CITY OF MELROSE

APPROPRIATIONS & OVERSIGHT COMMITTEE

AGENDA● JUNE 16, 2022

Council Chamber, First Floor, Melrose City Hall **Committee Meeting** **7:15 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

Jen Grigoraitis	Chair
Leila Migliorelli	Vice Chair
Shawn M. MacMaster	
Jack Eccles	
Mark Garipay	
Maya Jamaleddine	
Robb Stewart	
Manjula Karamcheti	
John Obremski	
Ryan Williams	
Christopher Cinella	President, ex oficio

II. PUBLIC COMMENT

Remote Link for Public Comment:
https://cityofmelrose.webex.com/cityofmelrose/onstage/g.php?MTID=e449904d456af710b3a794bcf2fd98c68

III. ORDERS

1. **ORDER-2022-129 :** A Transfer from Human Resource Salary and Wages (011521-511000) in the amount of $2,000 (Two Thousand Dollars) to Human Resource Advertising (011522-520500).

   From: City Council — ASSIGNED TO COMMITTEE

2. **ORDER-2022-132 :** An Appropriation from Free Cash, account 01-324001, in the amount of $1,225,000 (One Million, Two Hundred Twenty-Five Thousand Dollars), to various stabilization accounts as set forth herein.

   From: City Council — ASSIGNED TO COMMITTEE

3. **ORDER-2022-133 :** An Appropriation from Free Cash, account 01-324001, in the amount of $34,010.35 (Thirty-Four Thousand, Ten Dollars and 35 Cents) to Pine Banks, Capital Outlay, account 016523-551099. This appropriation will be used to pave the parking lot by the playground & lodge.

   From: City Council ASSIGNED TO COMMITTEE

4. **ORDER-2022-134 :** An Appropriation from Free Cash, account 01-324001, in the amount of $270,000 (Two Hundred Seventy Thousand Dollars) to various IT accounts as set forth herein.

   From: City Council ASSIGNED TO COMMITTEE

5. **ORDER-2022-136 :** An Appropriation from Free Cash, account 01-324001, in the amount of $75,967.40 (Seventy-Five Thousand, Nine Hundred Sixty-Seven Dollars and Forty Cents) to various Community Service line items as set forth herein.

   From: City Council ASSIGNED TO COMMITTEE

6. **ORDER-2022-138 :** An Appropriation from Free Cash, account 01-324001 in the amount of $76,400 (Seventy Six Thousand and four hundred dollars) to various general government accounts as set forth herein.

   From: City Council ASSIGNED TO COMMITTEE

7. **ORDER-2022-141 :** A Transfer from Temporary Interest, account 017522-549100, in the amount of $74,000 (Seventy Four Thousand Dollars) and a transfer from Health Insurance, account 019142-549201, in the amount of $81,000 (Eighty One Thousand Dollars) to the City Solicitor budget as set forth herein.

   From: City Council ASSIGNED TO COMMITTEE

8. **ORDER-2022-143 :** An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of $92,000 (Ninety-Two Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

   From: City Council — ASSIGNED TO COMMITTEE

9. **ORDER-2022-146 :** An Appropriation from Ambulance Retained Earnings, account number 6500-31900, in the amount of $73,355.98 (Seventy Three Thousand, Three Hundred Fifty-five dollars and ninety-eight cents) to various ambulance accounts as set forth herein.

   From: City Council — ASSIGNED TO COMMITTEE

10. **ORDER-2022-147 :** An Appropriation from the Peg Access Cable Fund (#2922) in the amount of $276,764.16 (Two Hundred Seventy - Six thousand, Seven Hundred Sixty-Four Thousand and sixteen cents) to MMTV and Melrose Public Schools.

    From: City Council — ASSIGNED TO COMMITTEE

11. **ORDER-2022-149 :** An acceptance of the Municipal Fiber Grant awarded to Melrose MA in the amount of $237,500 (Two Hundred Thirty Seven Thousand Dollars) with a $12,500 (Twelve Thousand Five Hundred Dollar) match from IT Operating funds

    Sponsored by: Chief Financial Officer Patrick Dello Russo

IV. ADJOURNMENT

CITY OF MELROSE **Human Resources Department**

City Hall, 562 Main Street
Melrose, Massachusetts 02176
(P) 781-979-4146
(F) 781-979-4246

Polina Latta
Director
Platta@cityofmelrose.org

To: President Chris Cinella
Melrose City Council

From: Polina Latta

Re: Transfer of Funds to Advertising

Date: May 12, 2022

The Human Resources Department is requesting a transfer of funds from Salary and Wages, account number 011521-511000 to Advertising, account number 011522-520500 in the amount of $2,000. These funds are required so that the City of Melrose can continue advertising and recruiting for current vacancies.

	A	B	C	D	E	F	G	H	I
		FY2022/FY2023		FY2023					
		CITY OF MELROSE	At 5/02/22	With Budget Increase					
		STABILIZATION FUND BALANCES				Proposed		Estimated	
			CURRENT		Adjusted	Free Cash	Estimated New	Target	
	Fund Number	DESCRIPTION	Fund Balance	Addition	Balances	Addition	Fund Balance	Fund Balance	Variance
1	8401	Stabilization	$3,690,091	$50,000	$3,740,091	$200,000	$3,940,091	$4,550,000	($609,909)
2	8404	Contract	$838,806		$838,806	$460,000	$1,298,806	$1,300,000	($1,194)
3	8405	Capital	$547,845		$547,845	$0	$547,845	$550,000	($2,155)
4	8406	Suits and Claims	$502,636		$502,636	$0	$502,636	$500,000	$2,636
5	8407	OPEB	$1,048,790	$50,000	$1,098,790	$50,000	$1,148,790	$171,937,451	($170,788,661)
6	8408	Special Education Fund	$34,650		$34,650	$465,000	$499,650	$500,000	($350)
7	8409	OSHA Fund	$155,700		$155,700	$50,000	$205,700	$250,000	($44,300)
8	8410	Recreational Marijuana Fund	$382,858		$382,858	$0	$382,858	N/A	N/A
		Totals:	$7,201,375	$100,000	$7,301,375	$1,225,000	$8,526,375		
		Fn:FY2022/StabFundBalrev1withbudgetdepositextra							

FOOTNOTES:

1. Fund # 8401 Stabilization Variance is based upon 5% of FY2022 Operating Budget Amount
2. Fund # 8407 OPEB Liability as of FY2021.
3. All amounts rounded up.

CITY OF MELROSE

AUDITOR'S OFFICE
City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4107
Fax - (781) 662-2182

PATRICK D. DELLO RUSSO
CFO/City Auditor

To: Honorable City Council
City of Melrose

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: May 10, 2022

Re: **Proposing a Free Cash Appropriation for $1,225,000 or 22.68% of the Certified Free Cash available (balances as of 5/2/2022).**

As the CFO/City Auditor, I submit this summary of Financial Management Strategies for your review, information, and consideration.

Reserves/Stabilization Funds & Management

The City of Melrose has established a number of Financially Strategic Stabilization Funds, with a collective balance exceeding $7.1 million dollars. This provides assurance to the community that we can meet a negative downturn in the economy or unanticipated costs, which could disrupt the delivery of services and negatively impact our operating budget at any given time within a fiscal year. There is "tremendous value here" and in our collective decision to safeguard the assets of the community through the establishment of these funds. There is no greater priority from a financial perspective.

