



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • AUGUST 22, 2022

Council Chamber, First Floor, Melrose City Hall Committee Meeting
562 Main Street, Melrose, MA 02176

7:00 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENT

Remote link for Public Comment:

<https://cityofmelrose-org.zoom.us/j/99081483447?pwd=Nm1hT3R1Z3l2cWJ3bTZkdVBzbW1Kdz09>

III. ORDERS

1. **ORDER-2023-8** : Appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights Commission, for a three-year term, said term to expire on the last day of February, 2025.

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

2. **ORDER-2023-6** : Authorization for the Procurement Officer or his/ her delegate to increase the contract term on all future Management Agreements for the Operation of the Mt. Hood Memorial Park & Golf Course from 3 years to 5 years.

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

3. **ORDER-2023-7** : Disposition of personal property belonging to Melrose Public Library

Offered by: Mayor Paul Brodeur

Sponsored by: Director Linda C.W. Gardener

From: City Council

ASSIGNED TO COMMITTEE

4. **ORDER-2023-13** : Lead Water Service Planning SRF Loan

Sponsored by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT

Dear Mayor Brodeur and members of the Melrose Human Rights Commission:

It is with great enthusiasm that I submit my request to join the board of the Melrose Human Rights Commission. It is the commission's logo and slogan, "One Community Open to All", that led my husband and I to move to Melrose in 2016 to start a family. It was critically important that we move to a "safe" space, recognizing the subtle discrimination we each experienced for being gay while living in less welcoming communities.

While it would be an honor to serve as a commissioner and participate in community building, I believe my professional skills and work experience might compliment the commissions efforts. I am currently a Licensed Clinical Mental Health counselor and Executive Coach specializing in the field of psychological trauma. I have a strong ability to deeply understand others. I also enjoy facilitating conversations across difference - Behind anger is always a hurt. When we make space to understand the hurt, we increase the potential for greater understanding and perhaps even some compassion within a conflict. My mission is not to tell others how to be, but to expand awareness.

The conflict that erupted in our community during Halloween of 2021, prompted me to get involved with the MPS PTO as a co-DEI rep at The Franklin, where my daughter was in pre-k. I really enjoyed learning how to facilitate "community circle" conversations and look forward to continuing this work as my daughter enters Kindergarten this fall. Joining the MHRC would complement my continued participation on the PTO doing DEI work. We have a long way to go in encouraging community members to learn why DEI matters to EVERYONE - not just to those who carry a minority group status.

I look forward to rolling up my sleeves and joining the team members of the Melrose Human Rights Commission and appreciate your consideration.

My resume is attached.

Best,
Doug DiBrielle
39 Reading Hill Ave
Melrose, MA 02176

Contact

www.linkedin.com/in/dougdi Brielle
(LinkedIn)

Top Skills

Counseling
Clinical
Psychotherapy

Languages

Spanish (Full Professional)

Certifications

ICF Member Badge
Energy Leadership™ Index Master
Practitioner (ELI-MP)
Licensed Mental Health Counselor
(Massachusetts)

Doug DiBrielle, LMHC (he, his, him)

Executive and Self-Leadership Coach, Licensed Mental Health
Counselor at THRIVE CATALYST, LLC
Boston, Massachusetts, United States

Summary

Experienced Licensed Mental Health Counselor with a demonstrate history of working in the mental health care industry. Skilled in Coaching, Crisis Intervention, Clinical Supervision, Facilitation, and Mentoring. Strong healthcare services professional with a Graduate Certificate in Non-Profit Management & Leadership focused in Non-Profit/Public/Organizational Management from Boston University.

Experience

THRIVE CATALYST, LLC

Executive and Life Coach
April 2017 - Present (5 years 5 months)
Boston, Massachusetts, United States

Thrive Catalyst

Licensed Mental Health Counselor - Private Practice
January 2017 - Present (5 years 8 months)
Boston, MA

St. Francis House

6 years 10 months
Program Manager (Guest Services)
February 2014 - December 2016 (2 years 11 months)
Boston, MA

Design & Implementation of integrated clinical / case management services.
Manage \$2.1 million budget, including oversight of 33 staff working in 3 separate direct service programs.

