Appropriations & Oversight Committee

Monday, March 2, 2026, 7:20 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

MINUTES

I. CALL TO ORDER

Kimberly Vandiver	Vice Chair
Jason Chen	
Cal Finocchiaro	
Maya Jamaleddine	
Manjula Karamcheti	
Elizabeth Kowal	
John Obremski	
Christopher Park	
Ryan Williams	
William Bradley Freeman	President, Ex Officio
Devin Romanul	Chair

Meeting was called to order by Chair Romanul at 7:20 PM.
Councilor Jamaleddine attended remotely.

Attendee Name	Title	Status	Arrived
Kim Vandiver	Vice Chair	Present	
Jason Chen	At-Large	Present	
Cal Finocchiaro	Ward 6	Present	
Maya Jamaleddine	At-Large	Present Remote	
Manjula Karamcheti	Ward 1	Present	
Elizabeth Kowal	At-Large	Present	
John Obremski	Ward 2	Present	7:22 PM
Christopher Park	Ward 3	Present	
Ryan Williams	At-Large	Present	
William Bradley Freeman	President, Ex Officio Member	Present	
Devin Romanul	Chair	Present	

II. MINUTES APPROVAL

Appropriations & Oversight Committee Meeting February 26, 2026 7:15 PM

Motion to Approve the minutes without reading made by Chair Romanul
Seconded by Councilor Vandiver
All were in favor and motion passed

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaleddine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

III. PUBLIC COMMENT

When: Mar 2, 2026 07:20 PM Eastern Time (US and Canada)
Topic: Appropriations & Oversight 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 Councilor Karamcheti at 7:20 PM
Seconded by Councilor Vandiver
All were in favor and motion passed

RESULT:	**PASSED [UNANIMOUS]**
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaleddine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

There were no comments on the floor or via Zoom

Motion to Close public comment made by Councilor Williams at 7:22 PM
Seconded by Councilor Finocchiaro
All were in favor and motion passed

RESULT:	**PASSED [UNANIMOUS]**
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaleddine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

IV. GRANTS

A. **(ID # 2026-455):** Acceptance of EOEEA Cooling Corridors Grant for $48,000

Motion to Recommend made by Councilor Williams
Seconded by Councilor Karamcheti
All were in favor and motion passed

RESULTS:	**PASSED [UNANIMOUS]**
TO:	City Council
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaleddine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

Comments on Discussion:
-Councilor Finocchiaro asked if they will exceed the allotted money and no, they will not overspend. They will adjust the number of trees planted higher or lower to match the funding. She asked what is a heat island. It is spots that have less greenery and trees, typically with more pavement, that reflect or throw extra heat. Planting trees alleviates the heat island effect.
-Councilor Williams asked how this plan interacts with the existing tree planting city program. These trees are supplemental and are totally different from the trees on the city planting plan. This grant requires photos of arborists actually planting the trees and the data is included in the GIS internal system.
-Councilor Vandiver raised concerns about the concentration of trees in Ward 1 and suggested redistributing some to Ward 5, particularly along walking routes on Washington and Pleasant streets. The administration agreed to review the distribution and potentially adjust the tree planting locations while maintaining requirements for hot spots and environmental justice areas.
-Councilor Karamcheti asked how the hot spot locations are determined. Hot spots identified by MassGIS determined where trees would be planted, with the project focusing on the west half of Melrose where most hot spots are located. Due diligence was done in determining this.

B. **(ID # 2026-477):** Acceptance of the BSAS MassCALL3B Grant by the Health & Human Services Department

Motion to Recommend made by Councilor Williams
Seconded by Councilor Karamcheti
All were in favor and motion passed.

RESULTS:	**PASSED [UNANIMOUS]**
TO:	City Council
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaleddine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

Comments on Discussion:
-Councilor Finocchiaro commented on the youth program at the high school. The Youth Action Team program focuses on grade 8 through high school to develop leadership skills and to prevent substance abuse. She asked if this money could be used for speakers. They have been discussing what is most impactful to the students.
-Councilor Karamcheti asked if they have measured the impact of these types of programs and initiatives. They conduct a youth behavior survey every 2 years which focuses on substance abuse and mental health. Results from this show that Melrose is trending in the right direction. The police department is a good partner with their compliance checks of no sales to minors.