1. We have developed a **"Foundation Stabilization Fund" # 8401**, with a balance just under $3.7 million dollars. The request before you is to add the sum of $200,000 thousand dollars to this fund for a total of over $3.9 million dollars. The city's goal is to have the fund equate to 5% of the operating budget. In Fiscal 2022 that amount would be just over $4.5 million dollars. If approved, this would be a positive move in our efforts to reach that goal. The Massachusetts Municipal Association "best practice" includes adopting reserve funding targets of 5% or more based on the specifics of the municipal budget and consideration of spending and revenue risks. There is also a standing

City Council Ordinance (Section 48-5) that speaks to the funding of the Stabilization Fund annually. We have also budgeted $50,000 to go into this fund as part of the standard annual operating budget request.

2. We have established a **"Contract Stabilization Fund" #8404,** with a balance of just over $838,000 thousand dollars. The request before you is to add the sum of $460,000 thousand dollars to this fund in order to insure that the city can fund negotiated collective bargaining agreements when settled, and non – union compensation obligations for example. This includes any retroactive payments relative to the respective contracts and non-union salary adjustments. To date, going into FY2023, the Police Superiors and Patrol are out of contract as of June 30, 2021. In addition, the Clerical and Laborer's Unions are out of contract commencing June 30th, 2022. The target balance for this fund is $1.3 million dollars.

3. We have established a **Capital Stabilization Fund # 8405,** with a balance of approx. $547,000 thousand dollars, and we are not seeking any funding at this time as it mirrors our targeted amount of $550,000 at this time. Capital purchases in excess of $25,000 thousand dollars are funded from this source. This enables the city added flexibility in addressing its' capital needs (pay as you go financing) for items that are not advantageous to issue debt on (departmental equipment, for example) and may be needed at any time during a fiscal year.

4. We have established a **Suits and Claims Stabilization Fund # 8406,** with a balance of over $502,000 thousand dollars. The city uses this fund to address costs associated with legal claims and suits that arise throughout the fiscal year. We are not seeking any funding at this time as it meets our targeted amount of $500,000 thousand dollars.

5. We have established a **"Special Education Stabilization Fund" #8408,** which is used to fund special education costs realized by the School Department that exceed its budgeted funds. The request is to add the sum of $465,000 thousand dollars to this fund. We currently have just over $34,000 thousand dollars in this fund. Our target allocation is a standing balance of $500,000 thousand dollars.

Attachment: StabilizationOrder (ORDER-2022-132 : An Appropriation from Free Cash to Stabilization Funds)

6. We have established a Statutory Fund under Chapter 32b, Section 20; called the **" OPEB Fund" #8407,** (Other Post Employment Benefits), with a balance of $1,048,000 thousand dollars. We are requesting the sum of $50,000 thousand dollars be added to this fund. The continued funding of this significant liability plays a "key" role in the determination of our Bond Rating by Standard and Poor's Rating Agency (please see most recent S & P report dated September 15, 2020). We have also incorporated a request for $50,000 thousand dollars as part of the standard annual operating budget request.

7. We have established an **"OSHA" Fund # 8409,** (Occupational Safety and Health Administration), stabilization fund with a current balance of over $155,000 thousand dollars. We are requesting the sum of $50,000 thousand dollars be added to this fund which would bring the balance to just over $205,000 thousand dollars. The city's target amount for this fund is $250,000 thousand dollars.

Your support and consideration is most appreciated.

Cc: Honorable Mayor Paul Brodeur
Audit File.

Attachment.

Municipal Funding Formula **Fiscal 2023**
Pine Banks Park
Chapter 393 of 1905; as Amended by Chapter 162 of 1906

Total Assessed Valuation - All Classes		Smaller Assessed Value	
Real Property Excluding Municipal and		City of Melrose	$ 6,385,214,400.00
Tax Exempt Property		"1 Percent"	$ 63,852,144.00
Prior Fiscal Year	2022	"1/150th Part" of 1%	$ 425,680.96
City	Total Assessed Value	Maximum Budget Requisition	
City of Malden	$ 9,052,903,254	City of Melrose - 50%	$ 425,680.96
City of Melrose	$ 6,385,214,400	City of Malden - 50%	$ 425,680.96
		Total	$ 851,361.92

Statutory Excerpt: St. 1905 Chapter 393; amended by St. 1906 Chapter 162

Section 6.

Said Board of trustees shall have the absolute control and management of the property, and shall have power to make rules and regulations regarding its use and management, in such manner as it shall deem best.

The board shall annually in the month of January make a full report to the cities of Malden and Melrose of its receipts and expenditures, with its estimate of the amount required for maintenance for the ensuing year. Its expenditures in any year shall not exceed the sum of the appropriations for that year and the income at the disposal of said trustees by reason of any gifts received under the authority of section two of this act.

Section 7.

The cities of Malden and Melrose shall in their annual appropriation bills each appropriate and place at the disposal of said board one half of the amount determined by said board to be necessary for the maintenance of said property for that year, and set forth in its annual report as provided in section six.

If either of said cities shall in any year fail to make such appropriation, the said board shall upon the written request of said donors or their heirs or devisees who may then hold their estate, reconvey said property to said heirs or devisees free from all trusts;

but the amount required of each city by said board to work a forfeiture shall not in any year exceed one one hundred and fiftieth part of one per cent of the assessed valuation for the preceding year of the city having the smaller assessed valuation.

Said cities may, if in their judgment the proper maintenance or improvement of said property shall require it, appropriate in equal amounts and place at the disposal of said board sums in excess of the amount which said board is hereby authorized to require of said cities.

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Malden
CITY

TAX RATE RECAPITULATION
Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 218,910,537.67
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	117,237,894.70
Ic.	Tax Levy (Ia minus Ib)	$ 101,672,642.97
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	79.7756	81,109,960.97	8,210,295,767.00		
Net of Exempt			6,567,322,967.00	12.35	81,106,438.64
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	11.2395	11,427,496.71	596,220,995.00	19.17	11,429,556.47
Net of Exempt					
Industrial	4.6447	4,722,389.25	246,386,492.00	19.17	4,723,229.05
SUBTOTAL	***95.6598***		***9,052,903,254.00***		***97,259,224.16***
Personal	4.3402	4,412,796.05	230,225,290.00	19.17	4,413,418.81
TOTAL	***100.0000***		***9,283,128,544.00***		***101,672,642.97***

MUST EQUAL 1C

Assessors

Robert Donnelly, Assessor , Malden , bdonnelly@cityofmalden.org 781-397-7100 | 12/1/2021 9:38 AM

Comment:

Gregory Lucey, City Clerk , Malden , glucey@cityofmalden.org 781-397-7000 | 12/1/2021 11:01 AM

Comment:

Nathaniel Cramer, Assessor , Malden , ncramer@cityofmalden.org 781-397-7100 | 12/1/2021 9:28 AM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By:	Susan Whouley
Date:	12/06/2021
Approved:	Anthony Rassias
Director of Accounts:	Deborah A. Wagner

NOTE : The information was Approved on 12/6/2021

MASSACHUSETTS DEPARTMENT OF REVENUE
DIVISION OF LOCAL SERVICES
BUREAU OF ACCOUNTS

Melrose
CITY

TAX RATE RECAPITULATION

Fiscal Year 2022

I. TAX RATE SUMMARY

Ia.	Total amount to be raised (from page 2, IIe)	$ 118,016,420.33
Ib.	Total estimated receipts and other revenue sources (from page 2, IIIe)	46,844,764.34
Ic.	Tax Levy (Ia minus Ib)	$ 71,171,655.99
Id.	Distribution of Tax Rates and levies	

CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.9297	65,427,889.84	6,190,050,331.00	10.57	65,428,832.00
Net of Exempt					
Open Space	0.0000	0.00	0.00	0.00	0.00
Commercial	4.4174	3,143,936.73	174,343,349.00	18.03	3,143,410.58
Net of Exempt					
Industrial	0.5275	375,430.49	20,820,720.00	18.03	375,397.58
SUBTOTAL	***96.8746***		***6,385,214,400.00***		***68,947,640.16***
Personal	3.1254	2,224,398.94	123,350,850.00	18.03	2,224,015.83
TOTAL	***100.0000***		***6,508,565,250.00***		***71,171,655.99***

MUST EQUAL 1C

Assessors

Cathy A Gulino, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:50 AM

Comment:

Sarah MacLellan, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/9/2021 10:45 AM

Comment:

Lee A Phalen, Assessor , Melrose , smaclellan@cityofmelrose.org 781-979-4103 | 12/8/2021 8:51 PM

Comment:

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By:	Susan Whouley
Date:	12/14/2021
Approved:	Thomas Guilfoyle
Director of Accounts:	Deborah A. Wagner

NOTE : The information was Approved on 12/14/2021

Pine Banks Park - Budget Summary - Fiscal Year 2023

8:11 PM 9-May-22 Budg Code

#	Compensation & Benefits Summary	Prior FY	**Budget**	$ increase	% increase	/City	Increase/City	Mald	Melr
2	Salaries & Wages	$ 217,567.00	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)		
3	Pensions, Benefits & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)		
4		- - -	- - -	- - -	- - -	- - -	- - -		
5	Total from Compensation Schedule	$ 398,497.14	$ 392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
6	Utilities	Budget	Budget	$ increase	% increase	/City	Increase/City		
7	Telephone[1]	$ 5,000.00	$ 8,800.00	$3,800.00	76.00%	$4,400.00	$1,900.00	52217	522000
8	Electric	$ 26,000.00	$ 25,800.00	($200.00)	-0.77%	$12,900.00	($100.00)	52218	522500
9	Fuel/Heating Oil[2]	$ 9,000.00	$ 15,000.00	$6,000.00	66.67%	$7,500.00	$3,000.00	54311	530800
10		- - -	- - -	- - -	- - -	- - -	- - -		
11	Total	$ 40,000.00	$ 49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
12	Insurance	Budget	Budget	$ increase	% increase	/City	Increase/City		
13	Liability	$ 10,450.00	$ 8,600.00	($1,850.00)	-17.70%	$4,300.00	($925.00)	52418	543201
14	Auto Ins	$ 3,500.00	$ 3,500.00	$0.00	0.00%	$1,750.00	$0.00	52417	544330
15	D & O Liab.	$ 2,500.00	$ 2,500.00	$0.00	0.00%	$1,250.00	$0.00		
16	Fire Ins[3]	$ 4,000.00	$ 7,000.00	$3,000.00	75.00%	$3,500.00	$1,500.00	52415	544320
17		- - -	- - -	- - -	- - -	- - -	- - -		
18	Total	$ 20,450.00	$ 21,600.00	$1,150.00	5.62%	$10,800.00	$575.00		
19	Vehicles	Budget	Budget	$ increase	% increase	/City	Increase/City		
20	Gasoline/Grease	$ 7,000.00	$ 7,000.00	$0.00	0.00%	$3,500.00	$0.00	54312	531000
21	Repair & Maint MVE	$ 5,000.00	$ 5,000.00	$0.00	0.00%	$2,500.00	$0.00	52250	527500
22		- - -	- - -	- - -	- - -	- - -	- - -		
23	Total	$ 12,000.00	$ 12,000.00	$0.00	0.00%	$6,000.00	$0.00		
24	Maintenance	Budget	Budget	$ increase	% increase	/City	Increase/City		
25	Repair & Maint Bldng	$ 20,000.00	$ 15,000.00	($5,000.00)	-25.00%	$7,500.00	($2,500.00)	52252	527700
26	Field/Park Maint.	$ 60,000.00	$ 75,000.00	$15,000.00	25.00%	$37,500.00	$7,500.00	54319	535100
27		- - -	- - -	- - -	- - -	- - -	- - -		
28	Total	$ 80,000.00	$ 90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
29	Supplies & Materials	Budget	Budget	$ increase	% increase	/City	Increase/City		
30	Office Supplies	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54310	530500
31	Clean/Disinfect	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54325	532000
32	Paint	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54332	533000
33	Hardware	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54330	533500
34	Lumber	$ 1,000.00	$ 1,000.00	$0.00	0.00%	$500.00	$0.00	54334	537200
35	Misce Expenses	$ 6,600.00	$ 6,600.00	$0.00	0.00%	$3,300.00	$0.00	57247	528804
36		- - -	- - -	- - -	- - -	- - -	- - -		
37	Total	$ 11,600.00	$ 11,600.00	$0.00	0.00%	$5,800.00	$0.00		
38	Professional Services	Budget	Budget	$ increase	% increase	/City	Increase/City		
39	Audit & Accounting	$ 16,000.00	$ 18,700.00	$2,700.00	16.88%	$9,350.00	$1,350.00	5300	528600
40	Web Site/Scheduling Admin	$ 10,000.00	$ 10,000.00	$0.00	0.00%	$5,000.00	$0.00		529000
41				- - -	- - -	- - -	- - -		
42	Total	$ 26,000.00	$ 28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	***Last Year & Continuing***								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
46	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
47									
48	***New Initiatives***								
49	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
50	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
51		- - -	- - -	- - -	- - -	- - -	- - -		
52	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
53		- - -	- - -	- - -	- - -	- - -	- - -		
54	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
55	Summary	Budget	Budget	$ increase	% increase	/City	Increase/City		
56	***Compensation and Benefits line 5***	$398,497.14	$392,267.50	($6,229.65)	-1.56%	$196,133.75	($3,114.83)		
57									
58	Operating Expenses								
59	Utilities line 11	$40,000.00	$49,600.00	$9,600.00	24.00%	$24,800.00	$4,800.00		
60	Insurance line 18	$18,450.00	$21,600.00	$1,150.00	6.23%	$10,800.00	$575.00		
61	Vehicles line 23	$12,000.00	$12,000.00	$0.00	0.00%	$6,000.00	$0.00		
62	Maintenance line 28	$80,000.00	$90,000.00	$10,000.00	12.50%	$45,000.00	$5,000.00		
63	Supplies & Materials line 37	$11,600.00	$11,600.00	$0.00	0.00%	$5,800.00	$0.00		
64	Professional Services line 42	$26,000.00	$28,700.00	$2,700.00	10.38%	$14,350.00	$1,350.00		
65		- - -	- - -	- - -	- - -	- - -	- - -		
66	***Operating Expenses lines 59 - 64***	$188,050.00	$213,500.00	$23,450.00	12.47%	$106,750.00	$11,725.00		
67		- - -	- - -	- - -	- - -	- - -	- - -		
68	***Eqpmt/Captl Purch line 54***	$314,783.69	$367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		
69	***Total***	$901,330.83	$973,571.89	$70,241.05	7.79%	$486,785.94	$35,120.52		
70	Statutory Mandate Amount	$ 767,216.64	$ 851,361.92	$84,145.28	10.97%	$425,680.96	$42,072.64		
71	Total Budget Amount	$ 901,330.83	$ 973,571.89	$72,241.05	8.01%	$486,785.94	$36,120.53		
72	Amount Over/(Under) Mandate	$ 134,114.19	$ 122,209.97	($11,904.23)	-8.88%	$61,104.98	($5,952.11)		