Bilingual Mental Health Counselor

March 2010 - January 2014 (3 years 11 months)
boston, massachusetts

Lesley University
Adjunct Faculty
September 2009 - May 2014 (4 years 9 months)

Lesley University
3 years

Research and Teaching Assistant
January 2007 - May 2009 (2 years 5 months)

Investigated resilience in the wake of ethnocultural conflict.
Teaching assistant in Psychopathology course

Counseling Intern
2008 - 2009 (1 year)

Provide counseling services to university students, conduct psychoeducation seminars, and individual and group psychotherapy.

Student Athlete Mentor
2006 - 2009 (3 years)

Provided academic support and guidance to students in university athletics program.

St. Francis House
Mental Health Intern
2007 - 2008 (1 year)

Provided counseling services to guests.

Donahue & Grolman
Office Manager
2004 - 2006 (2 years)

Delta Connection Academy
Group Manager
2002 - 2004 (2 years)
Flight training

Cape Air
Customer Service Agent
1996 - 2004 (8 years)

Daniel Webster College

Certificated Flight Instructor (CFII)
2002 - 2002 (less than a year)

Education

Boston University

Graduate Certificate in Non-Profit Management & Leadership, Non-Profit/
Public/Organizational Management · (2014 - 2015)

Lesley University

M.A. Clinical Mental Health Counseling, Trauma Specialization, Clinical
Psychology · (2006 - 2009)

University of Oregon

B.A., Environmental Studies · (1996 - 2000)

Roger Williams University

Architecture · (1995 - 1996)



CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL
BRODEUR
Mayor

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4440
Fax - (781) 662-2182

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Human Rights Commission Appointment
Date: August 9, 2022

I respectfully request the Honorable City Council confirm the appointment of Doug DiBrielle, 39 Reading Ave, to the Melrose Human Rights Commission, for a three-year term, said term to expire on the last day of February 2025. Mr. DiBrielle's appointment satisfies a vacant seat on the commission.

As you are likely aware, the MHRC was originally developed to help resolve disputes among Melrose citizens that may involve an element of racial, religious, or ethnic prejudice, and to develop programs for promoting a spirit of diversity and respect for others regardless of their differences. As a Licensed Clinical Mental Health Counselor and Executive Coach, Mr. DiBrielle is trained and experienced in facilitating difficult conversations across differences and mediating conflicts.

In addition, much like the MHRC takes a proactive approach towards the support and defense of human rights in the City, Mr. DiBrielle shares these values, and has proactively looked for opportunities to support Melrose residents through their differences. I'm positive that Mr. DiBrielle's therapeutic training, experience, and appreciate for human differences will add immense value to the Human Rights Commission.

Thank you for your consideration.



