



City of Melrose Boards & Commissions Committee

Tuesday, September 8, 2026, 7:25 PM
City Council Chamber, 1st Floor
562 Main Street, Melrose, MA 02176

AGENDA

NOTE:

To watch this meeting live visit mmtv3.org or local cable station MMTV (Channels 3, 15, 22 on Comcast or Channels 37, 38, 39 on Verizon)

Some Board and Commission meetings meet via zoom. Information on how to enable closed captioning for online commission meetings can be found by clicking [here](#).

I. CALL TO ORDER

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

II. MINUTES APPROVAL

A. Boards & Commissions Committee Meeting August 10, 2026 7:00 PM

III. PUBLIC COMMENT

When: Sep 8, 2026 07:25 PM Eastern Time (US and Canada)

Topic: Boards & Commissions Committee Meeting

Join from PC, Mac, iPad, or Android:

<https://cityofmelrose->

org.zoom.us/j/99571314587?pwd=4Y1gsX4DhRGZZINy1NtbZAmNnbhdZ.1

Passcode:366368

Webinar ID: 995 7131 4587

IV. APPOINTMENTS/REAPPOINTMENTS

- A. **(ID # 2026-1629):** Appointment of Daniel Gelormini, 20 Pilgrim Road, as a Full Member of the Zoning Board of Appeals (ZBA) for a five-year term set to expire on the last day of February 2028. Mr. Gelormini's appointment replaces the membership of Benjamin Rosenberg who recently resigned from the ZBA.

- B. **(ID # 2026-1633):** Appointment of Megan Britt, 79 Burrell Street, to the Liquor Licensing Commission for a six-year term, said term to expire the first Monday of June 2032.

V. ADJOURNMENT

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

August 10th, 2026

Lori Massa, AICP
Director
Office of Planning & Community Development
City of Melrose
562 Main Street
Melrose, MA 02176
781-979-4193

Dear Lori,

I am pleased to submit my statement of interest for appointment as a Full Member of the Melrose Zoning Board. As a resident with a strong commitment to the City's future and a professional background in architecture, and planning, I am eager to contribute my experience and perspective to this important public service role.

Throughout my career, I have worked extensively with zoning regulations, land use planning, permitting processes, and development review on a wide range of residential, commercial, mixed-use, and institutional projects. My work requires balancing the needs of property owners, developers, neighborhoods, and municipalities while ensuring compliance with local regulations and advancing thoughtful community development. This experience has given me a strong understanding of how zoning decisions influence the character, economic vitality, and long-term sustainability of a community.

I am particularly interested in serving on the Zoning Board because of its critical role in shaping Melrose's growth while preserving the qualities that make the City a desirable place to live and work. If appointed, I would dedicate the time and effort necessary to prepare for meetings, review applications thoroughly, and contribute constructively to the Board's work.

I would be honored to serve the City of Melrose in this capacity and help ensure that zoning decisions continue to support a vibrant, resilient, and well-planned community.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel Gelormini', with a stylized flourish at the end.

Daniel Gelormini AIA LEED AP BD+C

DANIEL GELORMINI AIA | LEED AP BD+C

20 PILGRIM ROAD, MELROSE MA

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Experience

CBT Architects, Boston, MA

2010 - Current

Associate Principal | COO

- Lead all aspects of Architectural project delivery from Pre-Design through Construction Administration
- Act as main point of contact for key project stakeholders including, Owners, Directors, Investors, OPMs, etc.
- Work with Sr. Principals to develop/execute strategic business plans related to Architectural business operations
- Prepare and present various projects to applicable City/Town Boards and Commissions
- Generate project schedules, budgets and proposals for architectural services
- Solicit, vet, and manage consultant design teams
- Coordinate sustainability criteria for certifiable projects
- Manage RFQ & RFP responses for Architectural pursuits
- Lead project interviews, helping secure work through effective presentation and communication
- Operational Responsibilities
 - Responsible for officewide project staffing strategy
 - Manage officewide utilization and projections
 - Monitor and assess active project health
 - Oversee officewide Project Planning and Fees
 - Lead officewide continuing education and professional development initiatives
 - Collaborate with HR on talent acquisition and employee evaluations
 - Manage QA/QC process and Tech Review assignments

Notable Projects

Avalon Bay – Brighton MA

Cornell Maplewood Phase II Grad Housing – Ithaca NY (in Process)