V. ADJOURNMENT

Motion to Adjourn made by Councilor Karamcheti at 7:43 PM
Seconded by Councilor Finocchiaro
All were in favor and meeting was adjourned

RESULT:	**PASSED [UNANIMOUS]**
AYES:	Jason Chen, Cal Finocchiaro, Bradley Freeman, Maya Jamaleddine, Manjula Karamcheti, Elizabeth Kowal, John Obremski, Christopher Park, Devin Romanul, Kim Vandiver, Ryan Williams
NAYS:	None

DEPARTMENT OF PUBLIC WORKS
Administration–Engineering–Water–Sewer–Facilities
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

CITY OF MELROSE

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.

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' 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 EJneighborhoods/ 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	**Patrick Herron**
City Engineer	**Executive Director**

City of Melrose

The City of Melrose is proposing to plant 61 trees on the proposed streets in *Table 2* and *Figure 4*. New plantings are centralized in and around the 'hotspots' as identified through MassGIS data and Environmental Justice populations, as shown in *Figure 5.* The species list as shown in *Table 3* has been approved by the Melrose Director of Public Works. *Figure 6* illustrates the high pedestrian traffic areas—near walking routes to neighborhood assets (e.g. bus stops, schools, daycare centers).

Table 2: Approved Proposed Street and Park Plantings in Melrose, MA.

Total	Quantity	Ward	Street Number	Street Name	Overhead Wires
3	3	1-2	8	Ashland St	Yes
4	1	3-2	13	Circuit St	Yes
6	2	3-2	73	Cottage St	No
7	1	4-1	96-98	Emerson West St	Yes
8	1	4-1	104	Emerson West St	Yes
10	2	4-1	108-114	Emerson West St	Yes
11	1	6-1	11-15	Foster West St	Yes
12	1	6-1	166	Foster West St	Yes
13	1	1-2	25-27	Greenwood Rd	No
14	1	1-2	33	Greenwood Rd	Yes
16	2	6-1	-	Grove St	No
19	3	6-1	9	Herbert St	Yes
22	3	3-2	13	Hurd St	No
28	6	4-1	561 &585	Main St	Yes on Upham No on Main St
30	2	6-1	403-407	Main St	No
40	10	7-1	-	Main St	No
41	1	4-1	590	Main St	No
42	1	6-1	49	Myrtle St	Yes
44	2	6-1	40	Myrtle St	Yes
46	2	5-1	515	Pleasant St	Yes
49	3	1-2	129	Tremont St	Yes
50	1	4-1	3	Vine St	Yes
51	1	4-1	13-15	Vine St	No
52	1	5-1	2	Washington St	Yes
53	1	6-1	27	Willow St	Yes

54	1	3-2	85	Wyoming West Av	Yes
55	1	3-2	80	Wyoming West Av	No
56	1	3-2	89	Wyoming West Av	Yes
59	3	3-2	56	Wyoming West Av	No
61	2	1-2	350	Lynn Fells Pkwy	No

Figure 4. Tree Planting Locations in Melrose, MA. *Locations are of proposed plantings from Table 2.*