CITY OF MELROSE

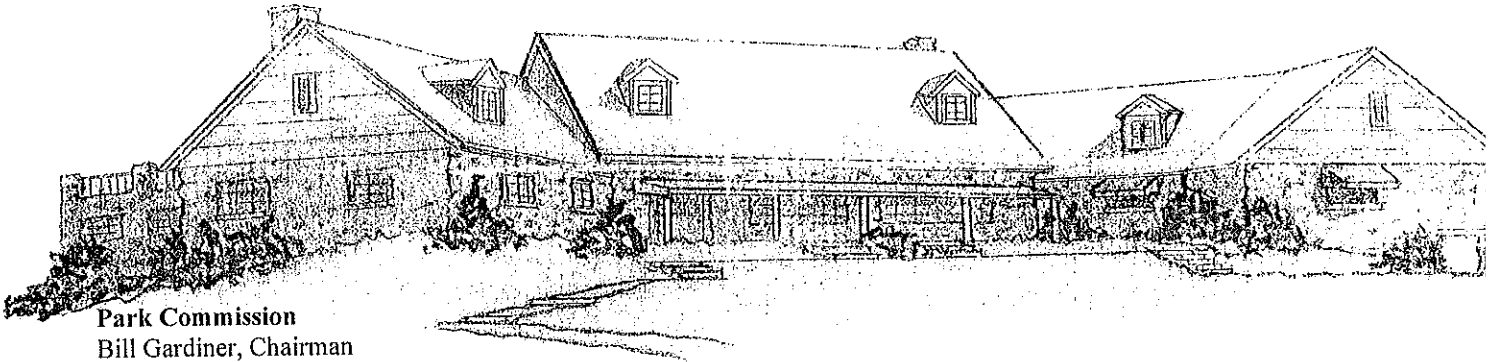
Mount Hood Golf Course & Memorial

Pa

100 Slayton Road
Melrose, MA 021

Park Dept.: 781.662.02

Park Dept. Fax: 781.662.44



Park Commission

Bill Gardiner, Chairman
Robert Christiansen
John Mercer
John McLaughlin
James Lane

Joan Bell

Superintendent of Mount Hood & Public Open Space

jbell@cityofmelrose.org

O: 781.979-4169

C 781-389-6085

August 9, 2022

To: Mayor Paul Brodeur

On behalf of the Melrose Park Commission, I am respectfully requesting approval that the term on the next Management Agreement for the Operation & Maintenance of the Mt. Hood Memorial Park & Golf Course (the "Golf Course") and any and all future management agreements of this same type for the Golf Course, be authorized for a 5-year contract term.

Pursuant to M.G.L. c. 30B, § 12, as the delegated procurement officer for this process, I cannot award any contract for a term exceeding three years unless first authorized by a majority vote of City Council, with your approval.

This summer, the Park Commission issued two RFPs for the selection of a new management company for the Golf Course and received no proposals. After soliciting feedback from many of the companies who requested the RFP but who did not bid, one of the main concerns mentioned was that given the economic climate, they felt they needed a longer-term contract than three years to justify the significant expenses and investments they would need to make in staff benefits, labor, materials, and equipment. The cost to supply these items has increased dramatically in recent years at a time when there are still growing concerns about a slowing economy, recession fears and interest rates hikes.

Based on market feedback, extending the term of this type of contract to 5 years, should help in attracting additional companies to bid on a new RFP by giving them the added security of time to recoup the large investments needed to undertake management of the Golf Course.

Attachment: Mt Hood Request for 5 year contract (ORDER-2023-6 : Mt Hood Contract Terms)

If you approve of this requested contract term extension, please confirm as such in writing, and I will have this request submitted to City Council for the necessary vote to take place.

Regards,

Joan Bell

Superintendent of Mt. Hood & Public Open Space

Attachment: Mt Hood Request for 5 year contract (ORDER-2023-6 : Mt Hood Contract Terms)



CITY OF MELROSE

AUDITOR'S OFFICE

PATRICK D. DELLO RUSSO
CFO/City Auditor

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

Office of the Inspector General
One Ashburton Place
Room 1311
Boston, MA 02108

Attn: CPO Delegation

May 22, 2012

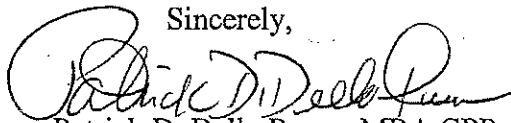
Dear Mr./Ms.:

Attached you will find a Chief Procurement Officer's Delegation of Procurement Powers and Duties completed form. It is my objective to delegate the specified powers and duties for the Procurement of a Golf Management Contract (Mt. Hood Golf Course in Melrose, Mass.) to the "Superintendent of Mount Hood & Public Open Space".

If you have any questions, please do not hesitate to contact me.

Thank you again.