Norton Museum of Art Expansion – West Palm Beach FL

Museum of Fine Art Boston – Art of the Americas Wing - Boston MA

Harvard Public Library – Harvard MA

Fessenden School Renovations – West Newton MA

Babson College – Knight Hall Historic Preservation – Wellesley MA

Babson College – Malloy Hall Classroom Renovation – Wellesley MA

Trust Early Learners – Brookline MA

Zoning Board of Appeals, Melrose, MA

2023 – Current

Space International, Los Angeles, CA

2007 – 2009

McMahon Architects, Boston, MA

2005 – 2007

Landry Architects, Salem, NH

2002 – 2004

Education

Southern California Institute of Architecture

- Masters of Architecture, X-Program
- Honors Exhibition
- SCI-arc X-Program Grant

2009

Wentworth Institute of Technology

- Bachelor of Science in Architectural Engineering Technology
- Merit Scholarship

2007

Teaching Experience

Adjunct Professor, Wentworth Institute of Technology, Boston, MA

2010 - 2015

- Professional Practice I – Autodesk Revit
- Digital Studies – Autodesk Rhino

Teachers Assistant, Southern California Institute of Architecture, Los Angeles, CA

2008 - 2009

- Graduate Professional Practices
- Graduate Visual Studies/Strategies of Representation 4/Autodesk Maya/Advanced Digital Tool

August 11, 2026

Mayor Jennifer Grigoraitis
Melrose City Hall
562 Main Street
Melrose, MA 02176
Via email: mayorsoffice@cityofmelrose.org

Dear Mayor Grigoraitis,

I am writing to express my interest in serving on the Liquor Commission for the City of Melrose. As a resident of Melrose for nearly ten years, I have watched our city grow and change, and I want to contribute my time, judgment, and professional experience to help guide that growth in a way that helps to keep Melrose safe, vibrant, and welcoming for residents and businesses alike.

Public service has been a consistent thread throughout my life and career. I have an extensive background in non-profit organizations and public agencies and currently serve as Chief of Strategy for the Springfield Empowerment Zone Partnership, a collaborative initiative between a school district, teachers' union, and the state. I lead the organization's strategic planning, institutional partnerships, and policy implementation. That work has sharpened my ability to navigate multi-stakeholder governance, build consensus among parties with different interests, and manage complex regulatory and compliance matters — skills I believe translate to the responsibilities of serving on the Liquor Commission.

I understand that the Commission plays an important role in balancing the interests of local businesses, public safety, and the character of our neighborhoods. I am committed to approaching that responsibility thoughtfully and fairly, with an eye toward supporting responsible business growth while protecting the health, safety, and vitality of our community.

Thank you for considering my application and I look forward to the possibility of contributing to Melrose in this capacity.

Sincerely,

Megan Britt

SKILLS + COMPETENCIES

Executive advising and policy analysis: Valued for my sound judgement and discretion, hands-on approach, ability to build trusting relationships, and assessing impact on and generating support of key stakeholders to reach a desired outcome. Have advised state education officials on leveraging federal funding flexibilities, organizational leaders on strategic planning and growth, and elected legislators on programmatic best practices.

Organizational leadership and growth: Over twenty years' experience working in fast-paced environments for scaling social-impact organizations. Have contributed to operational health by leading major fundraising efforts and managing Boards of Directors; building and refining systems; designing and leading strategic planning processes; hiring, onboarding, and developing talent including the implementation of performance management systems; and fostering a collaborative and high-functioning staff culture.

Piloting and scaling new initiatives: Have led the development of new initiatives spanning multiple states from the early design and test phase, to building support and buy-in to expand. Strong project manager, with experience navigating complex systems, balancing the needs of myriad stakeholders and interests, and managing diverse, results-driven teams.

Internal and external communications: A strong writer, speaker, and presentation developer, equally comfortable working behind the scenes setting others up for success as leading from the front of the room. Experience developing and implementing comprehensive communication strategies that translate complicated information into digestible communications that deepen engagement and motivates action.

RELEVANT WORK EXPERIENCE

SPRINGFIELD EMPOWERMENT ZONE PARTNERSHIP (SEZP) | Springfield, MA

November 2022 – Present

A collaboration between Springfield Public Schools (SPS), the Springfield Education Association (SEA), and the Massachusetts Department of Elementary and Secondary Education (DESE) in one of the state's highest-need communities, resulting in the strongest, most consistent school improvement record among state interventions.