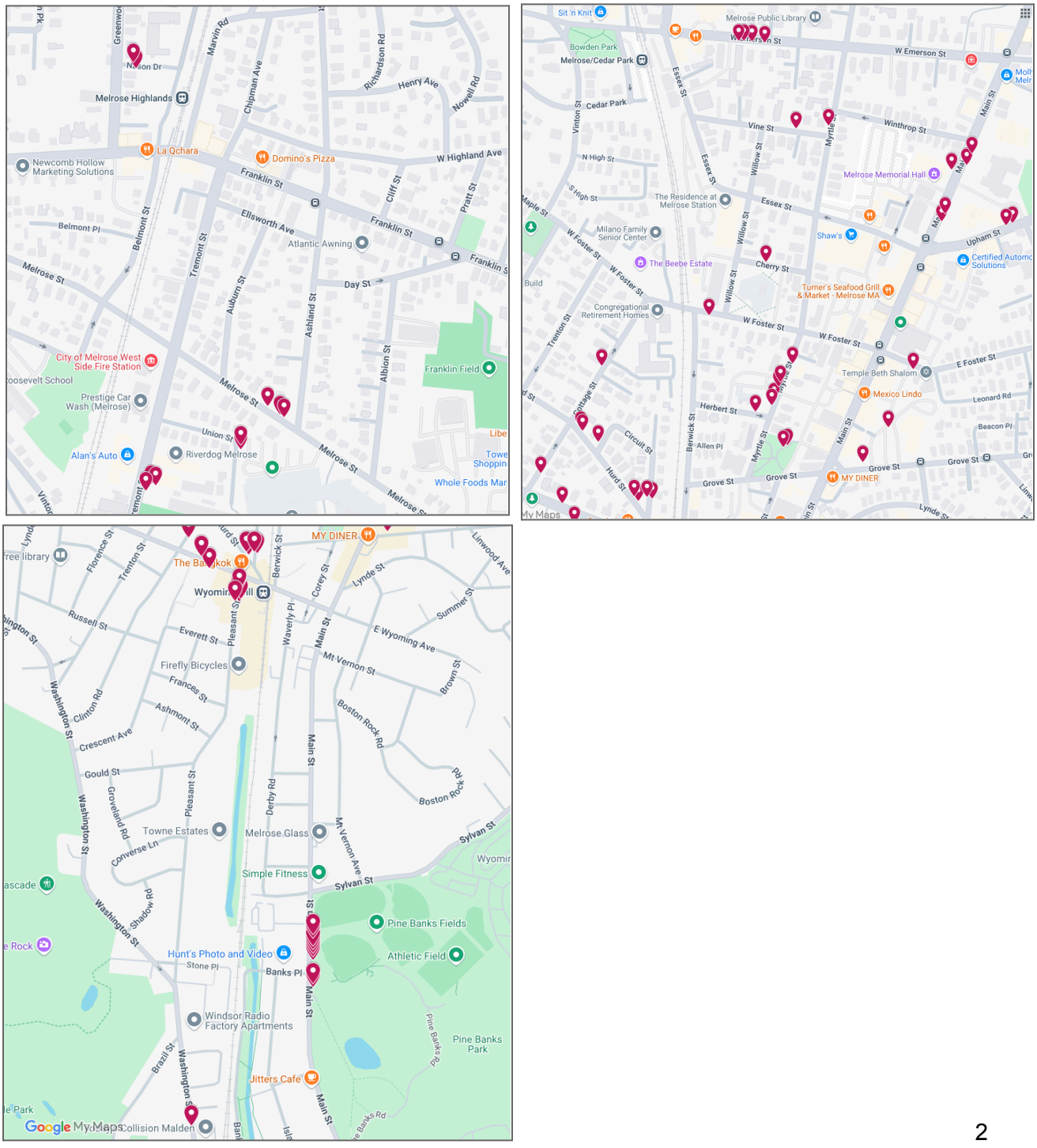
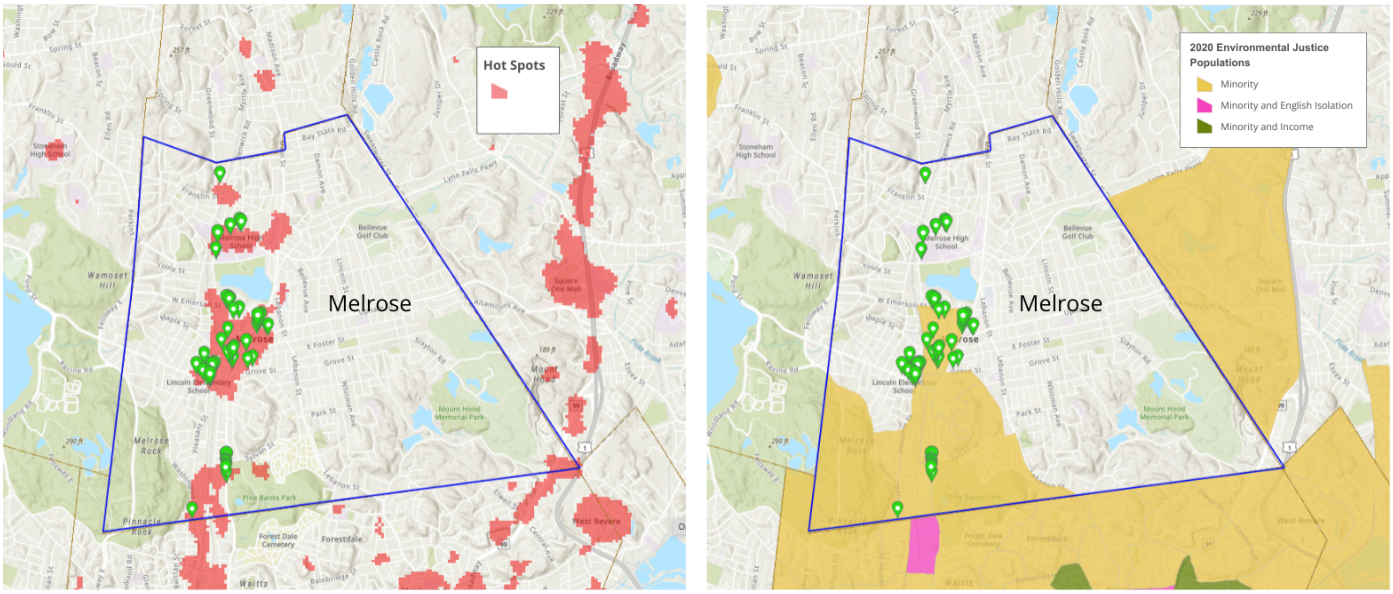


