CITY OF MELROSE

APPROPRIATIONS & OVERSIGHT COMMITTEE

AGENDA● JANUARY 9, 2023

Council Chamber, First Floor, Melrose City Hall Committee Meeting **7:00 PM**
562 Main Street, Melrose, MA 02176

I. CALL TO ORDER

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

II. PUBLIC COMMENT

Remote Link for Public Comment:
https://cityofmelrose-org.zoom.us/j/99081483447?pwd=Nm1hT3R1Z3l2cWJ3bTZkdVBzbW1Kdz09

Meeting ID:
990 8148 3447

Password:
Melrose

III. ORDERS

1. **ORDER-2023-42 :** Appointment of Albert Talarico as Director of Inspectional Services and Building Commissioner for the City of Melrose

   Offered by: Mayor Paul Brodeur

   From: City Council ASSIGNED TO COMMITTEE

2. **ORDER-2023-45 :** An Appropriation in the amount of two-hundred ninety-four thousand, four hundred fifty-two thousand ($294,452) from Contract Stabilization (account number 84042-590000) to Police Salary and Wage (account 012111-511000) and Police OT (account 012111-513000). The appropriation requested is to fund Fiscal 2022 and Fiscal 2023 of the Patrol Officer 3 year MOU.

   From: City Council ASSIGNED TO COMMITTEE

3. **ORDER-2023-46 :** Authorization to accept a grant in the amount of $6,500 from the Massachusetts Emergency Management Agency (MEMA)

   Offered by: Mayor Paul Brodeur

   Sponsored by: Mayor Paul Brodeur

   From: City Council ASSIGNED TO COMMITTEE

4. **ORDER-2023-50 :** Authorization to Accept a Housing Choice Grant in the amount of $75,000 from the Executive Office of Housing and Economic Development (EOHED) through the Community One Stop for Growth Program and Authorize the Mayor to Execute a Contract with EOHED; funds to be deposited into Fund 4521

   Offered by: Mayor Paul Brodeur

   From: City Council ASSIGNED TO COMMITTEE

5. **ORDER-2023-51 :** Field Demonstration SIG Project Grant FY23 To support the development and implementation of outreach and marketing of our Council on Aging to older adults and care givers.

   Sponsored by: Executive Director Stacey Minchello

   From: City Council ASSIGNED TO COMMITTEE

IV. GRANT

1. **GRANT-2023-2 :** Acceptance of the FY23 Earmark Grant awarded to the Melrose Fire Department by The Commonwealth of Massachusetts, Department of Fire Services, in the amount of $60,000.

Offered by: Paul Brodeur, Mayor

Sponsored by: Fire Chief Ed Collina

From: City Council ASSIGN TO COMMITTEE

V. APPROPRIATION

1. **APP-2023-11:** MWRA LFAP I/I Loan/Grant - Authorize Borrowing of $1,330,000 of which 75% is a grant and 25% is a zero-interest loan

   Offered by: Paul Brodeur, Mayor

   Sponsored by: Treasurer/Collector Kathryn Armata

   From: City Council ASSIGNED TO COMMITTEE

VI. INFORMATIONAL

1. **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update

   Sponsored by: Robb Stewart, Mark Garipay, Chair Leila Migliorelli

   From: Appropriations & Oversight Committee HOLD

2. **INFO-2023-11:** Update on the Status of the City of Melrose's Finances

   Sponsored by: Chair Leila Migliorelli, President, Ex Oficio Jen Grigoraitis, Vice Chair Maya Jamaleddine, Jack Eccles, Manjula Karamcheti

   From: Appropriations & Oversight Committee HOLD

3. **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose

   Sponsored by: Chair Leila Migliorelli, President, Ex Oficio Jen Grigoraitis, Vice Chair Maya Jamaleddine, Ryan Williams

   From: Appropriations & Oversight Committee HOLD

VII. ADJOURNMENT

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: City Council President Christopher Cinella
From: Mayor Paul Brodeur
Re: Appointment of Albert Talarico as ISD Director/Building Commissioner
Date: December 5, 2022

It is my pleasure to submit to the Honorable City Council the appointment of Albert (Al) Talarico to serve as the Director of Inspectional Services and Building Commissioner for the City of Melrose. His appointment is effective December 12, 2022.

Mr. Talarico has 23 years of construction and inspectional service experience. For the past seven years he served as the Building Commissioner for the City of Peabody, where he interpreted and enforced the City Zoning Ordinances and worked collaboratively with ZBA, Planning Board, Conservation Commission, Historical Committee, and the City Council on proposed zoning changes and compliance.

In his last role, Mr. Talarico was instrumental in developing new building permit procedures and implementing an online permitting system, which resulted in reduction in office traffic, more efficient customer service experience, and increased revenue. Under his leadership the City of Peabody Inspections Department processed over 5,200 permits annually and collected over $2.5 million in annual revenue. Continuously looking for ways to improve workflow and processes, he also enacted a receivership program, which provided the City with mechanisms to manage abandoned properties. As a self-described “fan of technology” who believes that “change is inevitable,” in efforts to prepare for the future and transition to paperless operations, he secured a grant to scan and archive all departments plans and files (over 400,000) and make them readily available online.

Mr. Talarico stands out with his emphasis on customer service, clear communication, and building relationships as keys to success. As an immigrant who came to the United Sates from Italy at a young age, Mr. Talarico understand the value of diversity and equity through his own lived experience, which has taught him to approach others with respect, empathy, and an educational mindset. I am eager to see the great work that Mr. Talarico will accomplish for the City of Melrose as our next ISD Director and Building Commissioner, and I respectfully request your approval of his appointment.

Attachment: Albert Talarico Building Commissioner appointment memo (ORDER-2023-42 : Appointment of Albert Talarico as Director of

Albert Talarico

Experience

2015-Present **City of Peabody** **Peabody, MA**

Building Commissioner

- Managed Department consisting of eight employees - Office Clerk, ZBA Secretary, Electrical Inspector, Plumbing and Gas Inspector, two local Building Inspectors, Code Enforcement Officer and Weights & Measures Inspector.
- Oversaw, inspected and approved over $150,000,000 of annual construction work throughout the City.
- Processed over 5200 permits yearly and collected over $2,500,000 in annual revenue.
- Prepared and submitted annual operating budget comprising over $600,000.
- Transitioned department from paper-based permitting to fully online cloud-based system (OpenGov).
- Secured a grant totaling $150,000 through the Community Preservation Committee (CPC) to scan and archive the department's 417,000 plans and files.
- Selected by the State Board of Buildings Regulations and Standards as a Committee Member to revise and update the State's Contractor License Exam in 2018.
- Implemented a receivership program allowing the City the necessary tools to deal with or eliminate blighted properties.
- Reviewed and approved building plans.
- Interpreted and enforced the City's Zoning Ordinances.
- Worked closely with the ZBA, Planning Board, Conservation Commission, Historical Committee and the City Council – advising them on proposed zoning changes or compliance, MGL 40A - Massachusetts State's Zoning law, and construction matters.
- Reviewed and approved all Special Permit Applications to the City Council.
- Met daily with attorneys, architects, engineers, developers, business owners and homeowners to advise them on proposed projects.

2004-2015 **City of Revere** **Revere, MA**

Chief Building Inspector

- Enforce all provisions of the Massachusetts State Building Code (780 CMR), Architectural Access Board (521 CMR) and City of Revere Zoning Ordinances
- Reviewing, maintaining, and approval of building permits
- Inspection of construction, alterations, reconstruction, repairs, and demolition of any building or structure in the City of Revere
- Supervised and trained new employees
- Developed system to track complaints and resolutions regarding illegal apartments
- Created and implemented all new permitting forms for the Building Department

2003-Present **A. Talarico Remodeling and Construction** **Revere, MA**

Owner/Manager

- Founded and managed successful remodeling and construction business catering mainly to residential clients
- Oversee construction projects, including additions, roofing, framing, flooring, decks, siding and finish work
- Maintain bookkeeping, payroll, insurance and budget
- Retain and supervise subcontractors, hire, train and manage employees, including monitoring and evaluating performance
- Balance work schedule between existing jobs and engaging prospective clients, ensure job completion in a timely manner and within budget
- Generate cost estimates and negotiate sales contracts

2002-2003 **Encompass Construction** **Revere, MA**

Construction Laborer

- Built large and small additions and decks, renovated interior and exterior of homes and apartments
- Poured concrete foundations and footings
- Installed replacement windows, flooring and vinyl and clapboard siding

Attachment: AlbertTalaricoResume-Melrose. (2) (1) (ORDER-2023-42 : Appointment of Albert Talarico as Director of Inspectional

2001-2002 **Global Construction** **Quincy, MA**

Masonry Labor Supervisor

- Supervised a team of six masonry laborers
- Arranged work area for mason, including erecting staging and preparing concrete and cement
- Poured footings and foundations, as well as pointed brick veneer

2001-2003 **DeWolfe Realty** **Somerville, MA**

Part Time Sales Agent

- Marketed the sale of residential property, including conducting open house sales events, listing property on MLS and in newspapers
- Created sales and marketing materials and prepared market analysis of homes for potential sellers
- Negotiated sales between buyers and sellers, advised clients, drafted Purchase and Sale Agreements, scheduled home inspections and closing dates
- Acted as liaison between clients and mortgage companies, home inspectors, attorneys and other real estate brokers

1996-2001 **Tufts Health Plans** **Watertown, MA**

Business Analyst

- Developed strategies to streamline daily business requirements for operations department
- Produced reports to provide management with critical decision making information
- Created custom software reporting programs and queries to reduce errors and increase productivity and production
- Conducted monthly and quarterly bad-debt analysis for Operations Department
- Trained staff on software systems and developed curriculum for such training
- Promoted rapidly from *Billing Customer Service* to *Senior Billing Coordinator* to *Business Analyst*

Education & Licenses

- Suffolk University - Business Administration
- Cambridge Rindge & Latin High School – Electrical Major
- Tufts Health Plans Certified Technology Classes - Access, Automating Tables & Queries, Advanced Forms & Reports; MS Excel, Visual Basic for Application and Visual Basic 6.0
- Clark University, CCI - Certification in PC Service and Support: DOS, Microsoft Windows Platforms, Introduction to PC Hardware, Hardware Assembly & Installation, Diagnostic Utilities and PC Troubleshooting, Introduction to Networking, Fundamentals of Network Administration, Advanced Networking, Troubleshooting Applications
- Licensed Real Estate Salesperson - Commonwealth of MA
- Licensed Contractor - Commonwealth of MA
- Certified Building Local Inspector - Commonwealth of MA 2004
- Certified Building Official - Commonwealth of MA 2014

Attachment: AlbertTalaricoResume-Melrose. (2) (1) (ORDER-2023-42 : Appointment of Albert Talarico as Director of Inspectional

Albert Talarico

October 25, 2022

Polina Latta
Director – Human Resources
City Hall
526 Main Street,
Melrose, Ma 02176

Dear Polina,

I am interested in the Director of Inspectional Services, Building Commissioner, Zoning Compliance Officer position advertised on the MBCIA website. My resume is enclosed for your review. Given my related experience and excellent capabilities, I would greatly appreciate your consideration for this job opening. I believe my skills are an ideal match for this position.

My Qualifications:

- 23 years of construction and inspectional service experience.
- Strong management skills.
- Instrumental in developing new building procedures.
- Implemented an online permitting system.
- Converted paper documents to PDFs through a scanning project.
- Enacted receivership program.
- Extensive experience with software and Microsoft products.
- Massachusetts Certified Local Inspector (2004).
- Massachusetts Certified Building Official (CBO 2014).
- Massachusetts Licensed Contractor.
- Certification in PC Service and Support from Clark University ICC.
- Excellent interpersonal and communication skills.

I appreciate you taking the time to review my credentials and experience. I look forward to hearing from you.

Sincerely,

Albert Talarico

Attachment: Cover Letter - Melrose.docx (ORDER-2023-42 : Appointment of Albert Talarico as Director of Inspectional Services/Building

Ghobrial, Andrew

From: Golden, Kerriann
Sent: Monday, January 9, 2023 11:47 AM
To: Ghobrial, Andrew
Cc: Dello Russo, Patrick; Phillips, Shannon
Subject: City Council Order 2023-45

Hi Andrew,

FYI – I just amended City Council Order 2023-45 to include the cash balance information for the contract stabilization fund to City Council Order for the Patrol Officer Contract.

The current balance as of 12/31/2022 – is 1,182,014.79.

Thanks
Kerri

Asst. City Auditor
City of Melrose
562 Main Street
Melrose, MA 02176

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

Attachment: City Council Order 2023-45 (ORDER-2023-45 : An Appropriation from Contract Stabilization to Fund Patrol Officer Contract)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME:(and d/b/a): MELROSE, City of	**COMMONWEALTH DEPARTMENT NAME:** Massachusetts Emergency Management Agency (MEMA)
Legal Address: (W-9, W-4): 562 MAIN STREET MELROSE MA 02176-3142	**Business Mailing Address: 400 Worcester Rd, Framingham, MA 01702**
Contract Manager: Allan Alpert **Phone: 617-838-2121**	**Billing Address (if different): same**
E-Mail: aalpert@cityofmelrose.org	**Contract Manager: Barbara Stachelek** **Phone: 508-820-1407**
Contractor Vendor Code: VC6000192116	**E-Mail: EM.Grants@mass.gov** **Phone:**
Vendor Code Address ID (e.g. "AD001"): (Note: The Address ID must be set up for EFT payments.)	**MMARS Doc ID(s): FY23EMPG2200000MELRO**
	RFR/Procurement or Other ID Number: FFY2022EMPG

X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

- **Statewide Contract** (OSD or an OSD-designated Department)
- **Collective Purchase** (Attach OSD approval, scope, budget)
- X **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
- **Emergency Contract** (Attach justification for emergency, scope, budget)
- **Contract Employee** (Attach Employment Status Form, scope, budget)
- **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior* to** Amendment: _____.

Enter **Amendment Amount**: _____.

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

- **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
- **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
- **Contract Employee** (Attach any updates to scope or budget)
- **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$ 6,500.00**

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); X only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:

Funding for this grant is provided via a Federal Fiscal Year 2022 Emergency Management Performance Grant (EMPG), CFDA #97.042 and has a required dollar-for-dollar match. Funds may only be used for activities outlined in the subrecipient's approved FFY2022 application and in accordance with attached Federal Terms and Conditions, and MEMA Special Conditions and Reporting Requirements.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of_____, 20 , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of_____, 20 , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2023**, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X:_____. Date: 10/10/22

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: Paul A. Brodeur

Print Title: MAYOR

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X:_____. Date: 11/28/22

(Signature and Date Must Be Handwritten At Time of Signature)

Print Name: David Mahr

Print Title: Chief Administrative Officer

11/16/2022 BP

Attachment: State Contract Signed (ORDER-2023-46 : Acceptance of Emergency Management Performanc Grant (EMPG))

CASL

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME	City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE	VC6000192116

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: ***Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.***

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Paul A. Brodeur	Mayor

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature		**Date**	11/10/22
Printed Name	Paul A. Brodeur		
Title	Mayor	**Phone**	781-979-4442
Email	pbrodeur@cityofmelrose.org	**Fax**	781-662-2182

Attachment: State Contract Signed (ORDER-2023-46 : Acceptance of Emergency Management Performanc Grant (EMPG))

City of Melrose
Emergency Management
562 Main Street
Melrose, MA 02176
781-979-4411
aalpert@cityofmelrose.org

Allan I. Alpert
Director

DATE: December 13, 2022

TO: The Honorable Mayor and City Council
FROM: Director Allan I. Alpert
SUBJECT: Emergency Management Performance Grant Acceptance

I respectively request the acceptance of the Emergency Management Performance Grant (EMPG) that I applied for to the Massachusetts Emergency Management Agency (MEMA).

