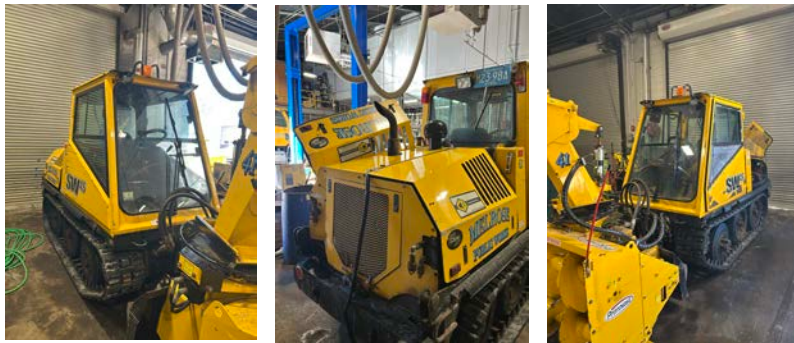
Additional Information: Could be replaced with a Transit-type van or similar.

HB-2 – 2012 Falcon Asphalt Hotbox – Highway Division



Conditions: Inoperable  
Replacement Cost: \$40,000

Vehicle 62 – 2008 Prinoth (Bombardier) SW 4S Sidewalk Plow – Snow Operations



Conditions: Intermittently out-of-service during last several storms  
Replacement Cost: \$190,000  
Additional Information: Proposed to be replaced with a trackless machine with various attachments that will make it a useable vehicle year-round, rather than dedicated only to snow and ice response.

Vehicle 23 – 2016 Freightliner 114SD Vactor – 19,000 miles – Sewer Division



Conditions: Several components of suction and tank mechanisms have experienced failure in the last few years, sometimes costing upwards of \$25,000 to \$30,000 for individual repairs.  
Replacement Cost: \$650,000  
Additional Information: The DPW uses the Vactor for both clearing sewer blockages and for vacuum excavation. Excavation can be harder on the equipment but minimizes the risk of damage to surrounding

utilities when digging in tight locations. The DPW is proposing to consider replacing this truck with a model that has a slightly smaller chassis but an equivalent tank size.

## Summary

As shown above, the conditions of the vehicles compromise the safety of our staff and jeopardize the levels of services that our residents have come to expect from the DPW. We have exceeded the expected life of these vehicles on both miles and age. Some vehicles present safety concerns with large holes in the floors, potentially allowing exhaust to enter the cabs of those vehicles. Our personnel have welded floors back in and made temporary repairs, but continuing to repair these severely deteriorated vehicles is not practical or cost effective. Snow operations have become increasingly challenging due to a lack of functioning vehicles; in the recent large storm, we had four employees who were unable to perform their jobs by the end of the storm event due to a lack of operational vehicles for them to drive. As noted above, of 18 vehicles that were rendered inoperable during the storm event, eleven continue to be out-of-service, awaiting repairs by our mechanics.

Recommended replacement intervals for fleet vehicles were taken from the report by Matrix Consulting Group specifically evaluating Melrose’s fleet, as well as Fleet Counselor Services, a nationally recognized consulting firm.