[1] Alarm & internet to new office [2] Propane for Utility Bldng [3] New Bldng

4

Attachment: Pine Banks Park FY 2023 Budget (ORDER-2022-133 : An Appropriation from Free Cash to Pine Banks)

Pine Banks Park - - - Fiscal Year 2023

7:38 PM 9-May-22

Compensation & Benefits Summary	*Prior FY*	***Budget***	*$ increase*	*% increase*	*/City*	*Increase/City*
Salaries & Wages						
Superintendent	$ 81,553.75	$ 70,800.00	($10,753.75)	-13.19%	$35,400.00	($5,376.88)
Asst Superintendent (vacant)	$ 50,576.53	$ 0.00	($50,576.53)	-100.00%	$0.00	($25,288.27)
Skilled Laborer	$ 42,469.45	$ 43,531.00	$1,061.55	2.50%	$21,765.50	$530.78
Skilled Laborer	$ 36,867.28	$ 37,789.00	$921.72	2.50%	$18,894.50	$460.86
Skilled Laborer (mechanic)	$ 0.00	$ 41,600.00	$41,600.00	100%	$20,800.00	$20,800.00
Skilled Laborer (part time)	$ 0.00	$ 18,720.00	$18,720.00	100%	$9,360.00	$9,360.00
	- - -	- - -	- - -	- - -	- - -	- - -
Total	$ 211,467.00	$ 212,440.00	$973.00	0.46%	$106,220.00	$486.50
Reserve for Overtime	$ 6,100.01	$ 5,106.73	($993.29)	-16.28%	$2,553.36	($496.64)
Total Current Compensation	***$ 217,567.01***	***$ 217,546.73***	($20.29)	-0.01%	$108,773.36	($10.14)
Pensions, Benefits & Insurance						
Pension Benefits						
Pensions Benefits Active Staff	$ 65,843.00	$ 59,840.00	($6,003.00)	-9.12%	$29,920.00	($3,001.50)
Pension Benefits to Retirees	$ 50,563.20	$ 52,080.11	$1,516.91	3.00%	$26,040.06	$758.46
	- - -	- - -	- - -	- - -	- - -	- - -
Total Pension Benefits	$ 116,406.20	$ 111,920.11	($4,486.09)	-3.85%	$55,960.06	($2,243.05)
Health Insurance						
Health Insurance Active Staff	$ 46,591.61	$ 44,171.16	($2,420.45)	-5.20%	$22,085.58	($1,210.23)
Health Insurance Retirees	$ 11,561.26	$ 12,425.28	$864.02	7.47%	$6,212.64	$432.01
	- - -	- - -				
Total Health Insurance	$ 58,152.87	$ 56,596.44	($1,556.43)	-2.68%	$28,298.22	($778.21)
Misce						
Employers % Life Insurance	$ 904.80	$ 723.84	($180.96)	-20.00%	$361.92	($90.48)
Employers % Medicare Tax	$ 3,066.27	$ 3,080.38	$14.11	0.46%	$1,540.19	$7.05
Unemployment InsuranceH	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
Workingman's CompI	$ 0.00	$ 0.00	$0.00	0.00%	$0.00	$0.00
Sick Leave Buyback (4x $600)	$ 2,400.00	$ 2,400.00	$0.00	0.00%	$1,200.00	$0.00
	- - -	- - -				
Total Miscellaneous	$ 6,371.07	$ 6,204.22	($166.85)	-2.62%	$1,902.11	($83.43)
	- - -	- - -	- - -	- - -	- - -	- - -
Total Pensions & Insurance	***$ 180,930.14***	***$ 174,720.77***	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
Total Current Compensation	$ 217,567.01	$ 217,546.73	($20.29)	-0.01%	$108,773.36	($10.14)
Total Pensions & Insurance	$ 180,930.14	$ 174,720.77	($6,209.37)	-3.43%	$87,360.39	($3,104.68)
Total Compensation	**$ 398,497.15**	**$ 392,267.50**	($6,229.66)	-1.56%	**$196,133.75**	($3,114.83)

Reserve for Overtime Reconciliation.	
Year Round Budgeted Amount	$ 212,440.00
Per week (52)	$ 4,085.38
Reserve - 1.25 x One Week	$ 5,106.73

Notes:

Administered through and with current payments made through the City of Melrose HR Department.

Reimbursements from the City of Malden - estimated quarterly --> **$ 49,033.44**

Annualized Increase o/ prior yr --> **-1.56%**

Active employee pension cost based on per capita cost over all Melrose Employees.

H Unemployment Insurance funded semi-annually and if a PB employee is laid off Malden will contribute 1/2 actual cost.

I Melrose self insures Workingman's Compensation and Malden will pay 1/2 of claims as they actually occur.

Cost might change if employees or retirees change their benefits during Open Enrollment with effective date of change July 1.

	Pine Banks Park - - - Fiscal Year		2023	
	Compensation and Benefits Data		7:38 PM	9-May-22
	compensation levels		*$/hr*	*$/yr*
1	Kevin Benner:		*34.0385*	$ 70,800.00
2	*(Asst Super Vacated)*		*0.0000*	$ 0.00
3	Russell Kezer:		*20.9284*	$ 43,531.00
4	John Wright		*18.1678*	$ 37,789.00
5	Frank Celona		*20.0000*	$ 41,600.00
6	Robert Celona (part time)		20.0000	$ 18,720.00
7				$ 212,440.00
8	***Health Insurance***			
9	*PLAN TYPE*	*Employee Name*	*mo*	*yr*
10	Active			
11	HPIP-Ind./month	K. Benner	$ 2,129.09	$ 25,549.08
12	HPIP-Ind./month	R. Kezer	$ 870.27	$ 10,443.24
13	Unicare Basic w/ CIC I	J. Wright	$ 681.57	$ 8,178.84
14		Subtotal Active	$ 3,680.93	$ 44,171.16
15	***Retired***			
16	HPPC-Ind. /month	J. Burgess (Retiree)	$ 634.71	$ 7,616.52
17	HP Medic.Enh./month	R. Trabucco (Retiree)	296.78	$ 3,561.36
18	Med.Part B ($135.50/month) RT	Reimbursement/Month	$103.95	$ 1,247.40
19		Subtotal Retired	$ 1,035.44	$ 12,425.28
20		Total	$ 4,716.37	$ 56,596.44
21	***Life Insurance***			
22	PLAN TYPE	*Employee Name*	*Monthly*	*Annual*
23	$5,000 basic	J. Burgess (Retiree)	$ 7.54	$ 90.48
24	$10,000 basic	K. Benner	$ 15.08	$ 180.96
25	$10,000 basic	R. Kezer	$ 15.08	$ 180.96
26	$10,000 basic	J. Wright	$ 15.08	$ 180.96
27	$5,000 basic	R. Trabucco (Retiree)	$ 7.54	$ 90.48
28		Total	$ 60.32	$ 723.84
29				
30	Estimate of Pension Costs per Melrose HR FY 23			$ 59,840.00
31	Retired Employee Costs (Not Active) subject to vote of Retirement Board COLA.			
32	*projected increase 3.00%*			*23*
33	J Burgess*			$ 23,614.28
34	R Trabucco			$ 28,465.83
35	Total Retirees			$ 52,080.11

CITY OF MELROSE

Auditors Office

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

Patrick D. Dello Russo, MBA
CFO/City Auditor

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-133

In the Fiscal Year 2023 Budget attached to order 2022-133, the Pine Banks Foundation under new initiatives is requesting to pave the parking lot by the lodge/playground. The amount requested of $34,010.35 represents the City of Melrose 50% share of the project.