Over the past two years, with EMPG and HMEP (Hazardous Material Emergency Preparedness) Grant funding, the EOC/Training Center is once again becoming an Emergency Operations Center (EOC) and a training center with new fire, police and emergency management radios, new computers, monitors, tables, and chairs.

When the communications component is complete, the center can be used for fire and police dispatch training and certification and as a backup for fire and police dispatch operations should they have a power loss or evacuate their building.

During an emergency event, the EOC is a location from which centralized "emergency management" is performed. This includes but not limited to, radio communications with fire, police, our regional and state partners. The use of MEMA's Web EOC for instant communications with them, utilities, National Weather, and the news media.

During non-emergency or planned events, the EOC can be used as a communications hub. Event related communications for fire, police, and other agencies, would be coordinated at the EOC, thus reducing non-emergency, event related communications for FD & PD dispatch centers. The grant will be used to replace three old tables and 5 chairs as well as any other equipment needed to make this center a self-supporting operation. EOC operations are strongly supported by FEMA. During the height of COVID, EOC operations were 100% reimbursable 24 hours a day.

Thank you.

Director Alpert

***Emergency* Management**
It's about TEAMWORK!

Attachment: MEMO-EMPG_22 (ORDER-2023-46 : Acceptance of Emergency Management Performanc Grant (EMPG))

Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ◆ Karyn E. Polito Lt. Governor ◆ Jennifer D. Maddox, Undersecretary

October 17, 2022

The HonorablePaul Brodeur
Mayor, City of Melrose
562 Main Street
Melrose, MA 02176

Dear Mayor Brodeur: **RE: Melrose 0922 Application**

Thank you for submitting this application to the FY2023 Community One Stop for Growth. The Executive Office of Housing and Economic Development (EOHED), Department of Housing and Community Development (DHCD), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. This application from City of Melrose was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Baker-Polito Administration, I am pleased to inform you that a grant in the amount of **$75,000** from the **Housing Choice Grant Program** has been approved to support your project.

This award is contingent the execution of a grant contract between the City of Melrose and the Department of Housing and Community Development (DHCD) and the satisfaction of its special conditions and requirements. We will send the grant contract to the contact person identified in your application, as well as an invitation to an online training on October 25, 2022 at 11:00 a.m. related to grant administration and contract guidance to highlight contractual obligations. Please do not proceed with grant activities until the contract is fully executed. If you have any questions, please contact Chris Kluchman, FAICP, Deputy Director at Chris.Kluchman@mass.gov, and Filipe Zamborlini, Community Grants Coordinator at Filipe.Zamborlini@mass.gov.

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Congratulations once again. We look forward to working with you to address the City of Melrose's housing and community development needs.

Sincerely,

Jennifer D. Maddox
Undersecretary, DHCD

Attachment: FY23 HC Award Letter-Melrose (ORDER-2023-50 : Housing Choice Grant Award)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the **Standard Contract Form Instructions and Contractor Certifications,** the **Commonwealth Terms and Conditions for Human and Social Services** or the **Commonwealth IT Terms and Conditions** which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: City of Melrose (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME: Department of Housing and Community Development** **MMARS Department Code: OCD**	
Legal Address: (W-9, W-4): 562 Main Street, Melrose, MA 02176		**Business Mailing Address: 100 Cambridge Street, Suite 300 Boston, MA 02114**	
Contract Manager: Paul Brodeur	**Phone: (781) 979-4440**	**Billing Address (if different): same**	
Email: pbrodeur@cityofmelrose.org	**Fax:**	**Contract Manager: Julissa Tavarez**	**Phone: 617 573 1407**
Contractor Vendor Code: VC6000192115		**E-Mail: Julissa.tavarez@mass.gov**	**Fax:**
Vendor Code Address ID (e.g. "AD001"): AD001 . **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s): SCOCD321023330000263** **RFR/Procurement or Other ID Number: DHCDOneStop2023**	

_X_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ **Statewide Contract** (OSD or an OSD-designated Department)
__ **Collective Purchase** (Attach OSD approval, scope, budget)
_x_ **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
__ **Emergency Contract** (Attach justification for emergency, scope, budget)
__ **Contract Employee** (Attach Employment Status Form, scope, budget)
__ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** to Amendment: _____, **20___.**
Enter **Amendment Amount**: $ ___. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

__ **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
__ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
__ **Contract Employee** (Attach any updates to scope or budget)
__ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): _x_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ Commonwealth IT Terms and Conditions

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). **$ 75,000 .**

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: _x agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications. The City of Melrose will re-write its zoning ordinance to be user-friendly as well as make changes that are identified in the recently approved Housing Production Plan.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

_x_ 1. may be incurred as of the Effective Date (latest signature date below) and **no** obligations have been incurred **prior** to the Effective Date.
__ 2. may be incurred as of ___, **20__**, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.
__ 3. were incurred as of **__, 20___** , a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **_6/30_ , 2024 ,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: _____. **Date:** _____.
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: _____.
Print Title: _____.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____. **Date:** _____.
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Louis Martin.
Print Title: Director.

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

ATTACHMENT A SCOPE OF SERVICES AND ADDITIONAL TERMS & CONDITIONS

FY 2023 Housing Choice Initiative Program Contract

Housing Choice (HC) Grant Program

I. CONTRACT

The Contractor is responsible for accessing and reviewing the contents of the documents referenced below, as compliance with each is a binding component of this Contract:

A. This Attachment A is attached to and made a part of the COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT FORM. THE COMMONWEALTH TERMS AND CONDITIONS and the Contractor's Budget, as approved by the Department, are attached hereto as Exhibits.

B. This Attachment A incorporates by reference the Housing Choice Community Grant Program Application as applicable.

C. This Attachment A, all attached Exhibits and other Attachments, and all documents incorporated by reference herein, are referred to, collectively, as the Contract.

D. This Contract represents the entire agreement between the Contractor and the Department, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this Contract.

E. If any term or condition of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular provision held to be invalid.

II. SCOPE OF SERVICES AND COMPLIANCE WITH LAWS

The Housing Choice Initiative encourages local governments to expand housing production by providing new grants, coordinating technical assistance across various housing agencies, and promoting regulatory innovation. The Housing Choice Initiative rewards municipalities that are producing new housing and have adopted best practices to promote sustainable housing development.

A crucial part of the Housing Choice Initiative is the Housing Choice designation and grant program. Communities that achieve the Housing Choice designation have exclusive access to apply for the Housing Choice Grant Program and receive bonus points or other considerations for certain state grant programs.

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

The Contractor shall use the FY 2023 contract funding to provide services in accordance with the terms of the attached Budget, the terms of this Contract, and any subsequent Contract amendments. **ALL EXPENSES MUST BE INCURRED ON OR BEFORE JUNE 30TH OF THE FISCAL YEAR IN WHICH THEY OCCUR (FY 2023 – YEAR 1; FY 2024 – YEAR 2).** Any later change in services and activities to be provided by Contractor shall be made only with the prior approval of the Department, in accordance with Section III.C. below.

The Contractor shall carry out these activities in conformance with all applicable federal and state laws and requirements, including without limitation, statutes, rules, regulations, administrative and executive orders, ordinances, and codes, as they may be issued and amended.

The Department reserves the right to issue future administrative guidance. The Contractor shall comply with all applicable guidelines, information memoranda, list serves, or other guidance the Department may issue, amend, or supplement from time to time.

III. ADDITIONAL TERMS AND CONDITIONS

A. Reporting Responsibilities of the Contractor

1. The Contractor, and any entity under subcontract, having costs chargeable to Contract funds shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions including without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities.

2. The Contractor shall comply with all records and reporting requirements set forth in this Contract.

3. The Contractor shall submit written quarterly progress reports to the Department in compliance with the following deadlines and requirements using a form provided by the Department. Progress reports shall be submitted on or before the 15th day of the month following the last month of the quarter, except in instances when the due date shall fall on a weekend or holiday where reports would be due the following full business day after the deadline. **The Department may delay reimbursement to the Contractor if the Contractor consistently fails to submit timely progress reports or other documents required under this Contract.** Any such action by the Department shall be preceded by written notification of the intent to delay such reimbursement, which may be done electronically, and allow for the Contractor to make reasonable written explanation regarding the occurrence, and the remedy of the issue. Failure by the Contractor to reply to the Department's written notification or to comply with specific instructions from the Department shall be treated as a breach herein and under Section 4 of the Commonwealth Terms and Conditions. The Department further reserves the right to consider past performance under the Housing Choice Grant Program when evaluating an applicant's initial submission. Consistent failure to submit

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

progress reports or to comply with the provisions of this Contract may negatively impact future awards of this grant.

Progress report deadlines are as follows:

FY23		
Q3	Period: 1/1/2023 *to* 3/31/2023	Due: 4/17/2023*
Q4	Period: 4/1/2023 *to* 6/30/2023	Due: 7/17/2023*
FY24		
Q1	Period: 7/1/2023 *to* 9/30/2023	Due: 10/16/2023*
Q2	Period: 10/1/2023 *to* 12/31/2023	Due: 1/15/2024
Q3	Period: 1/1/2024 *to* 3/31/2024	Due: 4/15/2024
Q4	Period: 4/1/2024 *to* 6/30/2024	Due: 7/15/2024

*Denotes due date following a weekend or holiday.

4. A Contractor whose grant funds a Planning or Zoning project shall submit a copy of the planning or zoning document(s) produced with grant funding. Document(s) should be delivered by July 31, 2024. Documents that cannot be delivered by July 31, 2024 must submit written notification to the program representative by July 31, 2024 outlining when a report will be submitted. In accordance with Section III.A.3, failure to submit document(s) required under this Contract may (i) result in delayed reimbursement; (ii) may be treated as a breach of the Contract; and (iii) will be considered when evaluating applications for future grant awards.

5. The Contractor shall continually assess its performance of the Contract-supported activities to ensure that the performance objectives outlined in the Contract are achieved. This includes, but is not limited to, the Contractor's monitoring that applicable schedules are met and performance objectives are achieved in accordance with the activities delineated in the Contract. The Contractor shall promptly inform the Department in writing, which may be done electronically, of the following conditions which may affect its deliverable objectives and performance as soon as they become known:

    a. Problems, delays, or adverse conditions which will materially affect the Contractor's ability to attain deliverable objectives. This disclosure shall be accompanied by a statement of any actions taken or contemplated by the Contractor, and any assistance needed from the Department to resolve the situation. Failure by the Contractor to communicate promptly or to respond promptly to communications from the Department may result in the denial by DHCD of any budget or schedule change requests by the Contractor, as provided in Section III.C.

    b. Favorable developments or events which will enable the Contractor to meet the deliverable Contract objectives sooner than anticipated or at less cost than originally projected.

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

6. The Contractor shall submit all progress reports electronically to the Department's assigned program representative at the following address:

   Filipe Zamborlini
   Community Grants Coordinator
   filipe.zamborlini@mass.gov

7. The Department shall advise the Contractor within thirty (30) days of receiving any report if it is not acceptable to the Department. The Contractor shall submit an acceptable report upon receipt of such advice from the Department.

8. The Contractor, and any entity under subcontract having costs chargeable to Contract funds, shall maintain Contract records in accordance with Section 7 of the Commonwealth Terms and Conditions, including, without limitation, a record of planned activities, a record of activities carried out, and an explanation of any changes in program activities.

9. Within five business days of receipt, the Contractor shall provide the Department with copies of any and all exception reports and written communications of an audit or review of the Contractor and any written final reports of such audits or reviews that the Contractor receives during the Contract term from the state Office of the Inspector General (OIG) and/or the Office of the State Auditor. Such reports or communications may be provided electronically.

10. Within five business days of being served with any pleading in a legal action filed with a court or administrative agency related to this Contract or which may affect the Contractor's ability to perform its obligations hereunder, the Contractor shall notify the Department of such action and deliver copies of such pleadings to the Department. Such reports or communications may be provided electronically.

11. The Contractor will submit any other reports or information requested by the Department by the due date specified in the Department's request. The Contractor shall promptly make available to the Department or to an auditor or contractor approved by the Department such material information regarding the Contractor's activities as may be requested by the Department.

B. Payment Mechanism and Fiscal Obligations

The Department agrees to provide payment for the services described under this Contract, pursuant to the following payment mechanism:

1. Cost Reimbursement. The Contractor shall submit to the Department written requests for cost reimbursement on the Department's Housing

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

Choice Community Grant Invoice form (Housing Choice Invoice), or other such form as the Department may specify.

Only requests for cost reimbursement for authorized capital expenses, pursuant to the capital funds from the state's capital budget, that are completed within the dates of service of an invoice, and that take place within the length of the contract, are authorized for reimbursement.

2. Housing Choice Invoices should be submitted **no more than** once a month and should include the range of the dates of service being submitted for reimbursement.

3. All payments are contingent upon receipt of the availability of funds, authorization by the Executive Office of Administration and Finance and the Massachusetts Comptroller, and the provisions of the Commonwealth Terms and Conditions. In accordance with 815 CMR 2.00 and state finance law, the Department is under no legal obligation to compensate the Contractor, or to obtain additional funding, for any costs or other commitments which are outside the scope of the executed Contract and which have not been approved by the Department.

4. In no event shall the sum of any and all payment by reimbursement exceed the maximum amount payable to the Contractor hereunder. Requests for payment by cost reimbursement will be honored and funds will be released based on submission by the Contractor, with review and acceptance by the Department, of required data and reports as detailed in this Contract, the availability of funds, and the Contractor's satisfactory compliance with the terms of this Contract.

   Each request for payment by cost reimbursement must be made on the Housing Choice Invoice. By submitting the Housing Choice Invoice, the Contractor represents that in accordance with the Contract, including the Contractor's Budget as approved by the Department, articles have been furnished, services have been rendered, or obligations have been incurred by a person authorized to incur such obligations.

   The Department's fiscal representative will provide additional billing instructions, if necessary, to the Contractor via email.

   When submitted electronically, the Housing Choice Invoice should be attached to the email submission in one email attachment. Any other documents, such as vendor invoices, should be submitted as separate attachments.

