



## Boards & Commissions Committee

Monday, March 9, 2026, 6:45 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

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

Meeting was called to order by Chair Williams at 6:53 PM.

#### II. MINUTES APPROVAL

Boards & Commissions Committee Meeting March 2, 2026 6:50 PM

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

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>AYES:</b>	Elizabeth Kowal, Kim Vandiver, Ryan Williams, Bradley Freeman

#### III. PUBLIC COMMENT

When: Mar 9, 2026 06:45 PM Eastern Time (US and Canada)  
 Topic: Boards & Commissions Committee Meeting

Join from PC, Mac, iPad, or Android:  
<https://cityofmelrose-org.zoom.us/j/98894076215?pwd=b8ohUU6XBbEKunhqiRfm812q7RUUMy.1>

Passcode:237508

Webinar ID: 988 9407 6215

Motion to Open public comment made by Chair Williams at 6:53 PM

There were no comments on the floor or via Zoom

Motion to Close public comment made by Chair Williams at 6:53 PM

**IV. APPOINTMENTS/REAPPOINTMENTS**

- A. **(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.

Motion to Recommend made by Councilor Vandiver

Seconded by President Freeman

All were in favor and motion passed

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

- B. **(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.

Motion to Recommend made by President Freeman

Seconded by Councilor Vandiver

All were in favor and motion passed

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

- C. **(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.

Motion to Recommend made by Councilor Vandiver

Seconded by Councilor Kowal

All were in favor and motion passed

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

- D. **(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.

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

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

- E. **(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.

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

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

- F. **(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.

Motion to Recommend made by Councilor Vandiver  
 Seconded by President Freeman

All were in favor and motion passed

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

- G. (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.

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

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

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

Motion to Adjourn by unanimous consent made by Chair Williams at 8:01 PM  
All were in favor and meeting was adjourned

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

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

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

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

**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

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

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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**