Sincerely,


Patrick D. Dello Russo, MBA, CPP
CFO/City Auditor
City of Melrose

CC: Audit File

Fr:OFFICEOFTHEINSPECTORGENERALMTHOODDELEGATION052212

Attachment: 2012 Delegation Form - 2023-6 (ORDER-2023-6 : Mt Hood Contract Terms)

**Chief Procurement Officer's Delegation
of Procurement Powers and Duties**
(Type or print legibly)

1. ☒ Original Delegation ☐ Amendment ☐ Revocation
2. Pursuant to the provisions of M.G.L. c.30B, section 19, I PATRICK D. DELLO RUSSO
(print full name)
am the CPO for CITY OF WILROSE and hereby delegate the procurement powers and
(jurisdiction)
duties set forth below to:
- Title SUPT. OF MOUNT HOOD & PUBLIC OPEN SPACE
- Department MOUNT HOOD
- Name JOAN E. BELL
3. I hereby delegate the following Chapter 30B powers and duties to the procurements specified herein:
- | | | | | |
|--|--|---|---|--|
| ☒ Solicit | ☒ Open | ☒ Evaluate | ☒ Award | ☒ Reject/Cancel |
| ☒ Exercise options | | ☒ Increase quantities | | ☒ Maintain records |
| ☒ All of the above | | ☐ Other (specify in an attachment) | | |
4. This delegation pertains to procurements:
- ☐ for the following department(s): _____
- ☒ for the following contract(s): GOLF MANAGEMENT CONTRACT
- ☐ other (specify in an attachment)
- involving: Supplies Services
- | | | |
|-------------------------------------|-------------------------------------|--|
| ☐ | ☐ | under M.G.L. c.30B, §4(c) (sound business practices) |
| ☐ | ☐ | under M.G.L. c.30B, §4(a) (price quotations) |
| ☒ | ☒ | under M.G.L. c.30B, §5 using bids |
| ☒ | ☒ | under M.G.L. c.30B, §6 using proposals |
| ☐ | ☐ | Other (specify in attachment) |
5. This delegation is conditioned upon compliance with M.G.L. c.30B, all applicable statutes, rules, regulations, charters, ordinances, or bylaws, and subject to the following additional requirements:
- ☐ Final approval of award by Chief Procurement Officer
- ☐ Approval of all documents by Chief Procurement Officer prior to issuance
- ☐ Certification as a Massachusetts Certified Public Purchasing Official (MCPPO)
- ☐ Certification as an MCPPO for Supplies and Services
- ☐ Certification as an MCPPO for Design and Construction
- ☐ Other Certification (specify in attachment)

5. (Continued from previous page):

☐ Completion of the following MCPPO course(s):

- | | |
|---|---|
| ☐ Public Contracting Overview | ☐ Bidding Basics and Contract Administration |
| ☐ Supplies and Services Contracting | ☐ Bidding for Better Results |
| ☐ Design and Construction Contracting | ☐ Model IFB Course |
| ☐ Construction Management at Risk | ☐ Advanced Topics Update |
| ☐ Other _____ (specify in an attachment) | |

☐ Other requirements (specify in an attachment)

6. This delegation shall remain in effect until revoked or amended. Otherwise, this delegation shall expire on: "NOT APPLICABLE"

7. I certify that I am the Chief Procurement Officer of City of Melrose
(jurisdiction name)

Signed

Name

Title

Department

Office Address

Office Telephone

Date

5/22/2012

PATRICK D. DELLO RUSSO

CFO/CITY AUDITOR

OFFICE OF THE AUDITOR

MELROSE CITY HALL, 562 MAIN STREET

MELROSE, MASS.

Zip

02176

(781) 979-4107

CPO has MCPPO Certification: ☒ Yes ☐ No

8. Send a copy of this form to Office of the Inspector General, One Ashburton Place, Room 1311, Boston, MA 02108, ATTN: CPO Delegation. No delegation, amendment or revocation shall take effect until a copy of the form is received by the Office of the Inspector General.



MELROSE PUBLIC LIBRARY

Date: August 9, 2022
To: City Council
Cc: Mayor Paul Brodeur
From: Linda C.W. Gardener, Library Director
Subject: Disposition of Library Property

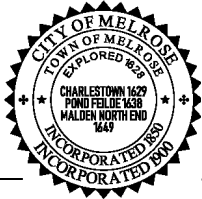
.....