   In addition to the Housing Choice Invoice, requests for payment by cost reimbursement shall also contain sufficient detail, supporting records, and documentation to support payment. Records to substantiate the Contractor's claims hereunder may include, without limitation, payroll

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

records, accounting records, and purchase orders that are sufficient to document the Contractor's program and financial activities under this Contract.

The request for cost reimbursement shall be submitted electronically to the attention of:

Brett Morton
Fiscal Representative
brett.morton2@mass.gov

with a copy to:

Filipe Zamborlini
Community Grants Coordinator
filipe.zamborlini@mass.gov

5. All requests for cost reimbursement must be submitted on or before July 17, 2023, if expenses were incurred in FY 2023 – Year 1; and on or before July 15, 2024, if expenses were incurred in FY 2024 – Year 2. Failure to do so may result in delayed reimbursement or denial of the request.

6. The Contractor shall submit the final Housing Choice Invoice on or before July 15, 2024. With the submission of the final Housing Choice Invoice, the Contractor shall return to the Department any unexpended funds that are reflected in the final reconciliation, subject to Section III.C below.

C. Budget or Schedule Changes

1. Any subsequent change in the services and activities to be provided by the Contractor in accordance with the attached Budget, including, but not limited to, extensions of time, requires prior written approval from the Department's assigned program representative listed in Section III.A.6. **Requests for any amendments or extensions shall be reviewed on a case-by-case basis by the Department, and may be approved or denied by the Department at its discretion. Consideration shall only be extended to grantees who are in adherence with Section III.A.5 and other requirements of this Contract. Requests to amend or extend the end date of the Contract must be received by the Department on or before January 31, 2024.**

2. Budget Amendments. The Contractor may transfer funds among the line items in the Budget, only with the written permission of the Department. No amendment to the Contract shall be required for such change. The Contractor shall submit a request for such change electronically to the Department's representatives, listed in Section III.B.4, at least 30 days prior to requesting reimbursement funds under such change. If the

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

Department does not respond within 30 days of receipt of the requested change, it will be deemed to have approved of the change.

D. Signage, Acknowledgment, Publicity, and Logos

1. Signage. The Contractor may erect or post a sign at a location where Contract funds have been used indicating that financing is being or has been provided in part by the Department as part of the Housing Choice Initiative, subject to compliance with the zoning by-laws or ordinances of the municipality in which the sign is to be erected or posted. The sign shall include the following statement: "Funds for this Project have been provided by a Housing Choice Community Grant provided by the Massachusetts Department of Housing and Community Development."

2. Acknowledgment. If Contract funds are expended by the Contractor on the preparation or production of a brochure or other publication, the brochure or publication shall include the following statement: "This publication was funded by a Housing Choice Grant provided by the Massachusetts Department of Housing and Community Development."

3. Publicity; Other Materials. The Contractor may disseminate, publish, or reproduce documents produced in whole or in part pursuant to this Contract, provided that the Contractor furnishes to the Department copies of any such documents thirty (30) days prior to publication, and provided that such documents include the acknowledgment required under Section III.D.2. The Contractor may copyright any books, publications, or other copyrightable materials produced under this Contract, provided that the Contractor shall provide to the Commonwealth as appropriate an irrevocable, nonexclusive royalty-free right to reproduce, publish, or otherwise use or authorize others to use the copyrighted material.

4. Logos. If the Contractor wishes to include a Department logo on any signage or other materials produced in accordance with this section, it may contact the Department's assigned program representative, listed in Section III.A.6, for the appropriate copy of a logo.

5. Submission to DHCD. Any sign, publication, or other material produced in accordance with this section must be submitted in advance to the Department's assigned program representative, listed in Section III.A.6, no later than thirty (30) days before posting or distribution. If the Department does not respond within thirty (30) days of receipt of the material, it will be deemed to have approved of the material.

   The Department reserves the right to require that the Contractor provide to the Department photographs, video, or other media and/or documentation, if applicable, or copies of such materials, of any project financed in part by the Department under the Housing Choice Initiative.

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

E. Audit or Financial Review

The Department reserves the right under this Contract to secure its own independent audit or financial review of the Contractor's (or Subcontractor, if applicable) records if, in its sole discretion, the Department determines that it is necessary for any reason.

F. Monitoring

The Department may monitor the Contractor's (or Subcontractor, if applicable) compliance with the Contract. The Contractor shall allow the Department and its representatives access to all of its books and records pertaining to this Contract.

G. Conflict of Interest, Licensure, and Debarment

1. The Contractor shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of the Contractor's obligations hereunder.

2. The Contractor shall not knowingly employ or compensate any employee of the Commonwealth during the term of this Contract, unless such arrangement is permitted under the provisions of M.G.L. c. 268A. Employment of former Commonwealth employees shall also be in compliance with the provisions of M.G.L. c. 268A.

3. The Contractor represents and warrants that as of the effective date, it has, and that at all times during the term hereof it shall have, at its sole expense, all licenses, certifications, approvals, insurance, permits, and other authorizations required by law to perform its obligations hereunder. The Contractor shall maintain all necessary licenses, certifications, approvals, insurance, permits, and other authorizations required to properly perform activities under this Contract, without reimbursement by the Commonwealth or other adjustment in Contract funds. Further, the Contractor warrants that all employees, agents, and subcontractors performing services under this Contract shall hold all required licenses or certifications, if any, to perform their responsibilities.

4. The Contractor certifies that the Contractor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency. The Contractor agrees to immediately notify the Department if the Contractor becomes suspended or debarred, or if any licenses, certifications, approvals, insurance, permits, or any such similar requirement necessary for the Contractor to properly perform become revoked, withdrawn, or non-renewed during the Contract period.

H. Enforcement, Suspension, and Termination

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

1. Enforcement of this Contract and all rights and obligations hereunder are reserved solely to the Contractor and the Department, and not to any third party.

2. The Department may use increased or additional monitoring and reporting as part of its enforcement actions.

3. This Contract may be terminated pursuant to Sections 4 and 5 of the Commonwealth Terms and Conditions.

4. The Department may provide the Contractor with written notice to decrease or cease Contract activity. Effective upon receipt of notice from the Department, or a later date specified therein, the Contractor agrees to decrease, suspend, and/or terminate Contract activity in conformance with the terms of such notice.

5. Upon the termination or expiration of this Contract, the Contractor shall continue to cooperate with all audit, records, and monitoring requirements.

6. Within a maximum of 90 days following the date of expiration or termination of this Contract, the Contractor shall submit all reports and data required by this Contract.

I. Non-Discrimination In The Provision of Services

The Contractor shall not deny services or otherwise discriminate in the delivery of services because of race, color, religion, disability, sex, sexual orientation, gender identity, familial status or children, marital status, age, national origin, ancestry, genetic information, receipt of federal, state, or local public assistance or housing subsidies, veteran/military status, or because of any other basis prohibited by law. The Contractor agrees to comply with all applicable federal and state statutes, rules and regulations and administrative and Executive Orders prohibiting discrimination, including without limitation, the Americans with Disabilities Act, as amended (42 U.S.C. §§ 12101 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §§ 2000d et seq.), the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), M.G.L. c. 151B, M.G.L. c. 272 §§ 92A, 98, and 98A, M.G.L. c. 111 § 199A, 42 U.S.C. 9918 (c) and 45 C.F.R. 80.

J. Confidentiality

1. The Contractor certifies that it has established sufficient internal policies to carry out its obligations hereunder.

2. The Contractor shall keep all state records and information, wherever obtained, confidential at all times and comply with all state and federal laws concerning the confidentiality of information. The Contractor shall

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

hold all personal data relating to Contract-supported personnel and applicants or recipients of Contract-supported programs and activities in accordance with Section 6 of the Commonwealth Terms and Conditions, the Standard Contract Form and its Instructions and Contractor Certifications, and all applicable Federal and state privacy and confidentiality laws and regulations, including M.G.L. c. 66A,"Massachusetts Fair Information Practices Act;" M.G.L. c. 93H, Security Breaches; 801 CMR 3.00: Privacy and Confidentiality, and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

3. Pursuant to the Standard Contract Form and its Instructions and Contractor Certifications and the Commonwealth Terms and Conditions, the Contractor certifies that the Contractor has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Contract, that the Contractor shall communicate these provisions to and enforce them against its subcontractors, and that the Contractor shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access as part of this Contract, from unauthorized access, destruction, use, modification, disclosure, or loss.

4. The Contractor shall notify its agents, employees, subgrantees, and assignees who may come into contact with state records and confidential information that each is subject to the confidentiality requirements set forth herein.

5. The Contractor shall deliver to the Department, within 14 days of a written request by the Department following termination of this Contract, such personal data relating to this Contract as the Department may request; provided, that the Contractor may keep copies of any personal data delivered to the Department; and provided further, that for the purposes of this sentence, the term, "personal data", shall not include the Contractor's personnel records.

K. Fraud, Waste, and Abuse

The Contractor shall maintain and use systems and procedures to prevent, detect, and correct fraud, waste, and abuse in activities funded under this Contract.

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

Attachment B Budget
FY2023 Housing Choice Grant

Name of Municipality Include name of Subcontractor if applicable	**Program Manager** **Name, phone and email** *Include name and contact information of person preparing report if different from project manager*
Town of Melrose	Name: Denise Gaffey Phone: (781) 979-4190 Email: dgaffey@cityofmelrose.org

Project Description *Brief Summary of Project*
The City of Melrose will re-write its zoning ordinance to be user-friendly as well as make changes that are identified in the recently approved Housing Production Plan.

Project Tasks	**Cost by Task**
Consultants/Prof. Fees	$67,500.00
Meeting Express/Events	$0.00
Project Supplies/Materials	$2,500.00
Other/Miscellaneous	$5,000.00
Design/Engineering/Permitting	$0.00
Bidding	$0.00
Construction	$0.00
Construction Admin	$0.00
Contingency	$0.00
TOTAL	**$75,000.00**

(add additional rows as necessary)

rev. 10/2021

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

COMMBUYS
OPERATIONAL SERVICES DIVISION

Bid Solicitation: BD-22-1100-EED01-EED01-70294

Responses Due in 0 Days, 0 Hours, 0 Minutes

Header Information

Bid Number:	BD-22-1100-EED01-EED01-70294	**Description:**	Community One Stop for Growth - FY2023 Round	**Bid Opening Date:**	06/04/2022 12:00:00 AM
Purchaser:	Juan Vega	**Organization:**	Executive Office of Housing and Economic Development		
Department:	EED01 - Economic Development	**Location:**	EED01 - Economic Development		
Fiscal Year:	22	**Type Code:**	NS - Non-Statewide Solicitation	**Allow Electronic Quote:**	Yes
Alternate Id:		**Required Date:**		**Available Date :**	01/21/2022 12:00:00 AM
Info Contact:	Website: www.mass.gov/onestop, Email: onestop@mass.gov	**Bid Type:**	OPEN	**Informal Bid Flag:**	No
Purchase Method:	Blanket				
Blanket/Contract Begin Date:	07/01/2022	**Blanket/Contract End Date:**	06/30/2023		

Pre Bid Conference: Visit www.mass.gov/onestop for a schedule (or recordings) of the information sessions - One Stop Webinars. In addition to reviewing the webinars, applicants can receive feedback by submitting an Expression of Interest as outlined in the NOFA.

Bulletin Desc: The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOHED, DHCD, and/or MassDevelopment via the One Stop Full Application. Expressions of Interest accepted through March 18, 2022. For the most up to date program information, visit www.mass.gov/onestop.

Ship-to Address:	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: robin.pezzone@state.ma.us Phone: (617)788-3627	**Bill-to Address:**	Robin Pezzone 1 Ashburton Place-Room 2101 Boston, MA 02108 US Email: robin.pezzone@state.ma.us Phone: (617)788-3627	**Print Format:**	

File Attachments:
- FY23 One Stop Notice of Funding Availability (NOFA)
- FY23 One Stop Expression of Interest Template
- FY23 One Stop Full Application Template

Form Attachments:

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

Required Quote Attachments

SBPP (Small Business Purchasing Program) Eligible?: NO

See SBPP requirements and exceptions at www.mass.gov/sbpp :

Item Information

Item # 1: (00-00 - 00) The Community One Stop for Growth is a single application portal and collaborative review process for community and economic development grant programs that make targeted investments based on a Development Continuum. Single- and multi-year grants awards will be made from various programs through EOHED, DHCD, and/or MassDevelopment via the One Stop Full Application. Expressions of Interest accepted through March 18, 2022. For the most up to date program information, visit www.mass.gov/onestop.

U N S P S C Code: 00-00-00
Grant Opportunity

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: Brand: Model:

Make: Packaging:

Exit

Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved.

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

CITY OF MELROSE

OFFICE OF THE MAYO

City Hall, 562 Main Stre
Melrose, Massachusetts 021
Telephone - (781) 979-44
Fax - (781) 662-21

PAUL A. BRODEUR
Mayor

June 3, 2022

Secretary Mike Kennealy
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

RE: Community One Stop for Growth Request for Melrose, Massachusetts

Dear Secretary Kennealy,

Thank you for the opportunity to provide support for the City's application for the FY23 Community One Stop for Growth request for the Zoning Ordinance Re-write project. Recodifying the City's Zoning Ordinance and addressing the zoning goals in the City's recently approved Housing Production Plan will enable the city to provide a user-friendly, progressive blueprint for future development.

As with many other cities and towns in the Commonwealth, the City of Melrose is facing a critical housing shortage. Many of the zoning amendments that the city would like to put forth will directly address increasing the housing supply and diversifying the housing stock. A comprehensive review and reorganization of the Zoning Code will allow the City to effectively address the structure and known issues with the Code and incorporate publicly supported and community driven changes.

Melrose has been a leader in promoting smart growth and transit-oriented development and we have amended our zoning regulations many times over the past two decades to promote these principles and support best planning practices. We have dedicated planning staff and committed volunteers comprising our Zoning Subcommittee who are poised to continue this work, and they recognize the value that a clear and comprehensive zoning ordinance will provide. This grant will enable the city to build on our past success while promoting new opportunities for housing production, providing deeper levels of affordability, and integrating community input wherever we can to shape future redevelopment throughout our city. We are excited to take on this project and we look forward to your support.

Sincerely,

Paul Brodeur
Mayor

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

Commonwealth of Massachusetts

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

Charles D. Baker, Governor ◆ Karyn E. Polito Lt. Governor ◆ Jennifer D. Maddox, Undersecretary

October 17, 2022

The HonorablePaul Brodeur
Mayor, City of Melrose
562 Main Street
Melrose, MA 02176

Dear Mayor Brodeur: **RE: Melrose 0922 Application**

Thank you for submitting this application to the FY2023 Community One Stop for Growth. The Executive Office of Housing and Economic Development (EOHED), Department of Housing and Community Development (DHCD), and Massachusetts Development Finance Agency (MassDevelopment) worked together to evaluate all eligible applications and recommended the most ready and highest-impact projects for a grant. This application from City of Melrose was reviewed by the program(s) that could best serve the project's funding needs.