Vehicle Type	Recommended Useful Life (Fleet Counselor Services Data)	Age of City Vehicles*	Estimated Replacement Cost
Packer – Yard Waste	12 years or 9,000 hours	#26 – 21 years	\$340,000
Heavy Dump Trucks	12 years or 120,000 miles	#21 – 27 years/OOS #29 – 29 years**	\$300,000 \$290,000
Light Dump Trucks	12 years or 120,000 miles	#33 – 14 years #35 – 15 years** #38 – 17 years** #47 – 15 years #48 – 17 years #56 – 20 years** #58 – 18 years**	\$110,000
Pickup Trucks	10 years or 120,000 miles	#59 – 19 years	\$65,000
Backhoe - Cemetery	15 years or 9,000 hours	#50 – 29 years**	\$210,000
Loader	15 years or 10,000 hours	#77 – 29 years**	\$250,000
Bucket Truck – Highway	12 years or 120,000 miles	#64 – 29 years	\$150,000
DPW Engineering	10 years	#1 – 18 years/OOS	\$50,000
DPW Facilities Van	10 years	#40 – 22 years/OOS	\$70,000
Hotbox	15 years	HB-2 – 14 years/OOS	\$40,000
Sidewalk Bombardier	15 years	#62 – 18 years**	\$190,000
Vactor	12 years	#23 – 10 years	\$650,000
<b>TOTAL 3-year cost</b>			<b>\$3,315,000</b>
<b>Average annual cost</b>			<b>\$1,105,000/year</b>
<b>Average annual cost</b>	<b>(excluding sewer vehicle)</b>		<b>\$888,333/year</b>

\*OOS = Out of Service

\*\*Experienced failure during January 25, 2026 storm

The Melrose DPW fleet vehicles shown above represent approximately \$3.315M in short-term needs. Please note that this list does not include non-DPW fleet needs, such as the Fire Department, Police Department, Council on Aging, Inspectional Services, etc., who also operate vehicles within the City's fleet.

The proposed expenditure of \$1,105,000 per year shown in the table above is very closely in line with Matrix Consulting Group's estimated replacement need of \$1,134,222 annually for Melrose's fleet. When eliminating the cost of the Vactor truck, which would be paid using the Sewer Enterprise Fund, the total annual need is approximately \$888,000. The three-year needs have been broken down into the following proposed plan:

**IMMEDIATE:**

The following request is being made concurrent with this memorandum:

- A replacement for yard waste/refuse truck #26 has been submitted, for which Capital Stabilization funds are being requested in February 2026. The estimated cost of replacement is \$340,000.

**YEAR 1:**

For this year's free cash request, DPW recommends replacing the following Public Works vehicles:

- Heavy Dump Truck (#21, already out of service) – proposed to be replaced with a hook lift truck with a brine tank, dump body, and catch basin cleaning clamshell assembly. The estimated cost, including the various style body attachments, is \$300,000.
- Light Dump Trucks (#33, #35, #38, #47 and #48) – we propose replacing these with four one-ton pickup trucks and two smaller pickup trucks. Electric or hybrid vehicles will be considered for the two pickup trucks, depending on whether they will be used for snow operations. The estimated cost for these vehicles is \$110,000 each for the four one-ton trucks and \$70,000 for the two pickup trucks, for a total of \$580,000.

This results in a total free cash request of \$880,000 from the general fund. Sustainable options will be explored for one pickup truck if it is determined it will not be used for snow plowing, consistent with the City's EV-first policy.

In addition, the DPW is pursuing replacement of the Sewer Division's Vactor truck. This specialized equipment has an estimated cost of \$650,000. A budgetary line item has been carried in the Sewer Enterprise Fund of \$80,000 per year, intended to be used toward a lease-to-own Vactor truck. There is enough free cash in the Sewer Enterprise Fund to pay for a \$200,000 downpayment, with annual payments of roughly \$89,000/year over five years. Free cash for the downpayment will be requested in spring 2026 from the Sewer Enterprise Fund's retained earnings balance.

## **YEAR 2:**

We recommend replacement of the following vehicles in Year 2:

- Heavy Dump Truck #29, with an estimated replacement cost of \$230,000
- The Wyoming Cemetery backhoe (#50), estimated to cost \$210,000
- The 2008 Bombadier sidewalk plow. We recommend replacement with a trackless machine that can also be used with attachments for summer operations, with an estimated cost of \$190,000.
- Engineering Division vehicle – this can be replaced with an electric vehicle, given the availability of a charging station at the City Hall parking lot. This replacement is estimated at \$50,000.
- Catch basin clamshell attachment for the new Truck #21 (hook lift) - \$100,000

This amounts to a total of \$780,000 for Year 2 replacement vehicles.