The Library Department is requesting permission to dispose of various items that will not be moved to the newly renovated building through a "yard" sale in the vacated library building. Due to the need to completely empty the building in September, prior to construction, we are requesting immediate consideration of this order. The items have been purchased or donated over the years from a variety of sources, including the City, Friends of Melrose Public Library, the Board of Trustees, and individual donations.

Due to the varied nature of acquiring these items, and the connection of this process to the library building project, any funds received will be deposited to the Library Renovation Account, Fund #3390, and will be used to benefit the building project. Items will be offered to other City departments prior to the yard sale. All items remaining will be sold "as is".

Thank you for your consideration of this request.

Attachment: City Council Memo 08.09.22 (ORDER-2023-7 : Disposal of City Owned Property via a Library Sale)



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

*Administration-Engineering-Water-Sewer-Facilities
Parks-Forestry-Highway-Sanitation-Cemetery-Fleet*

Vonnie Reis, P.E.
City Engineer

**City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4172
E-mail: VReis@cityofmelrose.org**

August 9, 2022

Memo to City Council

Re: Lead Water Service Replacement Planning

In July 2020, the Massachusetts Department of Environmental Protection adopted a program offering financial assistance in the form of a loan with 100% forgiveness for lead service line inventories and replacement plans. To be eligible for the 100% loan forgiveness, planning activities must start within six months of project approval and be completed within two years. Funding will be provided through the State Revolving Fund (SRF) and applications are on a first come-first served basis. Inventory and planning projects require authorization to borrow the funds even though 100% loan forgiveness will be provided. Tata & Howard is assisting the City with the loan application.

The project scope includes review of existing information, compilation of the inventory in accordance with the EPA proposed data categories as presented in the EPA's Service Line Inventory Guidance documents, and review of services classified as "unknown material" and make assumptions on material based on historical data. The updated inventory will be used to identify up to 700 homes to be inspected to confirm and/or identify service material on both the public and private side of the curb stop. At completion of the planning project, the City will be pursuing additional funding through the SRF for construction to remove the lead services on the City side and to fund an incentive program for the removal of private lead services by property owners. The funding for the follow-up program will be a separate SRF application.

We formally request approval to apply for SRF funding in the amount of One Hundred Sixty-Five Thousand Dollars (\$165,000) for these purposes, with funds to be transferred into a dedicated fund account to be established by the Auditor's Office. This project will not have any impact to the FY23 budget.

Attachment: Memo to City Council re SRF program (ORDER-2023-13 : Lead Water Service Planning SRF Loan)



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council
Mayor Brodeur

From: Kathryn Armata

Date: August 8, 2022

Re: CWT Lead Water Line Planning Bonds – Financial Impact

Pursuant to Section 56-14 of the City Ordinances, this memo provides a projection of the principal and interest costs on the bonds proposed to be authorized by the following loan order under consideration by the City Council. The bond will have a 0% interest rate, no stated term and is expected to be 100% forgiven by the lending authority. The debt service on these bonds will not be paid from an enterprise fund and will have no impact on any enterprise fund rates.

Please see the memo from City Engineer, Vonnice Reis, for additional information.



CITY OF MELROSE

Office of Treasurer-Collector

Kathryn J Armata
Treasurer-Collector

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Treasurer - (781) 979-4162
Collector - (781) 979-4120
Fax - (781) 665-6877

MEMORANDUM

To: Melrose City Council
Mayor Brodeur

From: Kathryn Armata

Date: August 8, 2022

Re: CWT Lead Water Line Planning Bonds

ORDERED: That the City appropriates \$165,000 to pay costs of developing plans and specifications for the replacement of lead water lines in the City's water system, including all costs incidental and related thereto; that to meet this appropriation, the Treasurer, with the approval of the Mayor, is authorized to borrow said amount pursuant to Chapter 44, Section 7(7) and/or Chapter 29C of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the City therefor; that the Treasurer with the approval of the Mayor is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust (the "Trust") established under Chapter 29C of the General Laws and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection ("DEP") with respect to such loan and for any federal or state aid that may be available for the project or for the financing thereof; and that the Mayor is authorized to enter into any agreements with the DEP, to expend all funds available for the project, and to take any other actions necessary to carry out the project.