On behalf of the Baker-Polito Administration, I am pleased to inform you that a grant in the amount of **$75,000** from the **Housing Choice Grant Program** has been approved to support your project.

This award is contingent the execution of a grant contract between the City of Melrose and the Department of Housing and Community Development (DHCD) and the satisfaction of its special conditions and requirements. We will send the grant contract to the contact person identified in your application, as well as an invitation to an online training on October 25, 2022 at 11:00 a.m. related to grant administration and contract guidance to highlight contractual obligations. Please do not proceed with grant activities until the contract is fully executed. If you have any questions, please contact Chris Kluchman, FAICP, Deputy Director at Chris.Kluchman@mass.gov, and Filipe Zamborlini, Community Grants Coordinator at Filipe.Zamborlini@mass.gov.

Finally, please note that public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a local event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced.

Congratulations once again. We look forward to working with you to address the City of Melrose's housing and community development needs.

Sincerely,

Jennifer D. Maddox
Undersecretary, DHCD

Attachment: Standard Contract Form (ORDER-2023-50 : Housing Choice Grant Award)

November 30, 2022

The Melrose Council on Aging (Melrose COA) is respectfully requesting financial support in the amount of $8,000 through the FY23 Field Demonstration Project to perform a needs assessment as the first step of the Melrose COA Board's approved Strategic Plan. Melrose COA's desired end result is to lay the groundwork for successful community-engaged marketing and planning, which will provide guidance to community leaders and forge clear connections to other community priorities. The project will be conducted by the Center for Social & Demographic Research in Aging Gerontology Institute of the University of Massachusetts. The City of Melrose and the FRIENDS of the Milano Center will financially support this project.

The Melrose COA understands that assisting individuals and caregivers with their social determinants of health will promote healthy aging, strengthen community relations, and link disadvantaged elders with services, resources, and benefits. The needs assessment will serve as a marketing tool to spark energy in the community and eventually support our goal of being designated as an Age-and-Dementia Friendly Community. Additionally, the Melrose Council on Aging will intentionally form alliances with key community leaders by reaching out to the faith communities, partner non-profits, social service networks, and businesses. These alliances will afford us the opportunity to authentically earn the interest of all stakeholders inclusive of unauthorized residents, limited/non-native or non-English speaking persons, and diverse cultures.

The Melrose COA is confident that our organization has the strength and capacity to accomplish the goals laid out in this proposal. The Board of Directors of the Melrose COA are 100% committed, passionate, and actively engaged individuals that are currently executing the three-year strategic plan. The Executive Director of the Melrose Council on Aging brings a long history of successful accomplishments; specifically, in this area of marketing, capacity building and underserved outreach. A part time licensed social worker, a social work masters level intern, and the senior center manager will have assignments within this project. Melrose COA has a strong established relationship with Mystic Valley Elder Services and will invite them to participate in this project with a specific intake interview to extract the unmet needs that they have within their agency.

Goals:

1. Assess the needs of the caregiver and older adult community using conscious language and clarified intentions.
    a. Host stakeholder's sessions
    b. Incorporate Board driven initiatives into the survey
    c. Complete a community needs assessment in multiple languages and through a variety of community, cultural, and faith organizations.

Attachment: FY23 Field Demonstration Project Melrose Council on Aging (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

d. Focus questions to skillfully determine the unmet needs and social determinants of health obstacles.
e. Summarize priority needs.

2. Execute new programs based on the determined needs of the survey
   Depending on the survey results, examples may be:
   a. Caregiver supports
      i. Grandparents raising grandchildren programs
      ii. Older adults caring for an older adult workshops
      iii. Respite, or memory café offerings
      iv. Unique support services at home
      v. Navigating elder care or connection workshops

   b. Resources and benefits for ESL individuals
      i. Person centered model for wellbeing connections
      ii. Language and citizenship classes
      iii. Navigating elder care and networking workshops

3. Utilize community stakeholders to begin the Age/Dementia Friendly Certification process – July 2023

Projected Outcomes:

- 92% professional, government, faith and city community relations will participate in the stakeholder sessions
- 88% of participants will report that they gained knowledge of elder care advocacy and insight on resources and benefits available to them.
- 48% older adults will respond to the needs assessment survey
- 29% participation increase at Milano Center programs and activities
- 500% (6x) increase capturing the needs of LGBTQIA2S+ individuals, and diverse populations

The Melrose COA utilizes the "*MySeniorCenter"* software to maintain a database of individual profiles linked with activities. Tracking the grant activities would be easy as we would link the programs and events to the grant utilizing our software. The Aging Gerontology Institute will provide the COA with a comprehensive summary of survey results.

The Executive Director will be responsible for managing the documentation of best practices. To maintain the appropriate level of attention to the project, the team will use Microsoft Teams to collaborate and know assigned tasks and deadlines. Lessons learned, processes and procedures will be captured at all levels of the project with purposeful reviews in case of necessary adaptations. The project team, along with the already established Melrose COA Board's Needs Assessment Committee will evaluate the impact of this grant by comparing

Attachment: FY23 Field Demonstration Project Melrose Council on Aging (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

the projected outcomes to the current or expected outcomes as depicted in this proposal. The Needs Assessment Committee is also tasked with dictating the types of mediums (examples: website press, podcasts, social media venues, cable television runs, local newspaper announcements, etc.). The committee will also monitor the frequency and quantity of reminders. Affiliate organizations such as Melrose Kind, Melrose Creative Alliance, Melrose Public Schools, and YMCA will stream all our notices through their networks. The committee will work with UMB's Aging Gerontology Institute team to produce progress reports and monitor/analyze data.

The Melrose Council on Aging appreciates your consideration of this proposal for a needs assessment as part of our overall marketing strategy and plan. The timing of this project is crucial as the Council is currently evaluating and resetting all programs and offerings at the Milano Center, looking to support older adults and caregivers in the community, and has an active plan to become an Age/Dementia Friendly community. Our efforts responding to many isolated older adults and overwhelmed caregivers during the recent pandemic enlightened us to incorporate a more focused outreach goal. Additionally, the window of opportunity regarding the available financial support and commitments to this project is now. The Melrose COA is excited to currently be positioned to accomplish this project and is committed to future auxiliary initiatives stemming from this grant.

Attachment: FY23 Field Demonstration Project Melrose Council on Aging (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

MCOA Direct Grant Agreement (FY2023)

This Direct Grant Agreement (this "Agreement") is entered into by and between the Massachusetts Association of Council on Aging and Senior Center Directors, Inc. ("MCOA"), and Melrose Council on Aging (the "GRANTEE").

GRANTOR	GRANTEE
Massachusetts Association of Council on Aging & Senior Center Directors, Inc. **116 Pleasant Street, Suite 306** **Easthampton, MA 01027** **413-527-6425** **Primary Contact : Elizabeth Connell** **Email: elizabeth@mcoaonline.com**	**Entity: Melrose Council on Aging** **Address: 235 West Foster Street, Melrose, MA 02176** **Phone: (781) 665-4304** **Primary Contact: Stacey Minchello** **Email: sminchello@cityofmelrose.org**

GRANT PERIOD	December 15, 2022 – June 30, 2023
Maximum Funds Awarded for Period	**$8000**
Project: Field Demonstration Projects: Development and Implementation of Outreach and Marketing COA	
Funding Source:	FY'23 Grant from Massachusetts Executive Office of Elder Affairs

Method of Payment	[XX] Cost Reimbursement	[ ] Advance Payment and periodic cost reimbursement payments. See schedule details in Section III C.

Approved for MCOA by:	***Approved for GRANTEE by AUTHORIZING AGENT:***
Name: Elizabeth Connell	***Name:***
Title: Executive Director	***Title:***
***Signature:* See Page 8**	***Signature:***
	Date:

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

Massachusetts
Councils On Aging

WITNESSETH

WHEREAS, it is the mission of MCOA to support the independence of older adults in the Commonwealth of Massachusetts by advocating for programs and services to meet their needs, promote the growth and quality of Councils on Aging and senior centers, and strengthen the professional skills of Council on Aging staff; and

WHEREAS, the GRANTEE wishes to provide certain services, as detailed below, in furtherance of MCOA's mission; and

WHEREAS, in compensation for the GRANTEE's services, the parties desire to enter into an agreement whereby MCOA will distribute certain funds received under its Fiscal Year 2023 Service Incentive Grant from the Massachusetts Executive Office of Elder Affairs to the GRANTEE;

NOW, THEREFORE, in consideration of the mutual promises and representations set forth herein, it is agreed by and between the parties hereto as follows:

I. PURPOSE

The GRANTEE understands and agrees that the purpose of this Agreement is to implement new programs for the benefit of older adults, generally sixty (60) years of age and older, in the Commonwealth of Massachusetts, based upon the program and project descriptions set forth in Exhibit 1 hereto.

In the event that the GRANTEE is unable to perform any of the above-described services, or any of the services described in Exhibit 1, consistent with the letter and spirit of this Agreement, the GRANTEE shall immediately so notify MCOA in writing, and MCOA shall have the right (but not the obligation) to terminate this Agreement for cause.

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

II. PARTIES' RELATIONSHIP

A. Grantee's Legal Authority

The GRANTEE represents that the GRANTEE is in compliance with all applicable state and federal requirements and standards, and that it possesses the legal authority pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving the GRANTEE authority to enter into this Agreement, receive the funds authorized by this Agreement, and to perform the services the GRANTEE has obligated itself to perform under this Agreement.

The person or persons signing and executing this Agreement on behalf of the GRANTEE, or representing themselves as persons authorized to sign and execute this Agreement on behalf of the GRANTEE, do hereby represent that they have been fully authorized by the GRANTEE to execute this Agreement on behalf of the GRANTEE and to validly and legally bind the GRANTEE to all terms, conditions, performances and provisions set forth in this Agreement.

MCOA shall terminate this Agreement for cause, effective immediately, if it becomes apparent to MCOA that the GRANTEE, or any person acting or purporting to act on behalf of the GRANTEE, lacks legal authority to enter into this Agreement. In such event, the GRANTEE shall immediately reimburse and repay MCOA for any and all monies received from MCOA under the terms of or in connection with this Agreement.

B. Independent Contractors

Each of the parties is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. Neither party has authorization to enter into any contracts, assume any obligations or make any warranties or representations on behalf of the other party. Nothing in this Agreement shall be construed to establish a relationship of co-partner or joint venture between the parties. MCOA shall not be responsible and shall have no obligation to GRANTEE, the employees of GRANTEE or any governing body to withhold Federal, State, or local income tax, or MCOA's employee portion of FICA or other payroll taxes, and other taxes relating from any individual assigned by GRANTEE to provide services under this Agreement; GRANTEE shall indemnify, defend and hold MCOA harmless from all liabilities, costs and expenses, including without limitation reasonable attorneys' fees resulting from all third party claims

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

brought against MCOA for any FICA, FUTA, or SUI contributions and any other payroll taxes or any claims of any nature, by GRANTEE or other resources providing the Services under this Agreement.

C. Lobbying Prohibited

The person signing this Agreement on behalf of the GRANTEE certifies, to the best of his or her knowledge and belief, that:

1. The GRANTEE will not attempt to influence any member of the Congress, or any State or local legislator, to favor or oppose any legislation or appropriation with respect to this Agreement.

2. Grant funds shall not be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or film presentation designed to support or defeat legislation pending before the Congress, or any State or local legislature.

3. Grant funds shall not be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriation pending before the Congress, or any State or local legislature.

D. Subcontracting Restrictions

The GRANTEE shall not subcontract or delegate any work under this Agreement to any third party except with MCOA's prior written consent, which must include MCOA's written approval of any sub-contracting agreement. The GRANTEE shall be solely responsible for the performance of any subcontractor, subsidiary or affiliate, and shall be liable for and indemnify, defend and hold MCOA harmless for any wrongdoing by any such subsidiary, affiliate or subcontractor, including without limitation the misuse or misappropriation of any funds.

E. Publicity

1. Either party may freely use in advertising, publicity, web sites, press releases, or otherwise, the name of the other party, or refer to the existence of this Agreement and the project(s) funded herein.

2. Any materials produced with grant funding should contain an acknowledgement to the effect that "This [service or product] has been produced in [part] [full] from a grant awarded to the

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

Massachusetts Association of Councils on Aging by the Massachusetts Executive Office of Elder Affairs. Any opinions expressed herein are solely those of [GRANTEE]."

3. Use of MCOA's logo is encouraged.

III. ADMINISTRATIVE PROVISIONS

A. Term of Agreement

The term of this Agreement shall be the Grant Period specified in the table at page 1 above.

B. Grantee's Reporting Requirements

1. The GRANTEE shall respond promptly to the MCOA's emails and communications, and web-based surveys aimed at gathering information, such as case studies and best practices, which will be helpful to the other organizations in their outreach and enrollment efforts. The GRANTEE shall share samples of materials and tools that are developed under this project.
2. The GRANTEE shall provide a final report by Friday, July 28, 2023, containing supporting documentation of work activities conducted through the grant, including number of events/activities/services conducted, number of individuals served, what your organization learned and with what entities you plan to share that knowledge with as well as how you plan to utilize that knowledge to advance your organization's field demonstration project efforts. This report shall also contain the best practices identified through this project, as well as the grantee's evaluation of the projects imparts and outcomes.
3. The GRANTEE shall submit a project-end itemized expense sheet.
4. The Grantee shall incur all project costs before Friday, June 30, 2023

C. Total Funds Awarded

The GRANTEE shall be compensated in accordance with the payment schedule shown on Page 1 and at Section III. D. below. Payments will be distributed by check only after the parties' execution of this Agreement, and in satisfaction of complete and valid invoices submitted by the GRANTEE to MCOA. It is expressly understood that in no event shall the total distribution of funds to the GRANTEE under the terms of this Agreement exceed the amount set forth in the table on Page 1.

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

D. Payment Schedule

Disbursements to the GRANTEE shall be in the form of reimbursement for the GRANTEE's actual expenditures during the period, following MCOA's receipt and approval of an invoice for the period. To be considered complete and valid, the invoice is to have backup receipts or documentation of incurred expenses.

If the GRANTEE needs to amend the project budget for any reason, the GRANTEE must confer with and gain authorization from MCOA. Any final invoice shall also contain an explanation of any variance in spending of ten percent (10%) or greater.

The GRANTEE shall be solely responsible for ensuring the accuracy of all invoices and any supporting documentation submitted to MCOA. MCOA shall terminate this Agreement for cause, effective immediately, if it becomes apparent to MCOA that the GRANTEE has, knowingly or otherwise, submitted falsified invoices other documentation.

MCOA may, with the consent of the GRANTEE, adjust or correct any invoice. A copy of any adjusted or corrected invoice shall be promptly sent to the GRANTEE.