Table 3: Approved species list for the proposed tree plantings from the City of Melrose, species selection will be determined with "right tree right place".

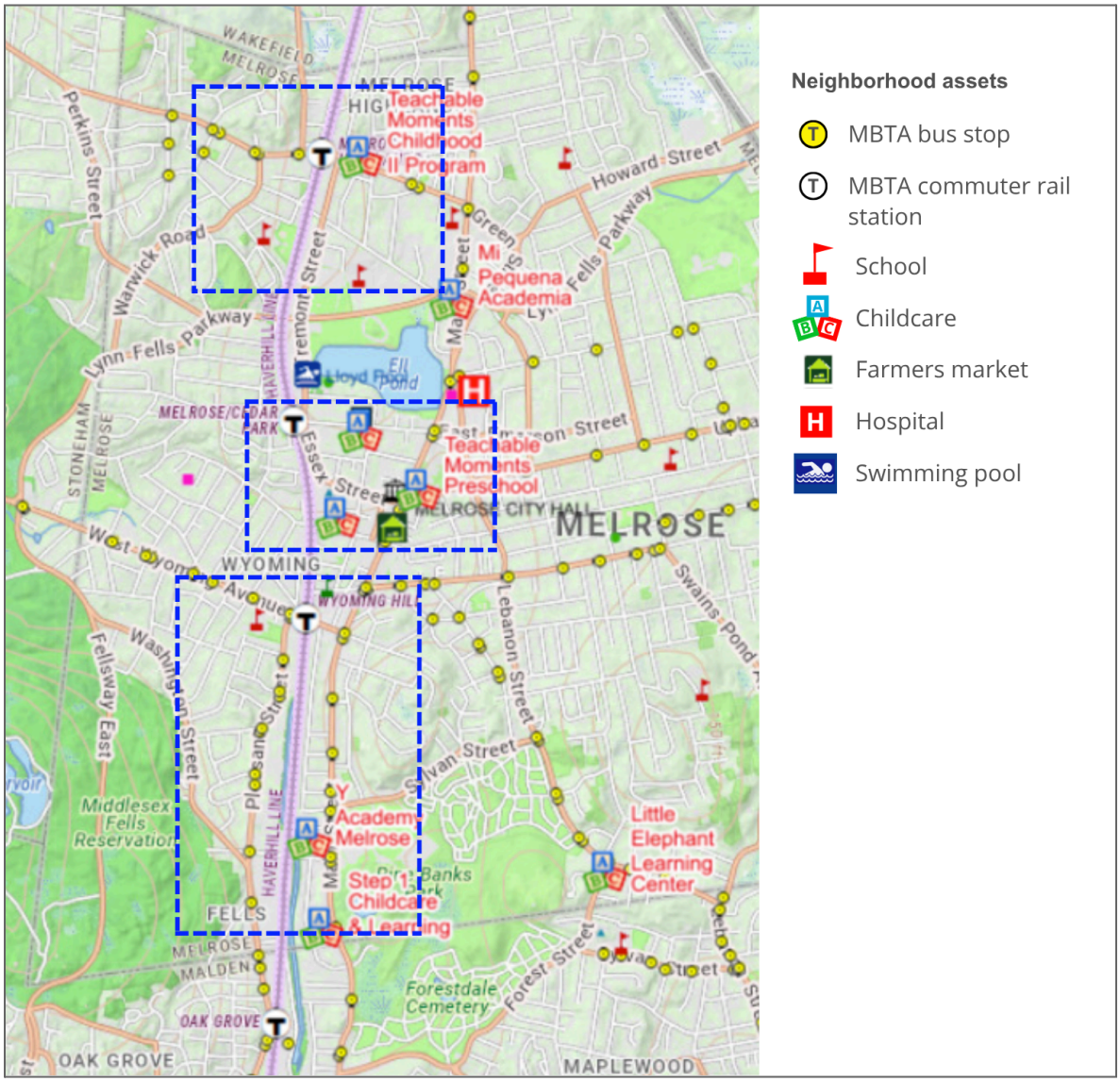
Scientific Name	Common Name
Acer rubrum	October Glory Red Maple
Prunus cerasifera 'Thundercloud'	Thundercloud Purpleleaf Plum (underwire)
Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac (underwire)
Malus 'Spring Snow'	Spring Snow Flowering Crab (underwire)
Gleditsia tricanthos var. inermis 'Shademaster'	Thornless Honeylocust
Tilia Cordata 'Small-leaved Linden'	Littleleaf Linden
Cornus Kousa	Kousa Dogwood
Prunus serrulata 'Kwanzan'	Kwanzan Cherry
Prunus x yedoensis 'Akebono'	Yoshino Cherry (underwire)
Cercis Canadensis	Eastern Redbud (underwire)
Styphnolobium japonicum	Japanese Pagoda Tree
Amalanchier Sanguinea	Round Leaf Serviceberry (underwire)