43	Eqpmt/Captl Purch	Budget	Budget	$ increase	% increase	/City	Increase/City		
44	*Last Year & Continuing*								
45	Ballfield Project Amortization	$ 202,588.36	$ 202,588.36	$0.00	0.00%	$101,294.18	$0.00	58539	551044
	Supplemental Facility Shed	$ 97,195.33	$ 97,195.33	$0.00	0.00%	$48,597.67	$0.00		
46	Total Last & Continuing	$ 299,783.69	$ 299,783.69	$0.00	0.00%	$149,891.85	$0.00		
47									
48	*New Initiatives*								
49	Entrance Signage	$ 15,000.00	$0.00	$0.00	0.00%	$0.00	$0.00		
50	Pave Parking Lot by Lodge / Playground	$ 0.00	$ 68,020.70	$0.00	100.00%	$34,010.35	$0.00		
51		---	---	---	---	---	---		
52	Total New Initiatives	$ 15,000.00	$ 68,020.70	$53,020.70	353.47%	$34,010.35	$26,510.35		551020
53		---	---	---	---	---	---		
54	Total	$ 314,783.69	$ 367,804.39	$53,020.70	16.84%	$183,902.20	$26,510.35		

Thank you for your consideration of this request.

CITY OF MELROSE

Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

Memorandum

To: Patrick Dello Russo

CC: Kerriann Golden

From: Neal Ellis

Date: 05/31/2022

Subject: Free cash appropriations

Free cash in the amount of $200,000 – Hardware Replacement

This free cash appropriation continues the ability of the IT Department to replace crucial systems on a replacement cycle. Currently, these funds will go toward a new telephone system at MHS, MVMMS, Horace Mann, Franklin, Hoover and Winthrop schools. Additionally, a project to replace all of the networking backbone equipment will be funded by this appropriation.

Free cash in the amount of $50,000 – MVMMS Security Cameras

Last year, the Superintendent of Schools Dr. Kukenberger identified the security camera system at the MVMMS as a priority for replacement. Since that time I have worked to find funds for this purpose. Mr. Dello Russo and Mayor Brodeur worked with State Representative Kate Lipper Garabedian to obtain state funds for this project. A $100,000 proposal was made however, the state voted to approve $50,000 for this project. Since the project was estimated to cost approximately $100,000, the Mayor's Office decided to put forth $50,000 in matching funds to fill out the project.

The system at the MVMMS is the original one installed when the building was built and opened in 2006. They are either failed, working improperly and not adequate. They are all cable-connected black and white units.

Free Cash in the amount of $20,000 – Social Media Archiving

The city and schools are in need of a system to archive the social media accounts being used by staff. To be in compliance with the Freedom of Information Act, we require a system that will archive and make retrievable, content posted and collected on our various social media. Additionally, this system will archive chat conversations taking place in the new M365 solution just implemented in the city. The content and search capabilities will be made accessible to the Solicitor's office for faster retrieval.

CITY OF MELROSE RECREATION DEPARTMENT

Frank Olivieri, CPRE
Melrose Recreation Department
Recreation Director

Melrose Recreation Department
562 Main Street.
Melrose, Massachusetts 02176
Telephone - (781) 979-4179
E-mail – folivieri@cityofmelrose.org

MEMORANDUM

To: Honorable City Council
Date: December 16, 2021
Re: FY22 Free Cash Request

Capital Outlay – Recreation Vehicle

The Recreation Department is respectfully requesting an appropriation of $47,077.40 for the purchase of a new electric vehicle pick-up truck. Our department relies heavily on our current truck to move equipment, supplies, and staff to different parks and facilities in and around Melrose year-round. Our current vehicle is a 2001 Chevy Silverado that is barely functioning. On a daily basis we need to jump the vehicle to get it started. It is not equipped to handle driving more than a few miles at a time and there are many reoccurring safety concerns. Our current pick-up truck does not have much time remaining, and we project that within the next year it will need to be decommissioned. Our pickup truck plays a major role in our operations and allows us to deliver quality programs and events to the Melrose community. We are asking for your support to purchase a new vehicle so we can continue to offer our services without any major interruption.

Recreation Registration Software

The Recreation Department is respectfully requesting an appropriation of $10,000 for the purchase of professional registration software. At this time our department uses a product called Sports Connect. Sports Connect was originally owned by Dicks Sporting Goods and was offered as a safe and free software platform for non-profit agencies and recreation departments to use for participant registrations, website management, and record keeping. Three years ago the software platform was sold to Stack Sports and repackaged as Sports Connect. Since that time changes continue to be implemented that are very concerning including charging additional fees to residents to use the system, the raising of credit card transaction fees on our department, and most recently the unsolicited marketing of promotions to Melrose residents without consent from the Recreation Department. These recent policies and actions by Sports Connect are unacceptable and we feel strongly that it is in the best interest of the City, the Recreation Department, and our residents to purchase and implement a new recreation registration system immediately that meets the standards of the City and also surrounding municipalities. After extensive research, almost all known recreation departments in the Commonwealth of Massachusetts are using three main vendors as their contracted company (Civic Rec, MyRec, and Active Network). If approved, it is our goal to move quickly, demo all three products, go under contract, and to implement the new software within the next few months to bring our department up to standard with surrounding communities. On an annual basis we have 4,000+ participant registrations and over $400,000+ in revenue pass through our system. It is our responsibility to provide a safe, secure, and stable way for our residents to continue to register for recreation programs and events.

Closing Statement

We kindly ask for your support with these very important endeavors. It is our department's goal to always strive to provide the highest quality services, programs, and events for our residents. We respectfully ask for the following resources to try and keep to our standards and best practices at the highest levels possible.

Thank you for your consideration,

Sincerely,

Frank Olivieri

Frank Olivieri
Recreation Director

MELROSE COUNCIL ON AGING
MILANO CENTER
Live Well ~ Age Well

Stacey A. Minchello
Executive Director

781 665-4304
sminchello@cityofmelrose.org

June 2, 2022

Dear City Councilors:

Please accept this correspondence as a thank you for your consideration of a free cash appropriation for the Council on Aging in the amount of Thirteen Thousand Eight Hundred and Ninety dollars ($13,890).

This appropriation will allow us to install a fob access system to the Milano Center. This not only provides us a more secure access system; it also allows us to easily control access to the building on evenings and weekends. A fob system gives us the ability to open the center for community meetings, commissions, and renters.

Additionally, within this appropriation, we will repair the existing media equipment set up so the hall speakers are all operational. We will add listening devices to accommodate those with hearing issues, and seek media options for additional accessibility, i.e. conference room wireless speakers/cameras to enhance virtual programs.