Contingent upon MCOA's receipt of grant funding from the Executive Office of Elder Affairs, all complete and valid invoices shall, to the extent possible, be satisfied by MCOA within thirty (30) days of receipt. MCOA shall promptly notify the GRANTEE of any expected delay of payment beyond the specified period.

The GRANTEE shall use MCOA's Direct Grant Invoice Form which is a separate document with your approved budget.

E. Termination

1. Termination for Cause

   In the event that either party fails to substantially perform under the terms of this Agreement, the other party shall be entitled to terminate this Agreement for cause in accordance with Section 3 ("Notice of Termination") below.

   If the GRANTEE fails to provide any of the services contemplated herein, or fails to make sufficient progress, so as to endanger performance, MCOA shall notify the GRANTEE of such unsatisfactory performance in writing. The GRANTEE shall have ten (10) business days in which to respond with a written plan, acceptable to MCOA, for promptly addressing the

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

deficiencies. The GRANTEE's failure to respond satisfactorily within the appointed time shall entitle (but not obligate) MCOA to terminate this Agreement for cause.

2. Termination for Convenience

Either party shall be entitled to terminate this Agreement without cause on thirty (30) days written notice. In the event of such termination, and subject to Section III.B ("Total Funds Awarded") above, the GRANTEE shall be entitled to equitable compensation for any allowable services actually and satisfactorily performed under this Agreement through the effective date of termination, and such compensation shall constitute the extent and entirety of the GRANTEE's recourse against MCOA in connection with this Agreement.

3. Notice of Termination

Termination shall be effectuated by one party's delivery to the other party of a Notice of Termination, specifying whether the termination is for cause or for convenience. In the event of termination for cause, the Notice of Termination shall also include a brief description of reason(s) for termination. Except as otherwise provided in this Agreement, the effective date of termination shall be ten (10) days from a party's receipt of a Notice of Termination for cause, and thirty (30) days from a party's receipt of a Notice of Termination for Convenience. Notice of Termination shall delivered by hand or certified mail to the party's address first set forth above.

IV. MISCELLANEOUS

A. Severability

The provisions of this Agreement are severable and if for any reason a clause, sentence, paragraph or other part of this Agreement shall be determined to be invalid by a court, federal agency, board or commission having jurisdiction over the subject matter thereof, such invalidity shall not affect those provisions of this Agreement which can be given effect without the invalid provision.

B. Successors and Assigns

The GRANTEE shall not assign, transfer or delegate any of the rights or obligations under this Agreement without the prior written consent of MCOA. This Agreement and all of its provisions

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

shall inure to the benefit of and become binding upon the parties and the successors and permitted assigns of the respective parties.

C. Survival

Any provision of this Agreement which by its nature must survive termination or expiration in order to achieve the fundamental purposes of this Agreement shall survive any termination or expiration of this Agreement.

D. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Massachusetts. Any action brought under or in relation to this Agreement shall be brought in a court having subject matter jurisdiction and located in Hampshire County, Massachusetts.

E. Entire Agreement

This Agreement, together with the Exhibits hereto, constitutes the parties' entire agreement concerning the work and services to be performed hereunder.

IN WITNESS HEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

MASSACHUSETTS ASSOCIATION OF COUNCIL ON AGING and SENIOR CENTER DIRECTORS, INC.

By: _____
Name: Elizabeth H. Connell
Title: Executive Director
Date: _____

GRANTEE: Melrose Council on Aging

By: _____
Authorizing Agent Name:
Title: _____
Date: _____

By: _____
Primary Contact (Implementation Manager)
Name:
Title: _____
Date: _____

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

EXHIBIT #1
MCOA DIRECT GRANT PROGRAMS – FY2023

Formatted: Font: Times New Roman, 12 pt, Not Sr
Formatted: Normal

The Melrose Council on Aging (Melrose COA) is respectfully requesting financial support in the amount of $8,000 through the FY23 Field Demonstration Project to perform a needs assessment as the first step of the Melrose COA Board's approved Strategic Plan. Melrose COA's desired end result is to lay the groundwork for successful community-engaged marketing and planning, which will provide guidance to community leaders and forge clear connections to other community priorities. The project will be conducted by the Center for Social & Demographic Research in Aging Gerontology Institute of the University of Massachusetts. The City of Melrose and the FRIENDS of the Milano Center will financially support this project.

The Melrose COA understands that assisting individuals and caregivers with their social determinants of health will promote healthy aging, strengthen community relations, and link disadvantaged elders with services, resources, and benefits. The needs assessment will serve as a marketing tool to spark energy in the community and eventually support our goal of being designated as an Age-and-Dementia Friendly Community. Additionally, the Melrose Council on Aging will intentionally form alliances with key community leaders by reaching out to the faith communities, partner non-profits, social service networks, and businesses. These alliances will afford us the opportunity to authentically earn the interest of all stakeholders inclusive of unauthorized residents, limited/non-native or non-English speaking persons, and diverse cultures.

The Melrose COA is confident that our organization has the strength and capacity to accomplish the goals laid out in this proposal. The Board of Directors of the Melrose COA are 100% committed, passionate, and actively engaged individuals that are currently executing the three-year strategic plan. The Executive Director of the Melrose Council on Aging brings a long history of successful accomplishments; specifically, in this area of marketing, capacity building and underserved outreach. A part time licensed social worker, a social work masters level intern, and the senior center manager will have assignments within this project. Melrose COA has a strong established relationship with Mystic Valley Elder Services and will invite them to participate in this project with a specific intake interview to extract the unmet needs that they have within their agency.

Goals:

1. Assess the needs of the caregiver and older adult community using conscious language and clarified intentions.
    a. Host stakeholder's sessions
    b. Incorporate Board driven initiatives into the survey
    c. Complete a community needs assessment in multiple languages and through a variety of community, cultural, and faith organizations.
    d. Focus questions to skillfully determine the unmet needs and social determinants of health obstacles.
    e. Summarize priority needs.

2. Execute new programs based on the determined needs of the survey
    Depending on the survey results, examples may be:

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

a. Caregiver supports
    i. Grandparents raising grandchildren programs
    ii. Older adults caring for an older adult workshops
    iii. Respite, or memory café offerings
    iv. Unique support services at home
    v. Navigating elder care or connection workshops

b. Resources and benefits for ESL individuals
    i. Person centered model for wellbeing connections
    ii. Language and citizenship classes
    iii. Navigating elder care and networking workshops

3. Utilize community stakeholders to begin the Age/Dementia Friendly Certification process – July 2023

Projected Outcomes:

- 92% professional, government, faith and city community relations will participate in the stakeholder sessions
- 88% of participants will report that they gained knowledge of elder care advocacy and insight on resources and benefits available to them.
- 48% older adults will respond to the needs assessment survey
- 29% participation increase at Milano Center programs and activities
- 500% (6x) increase capturing the needs of LGBTQIA2S+ individuals, and diverse populations

The Melrose COA utilizes the "*MySeniorCenter"* software to maintain a database of individual profiles linked with activities. Tracking the grant activities would be easy as we would link the programs and events to the grant utilizing our software. The Aging Gerontology Institute will provide the COA with a comprehensive summary of survey results.

The Executive Director will be responsible for managing the documentation of best practices. To maintain the appropriate level of attention to the project, the team will use Microsoft Teams to collaborate and know assigned tasks and deadlines. Lessons learned, processes and procedures will be captured at all levels of the project with purposeful reviews in case of necessary adaptations. The project team, along with the already established Melrose COA Board's Needs Assessment Committee will evaluate the impact of this grant by comparing the projected outcomes to the current or expected outcomes as depicted in this proposal. The Needs Assessment Committee is also tasked with dictating the types of mediums (examples: website press, podcasts, social media venues, cable television runs,

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

local newspaper announcements, etc.). The committee will also monitor the frequency and quantity of reminders. Affiliate organizations such as Melrose Kind, Melrose Creative Alliance, Melrose Public Schools, and YMCA will stream all our notices through their networks. The committee will work with UMB's Aging Gerontology Institute team to produce progress reports and monitor/analyze data.
The Melrose Council on Aging appreciates your consideration of this proposal for a needs assessment as part of our overall marketing strategy and plan. The timing of this project is crucial as the Council is currently evaluating and resetting all programs and offerings at the Milano Center, looking to support older adults and caregivers in the community, and has an active plan to become an Age/Dementia Friendly community. Our efforts responding to many isolated older adults and overwhelmed caregivers during the recent pandemic enlightened us to incorporate a more focused outreach goal. Additionally, the window of opportunity regarding the available financial support and commitments to this project is now. The Melrose COA is excited to currently be positioned to accomplish this project and is committed to future auxiliary initiatives stemming from this grant.

Formatted Table

FY23 Field Demonstration Project Budget
Melrose Council on Aging

November 30, 2022

Category	Amount	In Kind	Details
Revenue			
MA COA Award - FY23 Field Demonstration Project	$8,000		
City of Melrose support	$27,341		$8k funds + inkind salaries,supplies
Friends of Milano support	$8,000		
Melrose Formula Grant support	$11,000		
Total Revenue	**$54,341**		
Expenses			
UMB Aging Gerontology Institute Contract	$35,000		survey, summary, supplies,materials
Paid Salaries		$15,664	COA project staff - 14%
Non-Paid Salaries		$3,289	intern and board hours
Supplies		$388	materials for stakeholder meetings
Total Expenses	**$54,341**		

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

Attachment: (M)Melrose contract (ORDER-2023-51 : Field Demonstration SIG Grant FY23)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the **Standard Contract Form Instructions and Contractor Certifications,** the **Commonwealth Terms and Conditions for Human and Social Services** or the **Commonwealth IT Terms and Conditions** which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: City of Melrose (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME: Department of Fire Services** **MMARS Department Code: DFS**	
Legal Address: (W-9, W-4): 552 Main Street, Melrose, MA 02176		**Business Mailing Address: P.O. Box 1025, 1 State Road, Stow, MA 01775**	
Contract Manager: Chief Edward J. Collina	**Phone: 781-979-4404**	**Billing Address (if different):**	
E-Mail: ecollina@cityofmelrose.org	**Fax: 781-662-2304**	**Contract Manager: David Clemons**	**Phone: 978-567-3179**
Contractor Vendor Code: VC6000192116		**E-Mail: David.Clemons@mass.gov**	**Fax: 978-567-3121**
Vendor Code Address ID (e.g. "AD001"): AD001. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s): CT-DFS-1000-** **RFR/Procurement or Other ID Number: Legislative Exemption**	

_x_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ **Statewide Contract** (OSD or an OSD-designated Department)
__ **Collective Purchase** (Attach OSD approval, scope, budget)
__ **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
__ **Emergency Contract** (Attach justification for emergency, scope, budget)
__ **Contract Employee** (Attach Employment Status Form, scope, budget)
_x_ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** to Amendment: _____, 20___.
Enter **Amendment Amount**: $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

__ **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
__ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
__ **Contract Employee** (Attach any updates to scope or budget)
__ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): _x_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 60,000.00.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: _x_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This grant is for SCBA safety and equipment improvements for the Melrose Fire Department, as specified in line item 8324-0050 of the FY2023 General Appropriations Act (Chapter 126 of the Acts of 2022). Funds are to be used in accordance with the Earmark Statement of Work only.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

_x_ 1. may be incurred as of the Effective Date (latest signature date below) and **no** obligations have been incurred **prior** to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.

__ 3. were incurred as of _____, 20___, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2023,** with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: Edward J. Collina . Date: 9/30/22
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Edward J. Collina .
Print Title: Chief of Dept. - Fire .

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____ . Date: _____ .
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: _____ .
Print Title: _____ .

Attachment: FY23 Earmark Grant - Contract - SIGNED (GRANT-2023-2 : FY23 Earmark Grant)

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME : City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192116

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: ***Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.***

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Paul Brodeur	City Mayor
Edward Collina	Chief of Dept. - Fire
Stephanie Ciampi	Assistant Treasurer

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date: 10/4/2022

Title: City Mayor Telephone: 781-979-4442

Fax: 781-662-2182 Email: pbrodeur@cityofmelrose.org

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Attachment: FY23 Earmark Grant - Signatory Listing - SIGNED (GRANT-2023-2 : FY23 Earmark Grant)

Department of Fire Services and the City of Melrose
Grant Agreement Scope of Work and Budget

Authorization: The authorization for this grant to the **City of Melrose** is the purchase of SCBA equipment for the Melrose Fire Department, per the legislative mandate as specified in line item 8324-0050 of the FY2023 General Appropriations Act (chapter 126 of the Acts of 2022), which reads "*...provided further, that not less than $60,000 shall be expended for the city of Melrose for a fire breathing apparatus, SCBA, for the purposes of safety and equipment improvements within the Melrose fire department;*".

Grant Project Description: The Melrose Fire Department will use the $60,000 to purchase new Self-Contained Breathing Apparatus (SCBA) equipment (air packs, cylinders, and face pieces). The Department's current SCBA equipment is aged-out and no longer covered by warranty. In order to stay NFPA compliant, it is imperative that our Department replaces the current aged-out equipment.

Grant Manager: The MA Department of Fire Services and the **City of Melrose** will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the **City of Melrose** to ensure successful completion of the grant, will consult with the **City of Melrose** to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The **City of Melrose** grant manager will serve as the interface between the MA Department of Fire Services and all **City of Melrose** personnel participating in this engagement, will develop and maintain the Scope of Work and Budget in consultation with the MA of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The **City of Melrose** grant manager is Edward J. Collina who can be reached at 576 Main Street, Melrose, MA 02176, Tel #: 781-979-4404, E-mail: ecollina@cityofmelrose.org. MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant without prior written authorization from the MA Department of Fire Service Chief Financial Officer. All applicable local and state procurement requirements must be adhered to in the use of the grant funds

Attachment: FY23 Earmark Grant - Scope of Work - SIGNED (GRANT-2023-2 : FY23 Earmark Grant)

Budget Category	Budget Amount	Describe how the planned expenditures relate to the legislative authorization
Salaries and wages of employees performing grant related work		
Equipment related to the purpose of the grant	$60,000.00	NFPA compliant SCBA equipment will be purchased to replace aged-out equipment
Ordinary maintenance or other expenditures related to the purpose of the grant		

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Appropriate supporting documentation for salary costs must also be attached, including:

1. Payroll documentation including
   a. Individual employee's name;
   b. description of the services/work performed by the employee;
   c. the relationship of the employee's work performed to the grant;
   d. the wages paid; and
   e. dates of performance
2. Signature by the city/town fiscal officer certifying that the payroll costs were directly related to the purposes of the grant and eligible for grant reimbursement.

Such documentation is usually on timesheets, rosters, time and effort reports, payroll warrants, or other official records from the community/entity.

Frequency of Reimbursements: Reimbursement requests may be submitted on a quarterly or annual basis. The final reimbursement request must be submitted no later than July 21, 2023. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2023.