Chief of Strategy

Serve as senior strategic advisor and thought partner to the Co-Executive Directors on organizational strategy, institutional partnerships, and long-term direction – including navigating the implications of SEZP's unique MOU with the city, teachers' union, and the state – maintaining organizational stability and strength amidst political transitions and shifting statewide policies.

- Advised the development of the first Innovation Zone in the state, resulting in 8 schools reintegrating into SPS after successfully exiting underperforming status.
- Lead the design and implementation of SEZP's comprehensive educator development strategy resulting in an annual reduction in the number of unlicensed educators including: a Zone-wide mentor and induction program, serving 75-125 educators annually; a new pathway for working educators to earn a master's degree and moderate disabilities license in partnership with Elms College, enrolling and supporting a first cohort of 16 educators; a district policy and process for tracking educators' licensure status, improving compliance and visibility across 16 schools and over 5,000 educators.
- Drive SEZP's external relations and communications strategy, including positioning SEZP as a leader in educational innovations both regionally and nationally, resulting in site visits from educational leaders from across the country, features in several major news publications, and annual invitations for SEZP staff to present at national conferences.
- Secure funding necessary to sustain and scale its initiatives, including nearly \$1.5 in funding for afterschool initiatives.
- Develop internal performance management structure to support the continued development of a high-performing team with a 90% retention rate over 4 years.

UNCOMMON SCHOOLS | Boston, MA/New York, NY

August 2015 – November 2022

One of the highest performing networks of charter schools in the country, closing achievement and opportunity gaps for more than 21,000 students in 57 schools in MA, NJ, and NY.

Director of Advancement

Lead the strategy and execution of a \$6 million capital campaign for the construction of a new high school in Boston, including cultivating new and revitalizing lapsed donor relationships, recruiting new members and managing the Board of Trustees, and developing compelling campaign presentations and collateral. Also responsible for the external communications and engagement strategy to support an annual organizational fundraiser of over \$14 million.

Director of Strategic Initiatives

Strategic advisor and thought partner to Uncommon Schools Chief Operating Officer. Led complex projects involving multiple stakeholder groups related to regional growth, external relations, and school operations including: designing and implementing a comprehensive internal and external communication strategy; leading community organizing and legislator advocacy efforts; building relationships with critical external leaders and organizations; co-leading the vision-setting and creation of unifying staff culture-building initiatives; establishing a parent advocacy network and school-based family councils; and designing and aligning staff compensation policies across regions.

NATIONAL CENTER ON TIME & LEARNING (NCTL) | Boston, MA

August 2009 – August 2015

An “action tank” championing the expansion of learning time in K–12 schools — particularly for high-need students — through research, policy advocacy, and direct partnerships with districts across the country.

Deputy Director, TIME Collaborative

Co-leader of a five-state, public-private partnership with the U.S. Department of Education and the Ford Foundation to support the development of highly effective and financially sustainable expanded learning time schools. Directed all programmatic operations including: developing a scope and sequence of technical assistance for over 40 schools in 16 districts; creating systems to hire, onboard, and support a 17-member team across multiple states; managing funder relationships; and overseeing a \$2.1 million annual budget.

Director of Policy, State & District Engagement

Supported the organization’s national expansion by advising state education leaders on leveraging federal funding flexibilities and policy initiatives to increase learning opportunities for underserved students. This included: securing and managing NCTL’s first district-funded consulting engagements in Chicago and Denver; successfully lobbying for the state-funded \$14.6 million Massachusetts Expanded Learning Time Initiative; and developing and writing NCTL’s winning U.S. Department of Education Investing in Innovation (i3) grant for \$2.8 million in partnership with several national and local organizations.

EDUCATION

HARVARD KENNEDY SCHOOL OF GOVERNMENT | Master in Public Policy | Cambridge, MA

Master’s thesis examining education funding policy in Massachusetts was awarded the Fischer Memorial Prize and has been published by the Rappaport Institute of Greater Boston

DUKE UNIVERSITY | Bachelor of Arts | Durham, NC

Member of the Varsity Women’s Lacrosse Team

COMMUNITY INVOLVEMENT

DEMOCRATS FOR EDUCATION REFORM | Boston, MA

Member, Board of Advisors (2018 – 2022)

METROLACROSSE | Boston, MA

Member, Board of Directors (2011 – 2016); Volunteer Coach, Mentor, and Tutor (2003 – 2010)