Much appreciation for your support, consideration, and especially your understanding of how important it is for the Milano Center to be a community partner..

Thank you.

Please feel free to contact me if you have any questions.

Sincerely,

Stacey A. Minchello

235 West Foster Street Melrose, Massachusetts 02176

CITY OF MELROSE

SOLDIERS & SAILORS
MEMORIAL BUILDING

590 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4185
www.melrosememorialhall.com

KATHY PIGOTT-BRODEUR
Executive Director/Operations Manger
Kpigottbrodeur@cityofmelrose.org

MEMORANDUM

TO: The Honorable Melrose City Council
FR: Kathy Pigott-Brodeur, Executive Director/Operations Manager, Memorial Hall
DATE: May 30, 2022
RE: Memorial Hall (693) Elevator Software Upgrade

The elevator at Memorial Hall will need a software upgrade for the controller. The controller will be reprogrammed so it can enable the Emergency Phase 2 Car Operation when tested. This is a code mandated by the State and must be installed by the end of 2022 or the elevator will be deemed inoperable. As this upgrade is being done statewide on a large majority of elevators, our vendor's upgrade appointment schedule will run June through December 2022. The estimated cost for the software upgrade as of today is $5000, (elevator maintenance line item of the Memorial Hall budget 016932-527303).

Thank you for your time and consideration.

Kathy P-B
Kathy Pigott-Brodeur
Executive Director/operations Manger
Soldiers and Sailors Memorial Building (Melrose Memorial Hall)

CITY OF MELROSE

OFFICE OF THE CITY CLERK

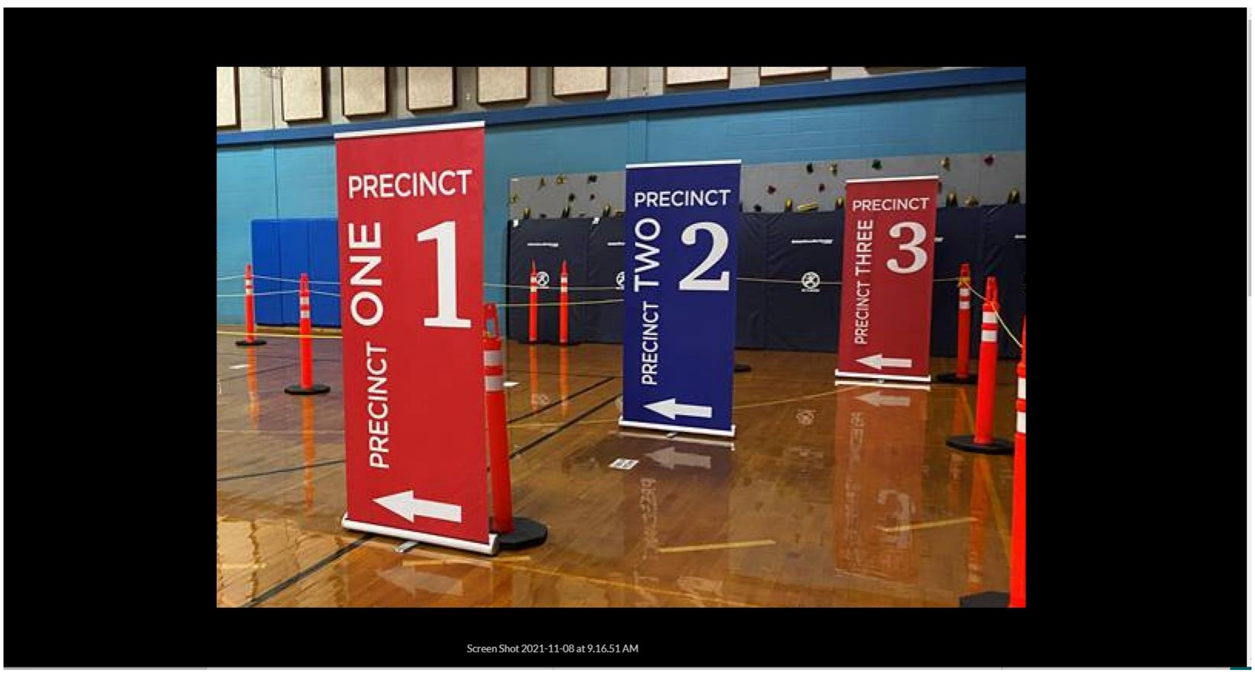
Kristin Foote
City Clerk

562 Main Street
Melrose, Massachusetts 02176
Telephone – (781) 979-4116

TO: Honorable City Council
DATE: May 31, 2022
RE: Equipment Request

I respectfully request an appropriation of $3,393.94 to purchase retractable banner signs/stands (image below). This request is made in response to feedback **consistently** received from voters and staff alike regarding identification of the appropriate Ward/Precinct. Overwhelmingly it has been reported that clear signage is a key element in reducing precinct confusion and these banners provide a bold visual. The vendor quote Is attached for reference as is a list of surrounding communities using them. I contacted other municipal users and have received positive feedback.

These 6-foot-high banners will replace the approximately 4-foot white plastic sandwich boards previously used at the polls. We will be repurposing the boards to outside as additional visual signage for voters. Thank you for your consideration



Attachment: FY22 Request.retractable.signage (ORDER-2022-138 : An Appropriation from Free Cash to Miscellaneous General Government)

Inclusion Solutions
2000 Greenleaf St.
Suite 3 Evanston, IL 60202
www.inclusionsolutions.com
Email contact@inclusionsolutions.com
Tel 847-869-2500
Fax 847-869-2515

Sales Quote

Quote #	SQ-009755
Date	3/14/2022

Billing Address
Melrose MA, City of
562 Main Street
Melrose, MA
02176

Shipping Address
Melrose MA, City of
562 Main Street
Melrose, MA
02176

Contact Kristin Foote
Phone (781) 979-4116

Email Address cityclerk@cityofmelrose.org
Fax# (781) 979-4149

Sales Rep
Hollister Bundy

Product	Description	Quantity	Unit Price	Sub-Total
RETBNR	Retractable Banner Stand- 33" x 78"; Custom Design	14	$229.00	$3,206.00

Remarks

Ward Horizontal and then numbers
1, 2, 3, 4, 5, 6, 7

Precinct (vertical) 1 and 2

RED SIGNS WHITE LETTERING

CUSTOM SIGNS -- WILL SEND PROOF BEFORE PRODUCTION
(No election until September)

Sub-Total	$3,206.00
Shipping	$187.94
Total	$3,393.94

To approve quote, sign and fax back to 847-869-2515 or sign, scan document, and email to sales@inclusionsolutions.com

Quote Approved by:_______________________(Sign Here)
*By signing this quote, I authorize Inclusion Solutions to ship the product listed herein and acknowledge that I have followed all state, county, or local purchasing requirements