Attachment: FY23 Earmark Grant - Scope of Work - SIGNED (GRANT-2023-2 : FY23 Earmark Grant)

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with any portion of the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS. Site visits or desk-based reviews will be conducted within one (1) calendar year of the end of the contracted performance period.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a "material" change in the contract. "Material" changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form.* Contract amendments may not be done retroactively and must be done prior to the grant end date.

Approved by:

Edward J Collina

City of Melrose

Edward Collina - Chief of Dept.

Print Name and Title

9/30/2022

Date

Approved by:

Department of Fire Services

Print Name and Title

Date

Attachment: FY23 Earmark Grant - Scope of Work - SIGNED (GRANT-2023-2 : FY23 Earmark Grant)

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract F Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Fo https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: City of Melrose (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME:** Department of Fire Services **MMARS Department Code:** DFS	
Legal Address: (W-9, W-4): 552 Main Street, Melrose, MA 02176		**Business Mailing Address:** P.O. Box 1025, 1 State Road, Stow, MA 01775	
Contract Manager: Chief Edward J. Collina	**Phone:** 781-979-4404	**Billing Address (if different):**	
E-Mail: ecollina@cityofmelrose.org	**Fax:** 781-662-2304	**Contract Manager:** David Clemons	**Phone:** 978-567-3179
Contractor Vendor Code: VC6000192116		**E-Mail:** David.Clemons@mass.gov	**Fax:** 978-567-3121
Vendor Code Address ID (e.g. "AD001"): AD001. **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** CT-DFS-1000- **RFR/Procurement or Other ID Number:** Legislative Exemption	

_x_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ **Statewide Contract** (OSD or an OSD-designated Department)
__ **Collective Purchase** (Attach OSD approval, scope, budget)
__ **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
__ **Emergency Contract** (Attach justification for emergency, scope, budget)
__ **Contract Employee** (Attach Employment Status Form, scope, budget)
_x_ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** to Amendment: _____, 20___.
Enter **Amendment Amount:** $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.

__ **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
__ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
__ **Contract Employee** (Attach any updates to scope or budget)
__ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): _x_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Servic

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supporte in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 60,000.00.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must iden a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 da ___% PPD. If PPD percentages are left blank, identify reason: _x_ agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial paym (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This grant is for SCBA safety and equipment improvements for the Melrose Fire Department, as specified in line item 8324-0050 of the FY2023 General Appropriations Act (Chapter 126 of the Acts of 2022). Funds a to be used in accordance with the Earmark Statement of Work only.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

_x_ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.

__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.

__ 3. were incurred as of _____, 20___, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract ar attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of **June 30, 2023,** with no new obligations being incurred after this date unless the Contract is properly amend provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing a negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any requir approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certificatic required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentati upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by referer herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Fo Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response onl made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effect Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: Edward J. Collina, Date: 9/30/22
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: Edward J. Collina
Print Title: Chief of Dept. - Fire

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: [signature], Date: 10/12/22
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: David Clemons
Print Title: Director of Operations

Attachment: FY23 Earmark Grant - Fully Executed Agreement (GRANT-2023-2 : FY23 Earmark Grant)

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME : City of Melrose
CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192116

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: ***Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.***

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Paul Brodeur	City Mayor
Edward Colina	Chief of Dept. - Fire
Stephanie Ciampi	Assistant Treasurer

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date: 10/4/2022

Title: City Mayor Telephone: 781-979-4442

Fax: 781-662-2182 Email: pbrodeur@cityofmelrose.org

[Listing can not be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Attachment: FY23 Earmark Grant - Fully Executed Agreement (GRANT-2023-2 : FY23 Earmark Grant)

Form **W-9** (Massachusetts Substitute W-9 Form) Rev. March 2020	**Request for Taxpayer Identification Number and Certification**	Completed form should be given to the requesting department or the department you are currently doing business with.

Company/Taxpayer Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.
City of Melrose

DBA Name if different from above:

Check the appropriate box: ☐ Individual/Sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation
☐ Partnership ☐ Trust/ Estate ☑ Other Municipality

Legal Address: number, street, and apt. or suite no.	City:	State:	Zip code:
562 Main Street	Melrose	MA	02176
Remittance Address: if different from legal address number, street, apt. or suite no.	City:	State:	Zip code:

Phone:	Fax:	Email address:
781-979-4404	781-662-2304	firestation@cityofmelrose.org

Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instruction on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Company/Taxpayer Tax Identification Number (9 digits EIN or SSN) Vendors: Dunn and Bradstreet Universal Numbering System (DUNS) All vendors that receive federal grant funds must submit their DUNS number. Please confirm with the state agency if this is required.	EIN:	SSN:	DUNS:
	04-6001401		

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Services (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am an U.S. person (including an U.S. resident alien).
4. I am currently a Commonwealth of Massachusetts's state employee: (check one): No ☐ Yes ☐ If yes, in compliance with the State Ethics Commission requirements. Certification Instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply.

Sign Here	Authorized Signature ► Stephanie Ciampi	Date ► 9/30/22
	Printed Name ► Stephanie Ciampi	

Attachment: FY23 Earmark Grant - Fully Executed Agreement (GRANT-2023-2 : FY23 Earmark Grant)

Department of Fire Services and the City of Melrose
Grant Agreement Scope of Work and Budget

Authorization: The authorization for this grant to the **City of Melrose** is the purchase of SCBA equipment for the Melrose Fire Department, per the legislative mandate as specified in line item 8324-0050 of the FY2023 General Appropriations Act (chapter 126 of the Acts of 2022), which reads "*...provided further, that not less than $60,000 shall be expended for the city of Melrose for a fire breathing apparatus, SCBA, for the purposes of safety and equipment improvements within the Melrose fire department;*".

Grant Project Description: The Melrose Fire Department will use the $60,000 to purchase new Self-Contained Breathing Apparatus (SCBA) equipment (air packs, cylinders, and face pieces). The Department's current SCBA equipment is aged-out and no longer covered by warranty. In order to stay NFPA compliant, it is imperative that our Department replaces the current aged-out equipment.

Grant Manager: The MA Department of Fire Services and the **City of Melrose** will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in force. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the **City of Melrose** to ensure successful completion of the grant, will consult with the **City of Melrose** to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The **City of Melrose** grant manager will serve as the interface between the MA Department of Fire Services and all **City of Melrose** personnel participating in this engagement, will develop and maintain the Scope of Work and Budget in consultation with the MA of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The **City of Melrose** grant manager is Edward J. Collina who can be reached at 576 Main Street, Melrose, MA 02176, Tel #: 781-979-4404, E-mail: ecollina@cityofmelrose.org. MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant without prior written authorization from the MA Department of Fire Service Chief Financial Officer. All applicable local and state procurement requirements must be adhered to in the use of the grant funds

Attachment: FY23 Earmark Grant - Fully Executed Agreement (GRANT-2023-2 : FY23 Earmark Grant)

Budget Category	Budget Amount	Describe how the planned expenditures relate to t legislative authorization
Salaries and wages of employees performing grant related work		
Equipment related to the purpose of the grant	$60,000.00	NFPA compliant SCBA equipment will be purchased replace aged-out equipment
Ordinary maintenance or other expenditures related to the purpose of the grant		

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Appropriate supporting documentation for salary costs must also be attached, including:

1. Payroll documentation including
   a. Individual employee's name;
   b. description of the services/work performed by the employee;
   c. the relationship of the employee's work performed to the grant;
   d. the wages paid; and
   e. dates of performance
2. Signature by the city/town fiscal officer certifying that the payroll costs were directly related to the purposes of the grant and eligible for grant reimbursement.

Such documentation is usually on timesheets, rosters, time and effort reports, payroll warrants, or other official records from the community/entity.

Frequency of Reimbursements: Reimbursement requests may be submitted on a quarterly or annual basis. The final reimbursement request must be submitted no later than July 21, 2023. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2023.

Attachment: FY23 Earmark Grant - Fully Executed Agreement (GRANT-2023-2 : FY23 Earmark Grant)

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with any portion of the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS. Site visits or desk-based reviews will be conducted within one (1) calendar year of the end of the contracted performance period.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a "material" change in the contract. "Material" changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form.* Contract amendments may not be done retroactively and must be done prior to the grant end date.

Approved by:

Edward J Collina

City of Melrose

Edward Collina - Chief of Dept

Print Name and Title

9/30/2022

Date

Approved by:

Department of Fire Services

David Clemons, Director of Operations

Print Name and Title

10/12/22

Date

Attachment: FY23 Earmark Grant - Fully Executed Agreement (GRANT-2023-2 : FY23 Earmark Grant)

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

To: City of Melrose – City Council
From: Chief Edward J. Collina
Date: December 16, 2022
RE: FY23 Earmark Grant

The City of Melrose Fire Department has been awarded $60,000 in funding from The Department of Fire Services.

These funds will be used to purchase Self-Contained Breathing Apparatus (SCBA) equipment for the purpose of safety and equipment improvements within the Fire Department, such as air packs, cylinders, and face pieces.

SCBA are used to protect members against oxygen deficiency, gases, irritants, chemicals, and carcinogens, just to name a few, as there are over 200 known chemicals found in smoke on a fireground. This equipment is essential for allowing fire fighters to operate in hostile fireground environments.

The Fire Department's current SCBA equipment is aged-out and no longer covered by warranty. In order to stay in compliance with the National Fire Protection Association (NFPA), it is imperative that we purchase and replace the current aged-out equipment to keep our department members safe.

Respectfully,

Edward J. Collina
Chief of Dept.

Attachment: FY23 Earmark Grant - City Council Letter (GRANT-2023-2 : FY23 Earmark Grant)

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: December 16, 2022

Re: **Loan Order – Infiltration/Inflow Removal projects**

ORDERED: That the City appropriates $1,330,000 to pay costs of designing and constructing sewer system improvements to address inflow and infiltration in the City's sewer system, including the payment of 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(1) or Section 8(14) 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 Water Resources Authority (the "MWRA") through the MWRA's Sewer System I/I Local Financial Assistance Program and, in onnection therewith, to enter into a loan agreement and/or financial assistance agreement with the MWRA and otherwise to contract with the MWRA with respect to such loan and for any grants or aid available for the project or for the financing thereof; that the Mayor is authorized to accept and expend any grants or aid available for the project or for the financing thereof, provided that the amount of the authorized borrowing for the project shall be reduced by the amount of any such grants or aid received; and that the Mayor is authorized to take any other action necessary to carry out this project.

Pursuant to Section 56-14 of the City Ordinances, attached is 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 payment schedule attached assumes a 10-year borrowing term on 25% of $1,330,000, an interest rate assumption of 0% over the life of the borrowing, and a level debt service payment schedule. The debt service on these bonds will be paid from the Sewer Enterprise Fund and will not have an impact on the enterprise fund rates."

FINANCIAL IMPACT: See attached

Attachment: Order memo from Treasurer (APP-2023-11 : MWRA LFAP I/I Loan/Grant)

MWRA Sewer System I/I Local Financial Assistance Program
75% grant and 25% 10 year 0% interest loan
$ 1,330,000.00

Debt Schedule

	Principal	Interest
7/15/2024	$ 33,250.00	0
7/15/2025	$ 33,250.00	0
7/15/2026	$ 33,250.00	0
7/15/2027	$ 33,250.00	0
7/15/2028	$ 33,250.00	0
7/15/2029	$ 33,250.00	0
7/15/2030	$ 33,250.00	0
7/15/2031	$ 33,250.00	0
7/15/2032	$ 33,250.00	0
7/15/2033	$ 33,250.00	0
	$ 332,500.00	$ -

Attachment: Order memo from Treasurer (APP-2023-11 : MWRA LFAP I/I Loan/Grant)

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

CITY OF MELROSE

Vonnie Reis, P.E.
City Engineer

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

MEMORANDUM

To: Melrose City Council

From: Vonnie Reis, City Engineer

cc: Mayor Paul Brodeur
Elena Proakis Ellis, Director of Public Works
Patrick Dello Russo, City Auditor & CFO
Kathryn Armada, Treasurer Collector
James Troup, Assistant Director of DPW Finance and Administration

Date: December 19, 2022

Re: Request to Authorize MWRA I/I Program Funding – Phase 14

The MWRA Sewer System I/I Local Financial Assistance Program (LFAP) has approved assistance to the City of Melrose in the amount of **$1,330,000** under Phase 14 of the program. Under this program, the funding is distributed as 75% grant and 25% zero interest loan. The MWRA Sewer System I/I Local Financial Assistance Program assists MWRA communities with the rehabilitation and replacement of existing sewer lines, manholes and services to reduce the inflow and infiltration of ground water and rain water. The program goals are to reduce the inflow and infiltration of water into the City sewer system, therefore reducing the City's sewer discharge assessment rate, mitigating sewer surcharges and overflows during heavy rain events, and minimizing the seepage of sewage into the ground.

Phase 14 funding will be used to continue work on a Sewer System Evaluation Study (SSES) program aimed at reducing inflow and infiltration (I/I) within the Melrose sewer collection system. Under previous MWRA funding phases, the SSES included metering, flow isolation, smoke testing, and CCTV to identify and quantify sources of I/I in the sewer system. Funding under previous phases was also used to rehabilitate pipes using cured-in-place-pipe (CIPP) lining and replacement of leaking manhole covers. Phase 14 funds will be used for a pipeline rehabilitation project that will employ both trenchless CIPP and open cut methods to remove I/I from the system. Phase 14 funds will also be used to conduct building inspections to identify and address private inflow sources with illegal connections to the sewer system.

Water and sewer debts scheduled to be retired in FY24 and FY25 will coincide with the borrowing under this program. Therefore, the impact of the 0% interest loan ($332,500) to be repaid over 10 years will not have an impact on the water and sewer rates.

A positive vote is required before the DPW can apply for and access the grant funds and interest-free loan from MWRA.

Attachment: MWRA Ph 14 request to City Council 121922 (APP-2023-11 : MWRA LFAP I/I Loan/Grant)

Ghobrial, Andrew

From: Fleischman, Margot
Sent: Monday, December 5, 2022 3:57 PM
To: City Council
Cc: *Mayor Brodeur; Dello Russo, Patrick
Subject: Materials for December 8 A&O meeting
Attachments: ARPA Update to City Council December 2022.pdf; ARPA Update Slides December 8, 2022.pdf; Finance Report to the City Council Slides December 8 2022.pdf; FY22 Free Cash update.pdf; 10 year General Fund Debt Plan.pdf; ARPA Approvals by Dept to date 10.18.22.pdf

Good afternoon Councilors,
Please find attached the following presentation materials and memos provided in advance of the A&O meeting this Thursday, December 8:

- **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update
  - **ARPA Update memo and slide presentation; ARPA approvals spreadsheet**
- **INFO-2023-11:** Update on the Status of the City of Melrose's Finances
  - **Finance Report slide presentation and 10-year General Fund Debt Plan**
- **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose
  - **Free Cash update memo**

As always, should you have any questions, please do not hesitate to reach out.
Best,
Margot

Margot Fleischman
(She/Her/Hers)
Chief of Staff
& Director of Strategic Initiatives and Communications
Office of Mayor Paul Brodeur
Melrose City Hall
562 Main St
Melrose, MA 02176
(781) 979-4440

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on use of American Rescue Plan (ARPA) funds
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a further update on the use of Melrose's ARPA funds, including funds that have been spent or committed for specific projects. As you know, the City of Melrose has received total of $8,374,174 in federal ARPA grant dollars. All ARPA grant funds must be spent or encumbered by December 31, 2024.