## **YEAR 3:**

We recommend replacement of the following vehicles in Year 3:

- Highway Division bucket truck - \$150,000
- Light trucks (utility bodies for facilities with one salter) - #56 and #58 (\$80,000 to \$110,000 each, depending on what is specified)
- DPW Facilities van #40 - \$70,000
- Pickup truck #59 - \$65,000
- Loader #77 - \$250,000
- Hotbox HB-2 - \$40,000

The resulting request for Year 3 is \$795,000.

The DPW is anxious to get our fleet up to a serviceable level, to allow us to provide both efficiency and cost-effectiveness in the services we provide. We appreciate your consideration of this capital plan for our vehicles over the next three years.

**Project Budget Status Report**

2/20/26

Classification Name	Code	Phase 1	Phase 1	Phase 2	Phase 3	All
		Police	New Engine 02	New Engine 03	Central Fire Renovation and Addition	TOTAL
		26,958 sf	23,877 sf	19500 sf	18700 sf	
<b>Project Management</b>		1,462,434	1,462,434	1,272,500	1,257,500	5,454,868
<b>Architect &amp; Engineers Basic Services</b>		3,190,000	3,085,000	2,486,252	2,288,880	11,050,132
<b>Architect &amp; Engineers - Specialty Services</b>		1,166,822	754,600	437,500	468,300	2,827,222
<b>Administration</b>		622,600	608,300	665,000	665,000	2,560,900
<b>Construction</b>		23,777,000	20,085,000	21,154,367	19,320,472	84,336,839
<b>Fixtures, Furnishing &amp; Equipment</b>		2,000,000	1,150,000	900,000	1,080,000	5,130,000
<b>Project Total Excluding Contingencies</b>		32,218,856	27,145,334	26,915,619	25,080,152	111,359,961
<b>Contingencies</b>		1,664,390	1,405,950	1,480,806	2,318,457	6,869,602
<b>Project Total - Design and Construction Phases</b>		33,883,246	28,551,284	28,396,425	27,398,608	118,229,563
<b>Est. at Debt Exclusion Vote</b>		35,900,000	32,300,000	34,800,000	26,700,000	129,700,000
<b>Difference from Debt Exclusion Vote</b>		(2,016,754)	(3,748,716)	(6,403,575)	698,608	(11,470,437)



**SUMMARY OF VEHICLE PARKING:**

INTERIOR GARAGE PARKING SPACES: 28 SPACES  
 VISITOR PARKING SPACES: 11 SPACES  
 DRIVEWAY PARKING (MIN. 21 FT DEPTH): 12 SPACES \*  
 TOTAL PARKING SPACES: 51 SPACES

\* UNITS 1,2,3,4,5,6,7,8,9,10,11,12,20

**# OF UNITS:**

28

**LOT COVERAGE TABLE:**

ITEM:	REQUIRED:	PROPOSED:	PROPOSED:	RELIEF REQUIRED:
		S.F.	%	(Yes, No)
MAX. LOT COVERAGE *	35%	23,528	20.3	No
PARKING & PAVED AREAS:	N/A	25,652	22.2	N/A
MIN. OPEN SPACE:	40%	66,594	47.5	No

\* BUILDINGS

**FLOOD PLAIN NOTE:**

BASED ON THE FLOOD INSURANCE RATE MAP WITH A COMMUNITY/PANEL NUMBER OF: 25017C0427C, WITH THE LATEST MAP DATE OF 6/4/2010 THIS SITE IS NOT LOCATED WITHIN A 100 YEAR FLOODPLAIN.

**ENVIRONMENTAL NOTE:**

THERE ARE NO DOCUMENTED WETLAND RESOURCE AREAS, CERTIFIED VERNAL POOLS, OR ESTIMATED/PRIORITY HABITAT AREAS ONSITE OR WITHIN 100 FEET OF THE PROJECT LIMITS.