4:12 PM
02/14/22
Accrual Basis

Inclusion Solutions, LLC
Sales by Item Detail
All Transactions

Type	Date	Num	Memo	Name	Qty
Inventory					
Election Accessories (Election Accessories)					
RETBNR Retractable Banner (Retractable Banner Stand)					
Invoice	01/26/2020	14259	Retractable B...	Butte CA, County El...	12
Invoice	03/08/2021	141545	Retractable B...	Easthampton MA, ...	5
Invoice	03/09/2021	141549	Retractable B...	Tewksbury MA, Tow...	8
Invoice	03/10/2021	141556	Retractable B...	Abington MA, Town of	5
Invoice	03/17/2021	141567	Retractable B...	Johnson IL, County ...	6
Invoice	03/23/2021	141591	Retractable B...	Norwell MA, Town of	3
Invoice	03/23/2021	142249	Retractable B...	South Hadley MA, T...	5
Invoice	04/05/2021	141602	Retractable B...	Pemiscot MO, Coun...	6
Invoice	04/05/2021	141612	Retractable B...	Leominster MA, Tow...	15
Invoice	04/14/2021	141636	Retractable B...	Rehoboth MA, Town...	3
Invoice	06/01/2021	141763	Retractable B...	Tewksbury MA, Tow...	5
Invoice	06/24/2021	141820	Retractable B...	Randolp MA, City of	24
Invoice	06/24/2021	141824	Retractable B...	Rehoboth MA, Town...	1
Invoice	06/30/2021	141874	Retractable B...	Rehoboth MA, Town...	4
Invoice	07/06/2021	141868	Retractable B...	Boxford MA, Town of	3
Invoice	12/08/2021	142246	Retractable B...	Westborough MA, T...	6
Invoice	12/09/2021	142256	Retractable B...	Plainville MA, Clerk of	6
Invoice	02/10/2022	142366	Retractable B...	Dighton MA, City of	3
Invoice	02/14/2022	142372	Retractable B...	Orange MA, Elections	2
Total RETBNR Retractable Banner (Retractable Banner Stand)					122
Total Election Accessories (Election Accessories)					122
Total Inventory					122
TOTAL					**122**

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

MEMORANDUM

To: City Council

Cc: Mayor Paul Brodeur

Date: June 1, 2022

Re: Free Cash Funds – Fire Department Upgrades

I respectfully request an appropriation of $10,000.00 to purchase and replace the mattresses throughout all three fire stations. In total, between all stations, there are twenty beds that need new mattresses. Most of the current mattresses have not been replaced in 10+ years.

I appreciate your consideration.

Respectfully Submitted,

Edward J. Collina

Edward J. Collina
Chief of Department

CITY OF MELROSE

Auditors Office

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

Patrick D. Dello Russo, MBA
CFO/City Auditor

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-138

The free cash appropriation requested in the amount of $10,000 to line item 019302-537500 is for upgrades to office equipment. There is currently no line item specific to this item in the Fiscal 2022 or Fiscal 2023 budget for all departments. This money would allow us to purchase office equipment needs as they arise with departments.
The City tries to recycle and reuse equipment in most circumstances. However, there are situations where the office equipment is no longer functional and needs to be replaced.

Thank you for your consideration of this request.

CITY OF MELROSE

HEALTH AND HUMAN SERVICES DEPARTMENT

Board of Health
Frank Brincheiro, MD
Lillian Kelly R.N.
Carol Ann Licitra, L.M.H.C.

Health Director
Anthony Chui, MPH

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781)979-4130
health@cityofmelrose.org

MEMORANDUM

To: The Honorable Melrose City Council
From: Anthony Chui, M.P.H., Health and Human Services Director
Date: June 2, 2022
RE: Rodent Control

The Health and Human Services Department is requesting an appropriation of $28,000 to Health Professional Services (015112-529000) to be used for a pilot rodent control program.

We have attached a copy of the estimate from North Shore Wildlife that will be handling the pest control. This estimate outlines the services and reporting that they will provide to the City of Melrose as part of the pilot program.

Thank you for your consideration.

Anthony Chui, M.P.H.
Health and Human Services Director

ESTIMATE

North Shore Wildlife

Anthony Chui
562 Main St
Melrose, Ma 02176
(781) 307-2668

North Shore Wildlife
72 Elm St Suite 2
Salisbury, Ma 01952
Phone: (978) 872-6633
Email: bob@nswildlife.com
Web: www.nswildlife.com

Estimate #	001147
Date	05/01/2022
Business / Tax #	[redacted]

Description	Total
	$21,960.00
R.A.T.S. Rat Action Tunnel System	$10,980.00

North Shore Wildlife (NSW) will take an integrated pest management (IPM) approach using mechanical, cultural, and prevention techniques. NSW will set trap(s) at the three locations identified by health director as problem areas in Melrose and Wakefield Ma.
NSW will monitor, service, re-set, re-bait, and re-position all traps as necessary.

NSW will inspect D.P.W. buildings during each visit and complete a full exclusion as necessary using steel galvanized mesh, Pur Black foam, copper mesh "Stuff It", ASI 502 Silicone Sealant and any other materials needed.

NSW will report the following data to the health director bi-weekly:

-Number of rodents trapped

-Suggestions and implementation of environmental changes to help decrease rodent population

-Dates and times technicians service, re-bait and re-set traps

-Pictures of each trap so location can be determined

-Pictures of any exclusion work performed to prevent rodents from entering D.P.W. buildings

WEEKLY ITEMIZED COSTS

-Labor, Fuel & Materials (Steel galvanized mesh, Pur Black foam, ASI 502 Silicone Sealant
$175/day x 3/days = $525/wk x 12/wks = $6300

-Trap Rental $195/wk (Per Trap) (1 traps per site 2 traps total) = $780/wk x 12/wks = $4,680

-Bi-Monthly Report (No additional cost)

-One time (Snap Trap) set up fee $120 (Waived)

-Exclusion work on both D.P.W. buildings during the three month period.

This cost will cover the Months of July, August and September.

R.A.T.S. (Rat Action Tunnel System) $10,980.00

North Shore Wildlife (NSW) will take an integrated pest management (IPM) approach using mechanical, cultural, and prevention techniques. NSW will set trap(s) at the three locations identified by health director as problem areas in Melrose and Wakefield Ma.
NSW will monitor, service, re-set, re-bait, and re-position all traps as necessary.

NSW will inspect D.P.W. buildings during each visit and complete a full exclusion as necessary using steel galvanized mesh, Pur Black foam, copper mesh "Stuff It", ASI 502 Silicone Sealant and any other materials needed.

NSW will report the following data to the health director bi-weekly:

-Number of rodents trapped

-Suggestions and implementation of environmental changes to help decrease rodent population

-Dates and times technicians service, re-bait and re-set traps

-Pictures of each trap so location can be determined

-Pictures of any exclusion work performed to prevent rodents from entering D.P.W. buildings

WEEKLY ITEMIZED COSTS

-Labor, Fuel & Materials (Steel galvanized mesh, Pur Black foam, ASI 502 Silicone Sealant
$175/day x 3/days = $525/wk x 12/wks = $6300

-Trap Rental $195/wk (Per Trap) (1 traps per site 2 traps total) = $780/wk x 12/wks = $4,680

-Bi-Monthly Report (No additional cost)

-One time (Snap Trap) set up fee $120 (Waived)

-Exclusion work on both D.P.W. buildings during the three month period.

This cost will cover the Months of March, April and May.

Subtotal	$21,960.00
Total	**$21,960.00**

By signing this document, the customer agrees to the services and conditions outlined in this document. You are allowing NSW on the property on the scheduled day agreed upon. You also agree to pay this amount in full same day the job is completed.