Figure 5. Hotspots and Environmental Justice Populations in Melrose. *Proposed planting locations (green pins) in "hotspots" (left) and environmental justice communities (right).*



Data: MassGIS
MA 2020 EJ Populations map viewer: https://www.mass.gov/info-details/massgis-data-2020-environmental-justice-populations#downloads-
Hot Spots map viewer: https://mass-eoeea.maps.arcgis.com/apps/mapviewer/index.html?layers=6ef24687f7bf443085e22a1b65017354

Figure 6. Tree Locations and Walking Routes. *Locations of planted trees (blue dashed boxes) in Melrose are within walking routes to schools, MBTA stops, etc.*



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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.

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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

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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)

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
6663B3CE8CF347F...

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

Date: 12/17/2025

Signed by:
Fiona Maxwell
422D7090BDA24C6...

Fiona Maxwell, Chief Procurement Officer

Date: 12/23/2025

PO #263180

APPROVED AS GRANT AGREEMENT MANAGER

DocuSigned by:
MaryAnn O'Connor
35045C353CB14A3...

MaryAnn O'Connor, Director of Public Health

Date: 12/23/2025

APPROVED AS TO FORM:

DocuSigned by:
Mark R. Reich, Esq.
D9CFD3B479704B3...

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

Phiiana Lima

Robert Dickinson, Finance Director 12/30/2025 Phiiana Lima, Ass't Finance Director

Date: 12/30/25

Docusign Envelope ID: 76DEF8D4-9631-4A3C-8FC2-6A38C634470B

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

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- **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 10th (July – September); January 10th (October – December); April 10th (January – March); July 10th (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 10th (July – September); January 10th (October – December); April 10th (January – March); July 10th (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.

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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

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: 6/30/2026 *GL Line # 1* 120-510-5310-0000-0000-572-2026-0000 $7,750.00 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 thi purchase order * MUNICIPAL PURCHASES ARE TAX EXEMPT

Fiona Maxwell, Chief Procurement Officer

Robert Dickenson, Finance Director

Internal Use Only
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.

MDF_PO

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.