Approved ARPA projects

Since the last update to the Council, the following ARPA projects have been approved by the Mayor and CFO Patrick Dello Russo. Together with projects previously approved, this represents $7.3 million investments in COVID-19 response, critical infrastructure, and organizational capacity.

• Schools Asbestos Abatement	$90,000
• Community Conversations Initiative	$25,000
• COVID-19 Sanitization-Custodial	$65,000
• COVID-19 Disinfection (Schools)	$128,000
• Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	$40,000
• HVAC Study and Implementation of A/C addition at MVMMS	$1,050,000
• Tremont Fire House Update	$151,205
• ARPA - Administration	$4,500
• Addressing Food Insecurity	$75,000
• Small Business/Non-Profits/Cultural Sector Support	$150,000
• Police Department Vehicles	$256,000
• Fire Department Vehicles	$120,000
• Replacement Vehicle to Deliver Services (DPW)	$23,000
• School Department Closing FY22 Budget	$774,697
• Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	$26,000

A complete list of all ARPA project approvals is attached to this memo and is also available on the City of Melrose webpage at: **www.cityofmelrose.org/mayor/pages/ARPA**

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

Budgetary Adjustments

As part of our regular tracking of ARPA project expenditures, Assistant Auditor Kerri Golden and I have periodically reviewed approved projects and, in consultation with the relevant department heads, have made budgetary adjustments as appropriate.

In cases where the amount originally budgeted exceeded what was necessary, those excess funds have been released back to available ARPA funds to be used for another project subject to the Mayor's review and approval. All budget adjustments have been reflected in the budget documents provided to the Council and posted on the City of Melrose website. The following projects have been adjusted since our last update to the Council:

	Original	Revised
• Social Services Coordinator	$213,847	$200,330
• Economic Recovery Director	$417,000	290,000
• At-Home COVID tests	$30,000	$1,824

ARPA expenditures to-date

As of November 30, 2022, the City has expended $3,189,685 of our ARPA allocation and has encumbered a further $392,804.

Temporary moratorium on new ARPA allocations

Given the current financial uncertainty, including the potential impact of rising inflationary pressure on both labor and material costs, as well as the School Department structural deficit, the Mayor has chosen to reserve the remaining $1.05 million in order to provide for maximum flexibility in the year ahead. However, it remains a high priority for the City to spend or allocate all ARPA funds by the December 2024 deadline.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

ARPA Update

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

ARPA Basics

- Federal grant to the City in the amount of $8,374,174 – based primarily on population.
- All funds must be spent or encumbered by December 31, 2024.
- Administered by the Mayor in consultation with CFO and staff taskforce.
- Advised by consultants from the accounting firm of Clifton Larson Allen, LLP.
- Audited as part of the City's annual single audit and subject to future federal audit.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Members of the Mayor's ARPA Staff Taskforce

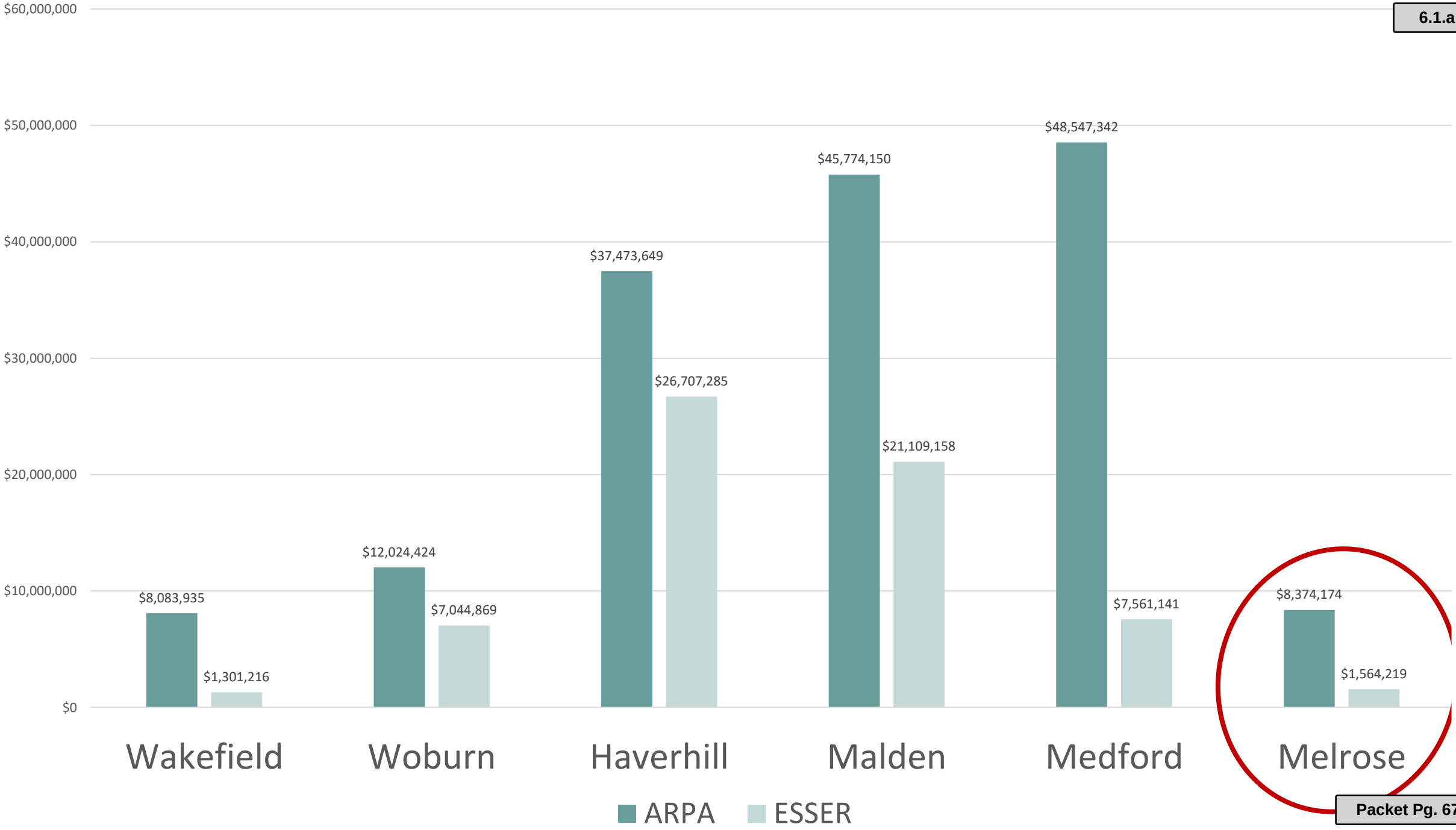
- Patrick Dello Russo (CFO)
- Kathryn Armata (Treasurer/Collector)
- Kerri Golden (Auditor's Office)
- Denise Gaffey (OPCD)
- Chief Ed Collina (Fire)
- Chief Mike Lyle (Police)
- Allan Alpert (Emergency Management)
- Margot Fleischman (Mayor's Office)
- Neal Ellis (IT)
- Elena Proakis Ellis (DPW)
- Jim Troup (DPW)
- Jay McNeil (DPW)
- Anthony Chui (HHS)
- Leia Secor (School Finance Dept)

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Federal Relief Aid Regional Comparisons

Community	Population	ARPA	ARPA per capita	ESSER	ESSER per student
Wakefield	27,045	$8,083,935	$299	$1,301,216	$392
Woburn	40,228	$12,024,424	$299	$7,044,869	$1,640
Haverhill	64,014	$37,473,649	$585	$26,707,285	$3,451
Malden	60,470	$45,774,150	$757	$21,109,158	$3,460
Medford	57,341	$48,547,342	$847	$7,561,141	$1,879
Melrose	**28,016**	**$8,374,174**	**$299**	**$1,564,219**	**$417**

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Mayor’s Priorities

- Identifying the areas of greatest need and relevance for Melrose’s economic and public heath recovery, including mental health and wellness
- Making much needed investments in City infrastructure
- Maintaining financial stability

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

ARPA Approvals To-Date

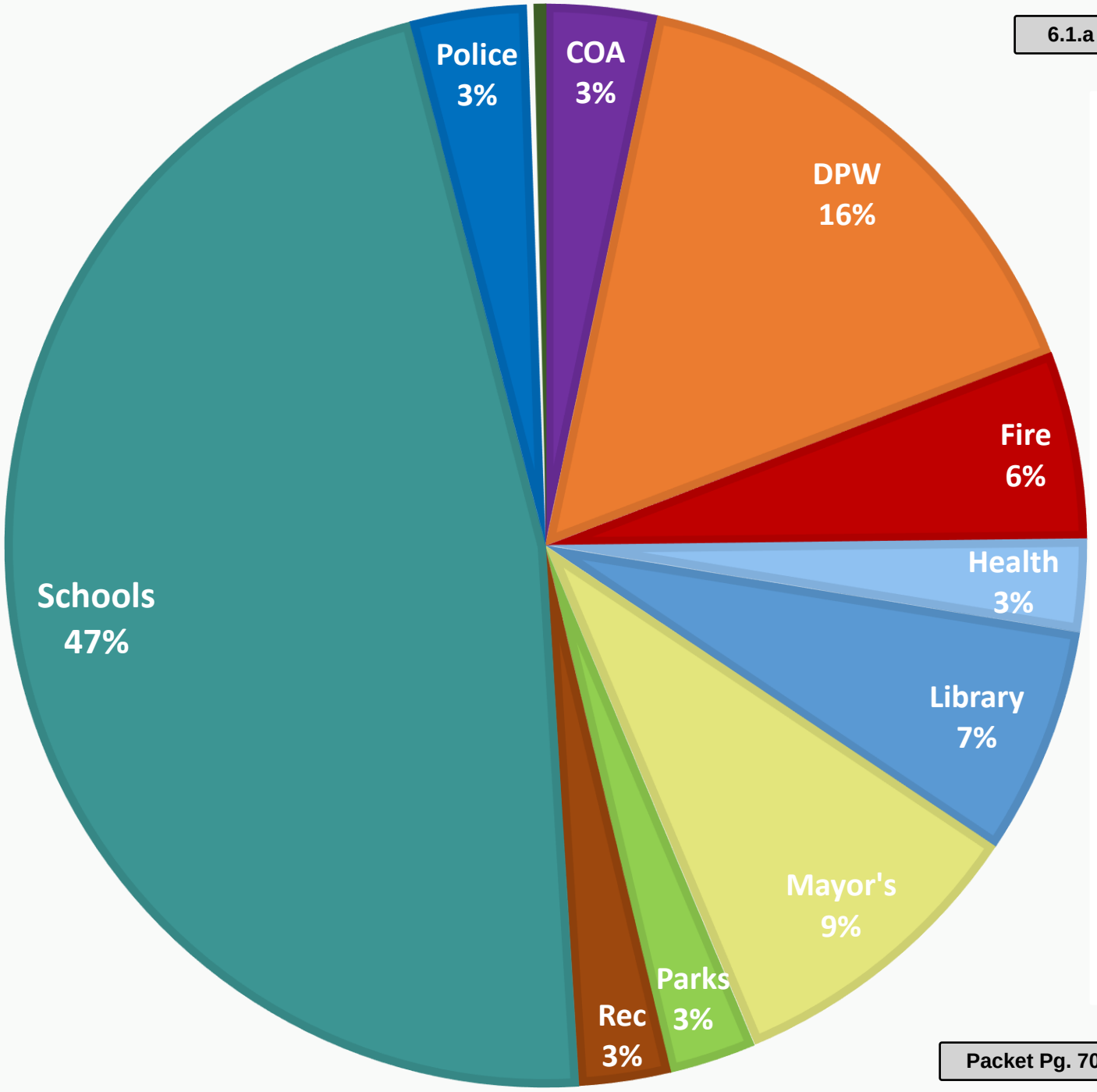
34 projects from 12 departments

$7.3M allocated

$1.05M unallocated

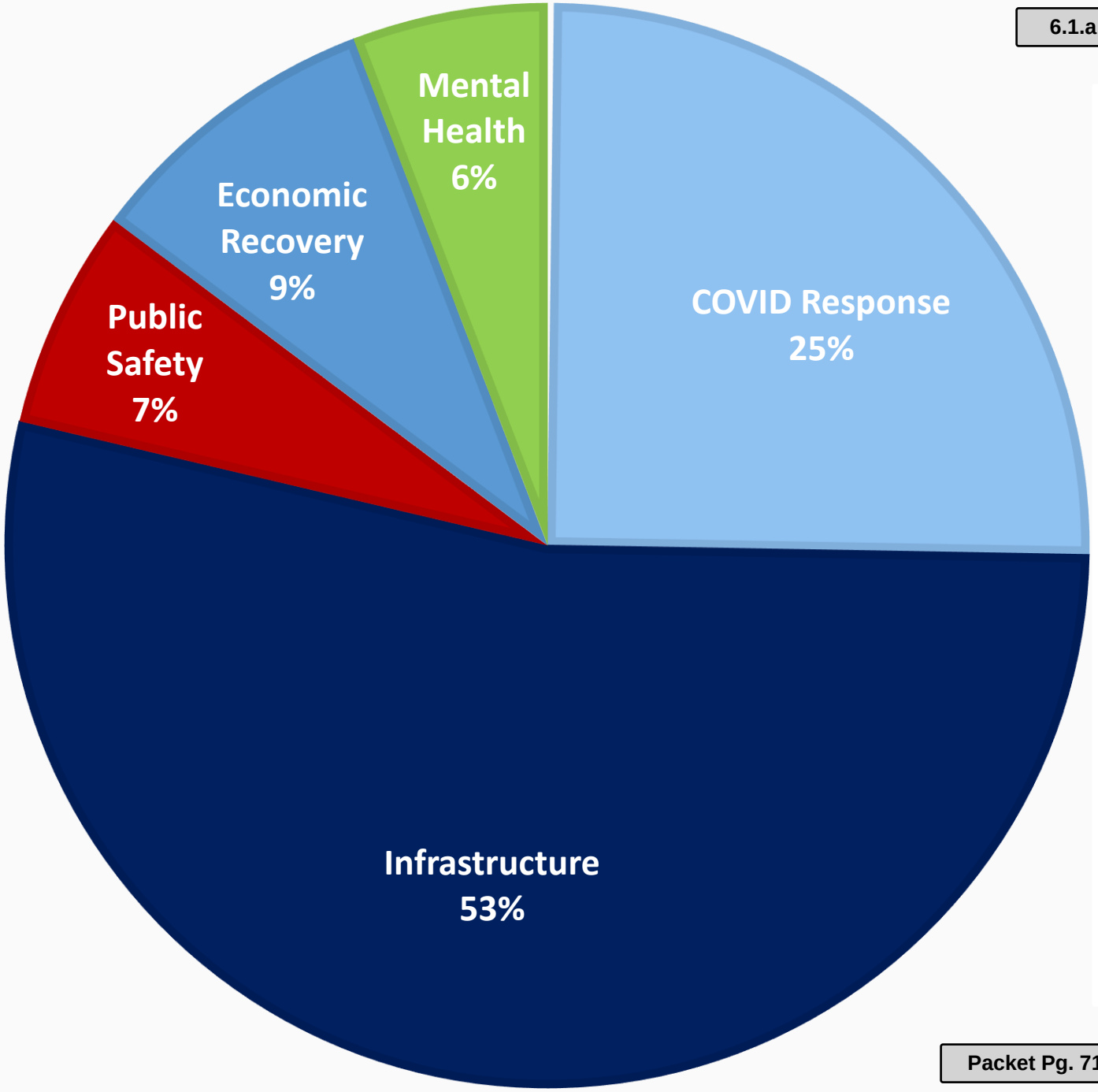
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

