



Boards & Commissions Committee

Monday, March 2, 2026, 6:50 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

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

Meeting was called to order by Chair Williams at 6:51 PM.

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

II. MINUTES APPROVAL

Boards & Commissions Committee Meeting February 23, 2026 6:30 PM (Remote Meeting)

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

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

III. PUBLIC COMMENT

When: Mar 2, 2026 06:50 PM Eastern Time (US and Canada)

Topic: Boards & Commissions Committee Meeting

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose-org.zoom.us/j/97269189204?pwd=g8ebdHsZH4u02g5ba21pTkjqcl4Gbb.1>

Passcode:414299

Webinar ID: 972 6918 9204

Motion to Open public comment made by Chair Williams at 6:51 PM.

There were no comments on the floor or via Zoom.

Motion to Close public comment made by Chair Williams at 6:52 PM.

IV. APPOINTMENTS/REAPPOINTMENTS

- A. **(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.

Motion to Recommend made by Councilor Finocchiaro

Seconded by President Freeman

All were in favor and motion passed

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

- B. **(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.

Motion to Approve made by President Freeman

Seconded by Councilor Kowal

All were in favor and motion passed

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

Comments on Discussion:

-President Freeman thanked Josh for his efforts on events for MLK Day.

- C. **(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.

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

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

- D. **(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.

Motion to Recommend made by President Freeman
 Seconded by Councilor Kowal
 All were in favor and motion passed

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

- E. **(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.

Motion to Recommend made by Councilor Finocchiaro
 Seconded by Councilor Park
 All were in favor and motion passed

RESULTS:	PASSED [UNANIMOUS]
TO:	City Council
AYES:	Cal Finocchiaro, Elizabeth Kowal, Christopher Park, Ryan Williams, Bradley Freeman

NAYS:	None
ABSENT:	Kim Vandiver

Comments on Discussion:

-President Freeman was very impressed with Dawn's resume and knowledge pertaining to the Board of Health position. She is retired and happy to volunteer.

V. ADJOURNMENT

The City of Melrose does not discriminate based on disability and is committed to hosting accessible meetings and events. Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Melrose or to attend meetings, should contact the City's ADA Coordinator, Polina Latta platta@cityofmelrose.org.

Motion to Adjourn by unanimous consent made by Chair Williams at 7:01 PM.

Meeting was adjourned.

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.



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.

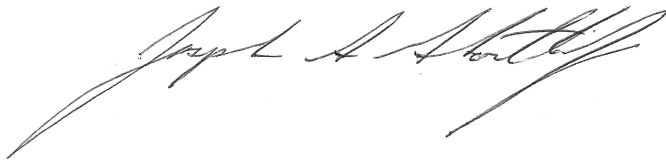
Education

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

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

Laurie Chomko

Melrose, MA 02176 ■ [REDACTED]

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

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.

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.

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

Dawn Jacobs

[REDACTED]

Melrose

[REDACTED]

Cc: Anthony Chui

Director Health and Human Services City of Melrose