CITY OF MELROSE **Legal Department**

Shannon Phillips
City Solicitor
sphillips@cityofmelrose.org

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone (781) 979-4184

MEMORANDUM

To: **The Honorable Melrose City Council**

From: **Shannon Phillips**

Re: **Legal Department Budget – Funds**

Date: **June 2, 2022**

---

151 City Solicitor's Office

Appropriation from Free Cash to Professional Services: $25,000.00 (2022-138)

Transfer to Professional Services: $30,000.00 (2022-141)

These amounts relate to costs for arbitration of an ongoing labor matter, cost of outside counsel for ongoing labor matters and contract negotiations, & Cable Contract Negotiations.

Transfer to Property and Casualty Insurance: $85,000.00 (2022-141)
This transfer in Property Insurance coverage reflects the costs of new Pole chargers that were not part of the FY22 budget due to timing, capital acquisitions in process on a regular basis, and higher than estimated premium increases.

Transfer to Suits and Claims: $40,000.00 (2022-141)
This relates to two pending legal matters for which the City needs to pay insurance deductibles for work on litigation.

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CITY OF MELROSE

PARKS DEPARTMENT
100 Slayton Road
Melrose, MA 02176

Joan Bell
Superintendent of Mount Hood & Public Open Space
jbell@cityofmelrose.org
O: 781.979-4169

May 31, 2022

To: Mayor Paul Brodeur
Patrick Dello Russo, Auditor

From: Joan Bell, Superintendent of Mount Hood and Public Open Space

Cc: Kerriann Golden, Assistant Auditor

Subject: Appropriation

I respectfully request an appropriation in the amount of ninety-two thousand dollars ($92,000.00).

From: Mt Hood Reserve Fund

To: Mt Hood Professional Services A/C # 620000-529000

This appropriation is necessary to fulfill contract obligations.

Thank you.

Regards,

Joan E. Bell

Superintendent of Mt. Hood & Public Open Space

FIRE DEPARTMENT
CITY OF MELROSE

OFFICE OF THE CHIEF

Edward J. Collina
Chief of Department

Fire Headquarters, 576 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4404
Fax - (781) 662-2304

MEMORANDUM

To: City Council

Cc: Mayor Paul Brodeur

Date: June 1, 2022

Re: Free Cash Funds – LifePak 15

I respectfully request an appropriation of $31,000.00 to purchase a LifePak 15 which is a critical piece of equipment on an ALS (Advanced Life Support) ambulance.

The LifePak 15 monitor/defibrillator has six main operating modes:

- **AED mode:** for automated ECG analysis and a prompted treatment protocol for patients in cardiac arrest.
- **Manual mode:** for performing manual defibrillation, synchronized cardioversion, noninvasive pacing, and ECG and vital sign monitoring.
- **Archive mode:** for accessing stored patient information.
- **Setup mode:** for changing default settings of the operating functions.
- **Service mode:** for authorized personnel to perform diagnostic tests and calibrations.
- **Demo mode:** for simulated waveforms and trend graphs for demonstration purposes.

The purchase of a new LifePak 15 will replace our original monitor which is 10+ years old.

I appreciate your consideration.

Respectfully Submitted,

Edward J. Collina
Chief of Department

CITY OF MELROSE

Auditors Office

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Auditor - (781) 979-4110

Patrick D. Dello Russo, MBA
CFO/City Auditor

MEMORANDUM

To: Melrose City Council

From: Patrick D. Dello Russo, MBA
CFO/City Auditor

Date: June 1, 2022

Re: Free Cash Order 2022-146

An appropriation in the amount of $42,355.98 from Ambulance Retained Earnings[1], account 6500-319000 to Ambulance, Reserve for Retained Earnings, account 8418-490000[2]. The City's goal for the Ambulance Enterprise Fund is to keep a balance of Reserve for Retained Earnings of $150,000. The current balance in the fund as of 6/1/2022 is $107,644.02. The requested appropriation will replenish the fund back to $150,000.

Thank you for your consideration.

[1] Retained Earnings – is the certified free cash for an enterprise fund.

[2] Reserve for Retained Earnings – is the reserve fund for an enterprise fund.

Executive Office for Administration & Finance
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE ▪ BOSTON, MA 02133
(617) 727-2040

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MICHAEL J. HEFFERNAN
SECRETARY

May 17, 2022

Dear Mayor Brodeur,

It is with great pleasure that we inform you that Melrose has been awarded a $237,500 grant in the inaugural round of the Community Compact Cabinet's (CCC) new Municipal Fiber grant program. The demand for funding and interest in the program was overwhelming. Your application was chosen because it met the overarching goal of supporting the closing of critical gaps in municipal networks and connecting municipally owned facilities to assist municipalities.

We are currently working to schedule an awards ceremony in the coming weeks where we will officially announce all of the grant winners. You will be notified via email of the specifics regarding this future event shortly and ask that you please refrain from publicly announcing this award prior to the ceremony.

As Chair of the Community Compact Cabinet, I want to congratulate you on your status as a Compact Community and participation in this newest program. Your participation reflects another effort to modernize and enhance municipal government capabilities and connectivity. I am glad to see your community taking advantage of the benefits the CCC program offers.

Sincerely,

Karyn E Polito

Karyn E. Polito
Lieutenant Governor

Michael J. Heffernan, Secretary
Executive Office for Administration and Finance

Curtis M. Wood

Curtis M. Wood, Secretary
Executive Office for Technology Services and Security

Attachment: Melrose Announcement of Grant Award (ORDER-2022-149 : Municipal Fiber Grant Acceptance)

CITY OF MELROSE
Information Technology

Neal M. Ellis
Chief Information Officer

City Hall
562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4142

MEMORANDUM

To: Mayor Paul Brodeur; Melrose City Council
Margot Fleischman, Chief of Staff

From: Neal M. Ellis, Chief Information Officer

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Margot Fleischman, Chief of Staff

Date: June 1, 2022

Re: Acceptance of Municipal Fiber Optic Grant ($237,500)

The City of Melrose has recently been approved for $237,500 through the Department of Revenue Senior Deputy Commissioner for Local Services on behalf of the Secretary of the Executive Office for Administration and Finance (EOAF) under the Municipal Fiber Grant program. This program funds the installation of fiber optic cable between municipal buildings and/or assets to improve network communications.

The IT Department maintains and operates fiber optic cable on utility poles throughout Melrose similar to Comcast or Verizon. The City of Melrose fiber-optic Wide Area Network (WAN) was never fully completed when it was installed in 2010. This project would complete the installation, bring desperately needed connectivity for public safety, and create redundant paths to mitigate disasters in the future. It will also create a continuance of city and school functions during a disaster.

The need for redundant fiber-optic cable was identified in 2019 during our Municipal Vulnerability Preparedness (MVP) sessions with CDM Smith and is part of our Hazard Mitigation Plan (HMP) https://www.cityofmelrose.org/sites/g/files/vyhlif3451/f/pages/melrose_ma-final.pdf

The next steps include entering into a contract with The Commonwealth of Massachusetts Executive Office for Administration and Finance for acceptance of the grant funds. The deadline for construction to be completed will be September 30, 2023. Funds to reimburse eligible expenses will be deposited into our 4156 account, which was set up specifically for this awarded grant fund, within 45 days of acceptance. We can then sign a contract with a state blanket contract vendor for installation.

We formally request acceptance of this Municipal Fiber Grant Funding Program award in the amount of $237,500 from the MA Executive Office for Administration and Finance. There is a 5% match which will be taken from IT operating funds to enter into this agreement. We appreciate the consideration and look forward to the improvements in the Fiber Optic Wide Area Network.