ARPA Allocations By Department



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

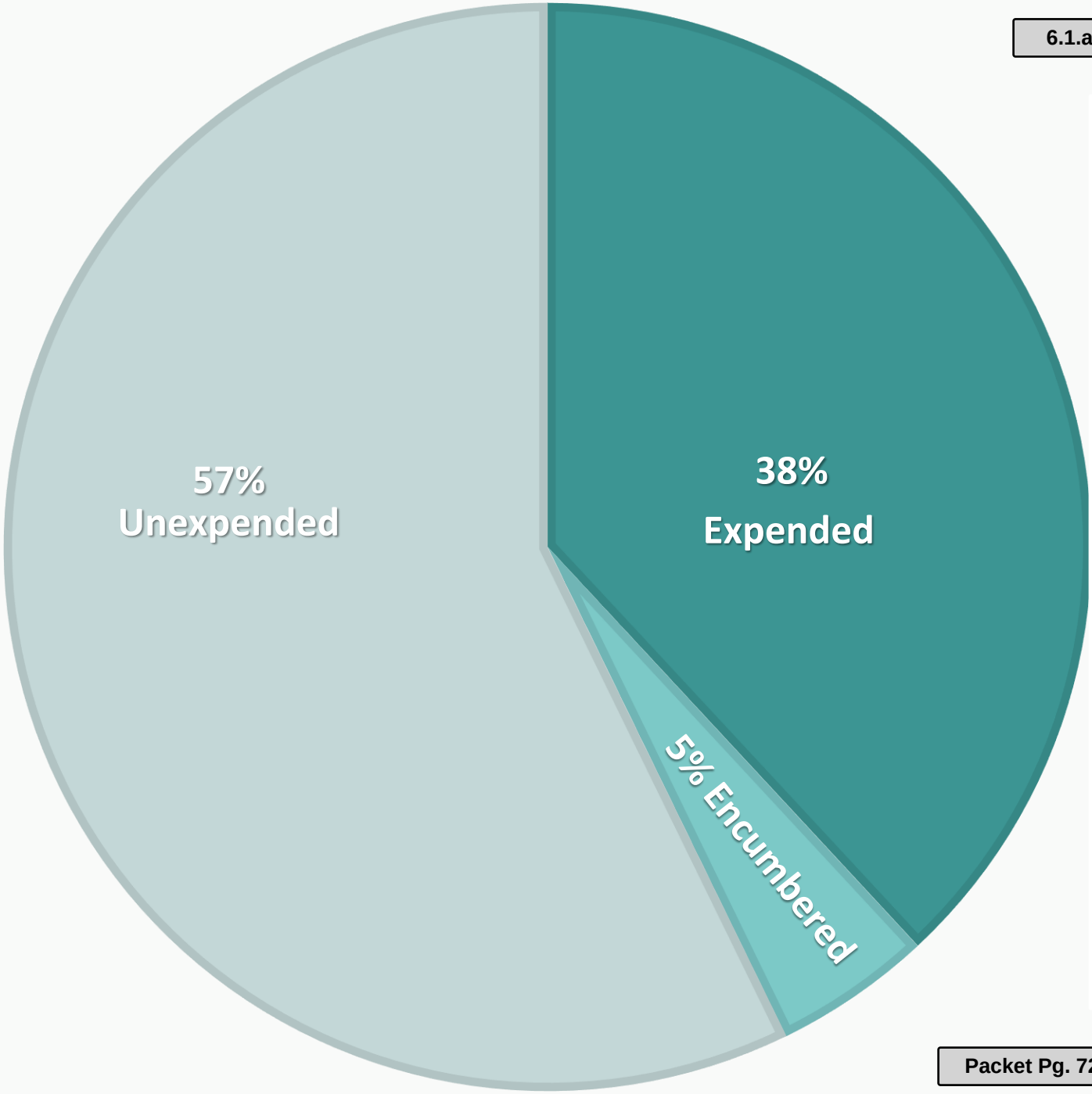
ARPA Allocations By Type



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

ARPA Expenditures To-Date:

43% Expended or Encumbered



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

$3.4 million ARPA funds invested in Melrose Public Schools

Schools Revenue Loss Replacement	$	802,000.00
COVID-19 Disinfection/Custodial Needs	$	128,000.00
HVAC Study and Implementation of A/C at MVMMS	$	1,050,000.00
Schools Asbestos Abatement	$	90,000.00
School Department Closing FY22 Budget	$	774,697.00
High School and Middle School Complex Elevators	$	594,000.00

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Thank you!

www.cityofmelrose.org/mayor/pages/ARPA

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Financial Update

MELROSE CITY COUNCIL APPROPRIATIONS & OVERSIGHT COMMITTEE MEETING

DECEMBER 8, 2022

Patrick Dello Russo

CFO and City Auditor

Kathryn Armata

Treasurer/Collector

Sarah MacLellan

Chief Assessor

Kerriann Golden

Assistant Auditor

City of Melrose Finance Team

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

What we will cover tonight:

- Budget Snapshot
- Impact of Proposition 2 ½
- New Growth & Free Cash
- Impact of School Department deficit
- Tax Levy Limit
- Capital Needs
- Debt Model

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Some terms and what they mean:

Tax Levy – The revenue a community can raise through rea personal property taxes.

Prop. 2 ½ – A Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes.

Tax Levy Limit – The maximum amount a community is allowed to raise through property taxes in a given year, based on 2.5% growth of the prior year's Levy Limit plus new growth.

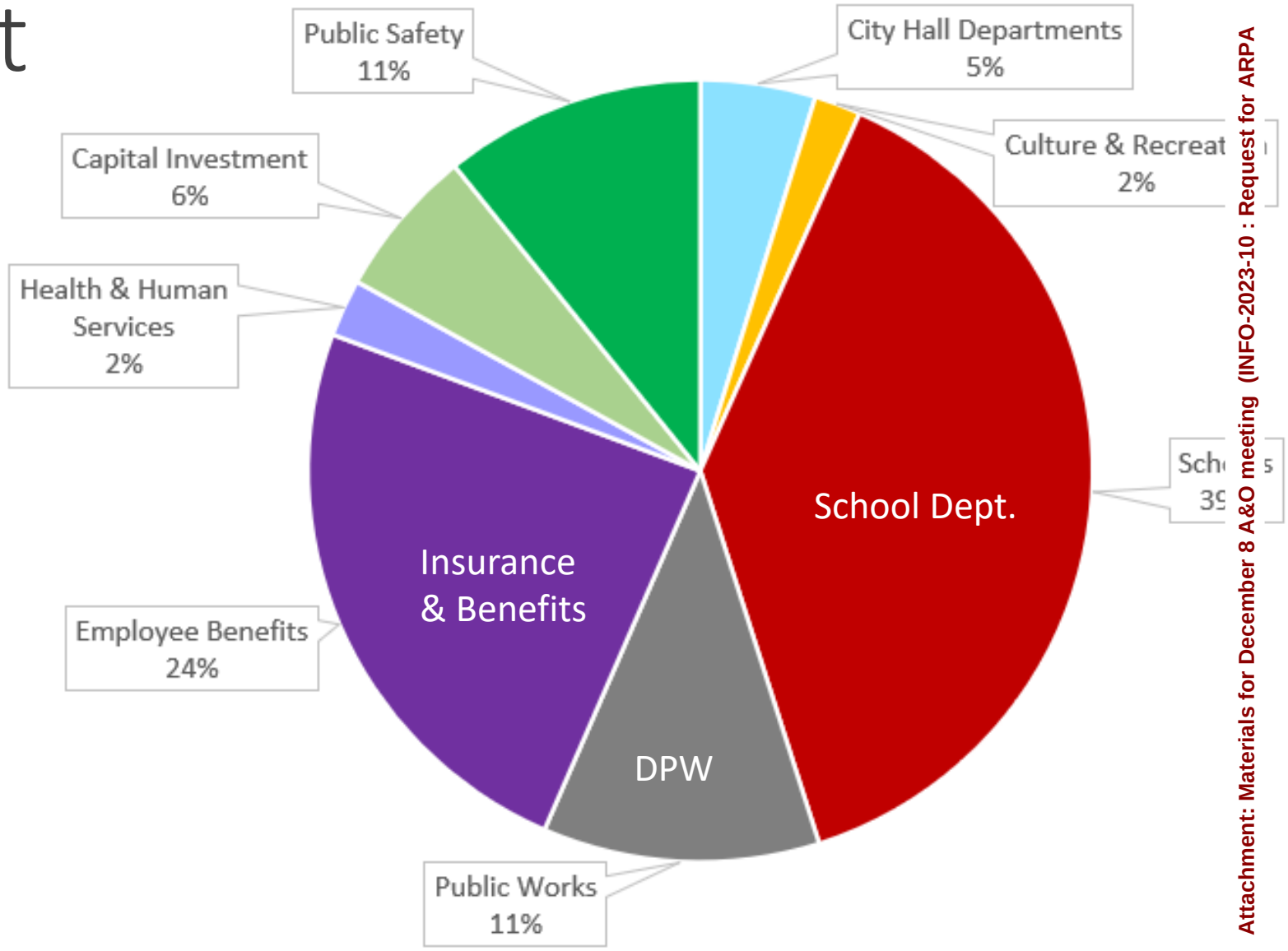
New Growth – The increased value of new development and other growth in the tax base that is not the result of revaluation. A portion of this value is applied to the levy limit.

Override – A permanent increase in the Levy Limit of a community above the allowable 2.5% growth. Requires a majority vote at the ballot.

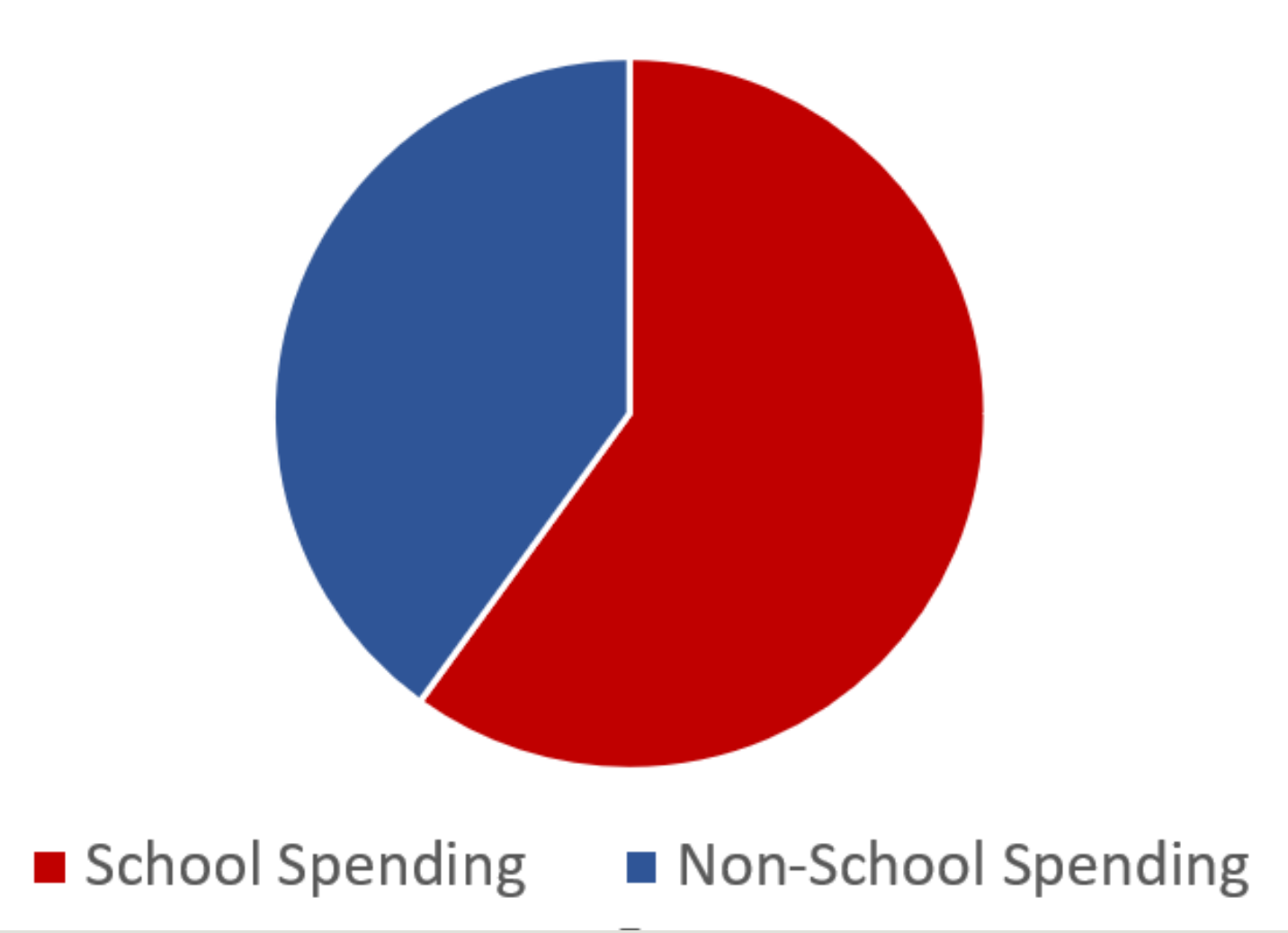
Free Cash – Funds certified annually by the state that come from municipal revenues being greater than expected and/or expenses being less than budgeted.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Budget Snapshot



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA



School spending includes costs carried within City budgets:

- Facilities Division of DPW supporting the Schools
- Insurance and Benefits for School Employees
- Debt service for School facilities

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

How does Prop. 2 ½ affect our finances?

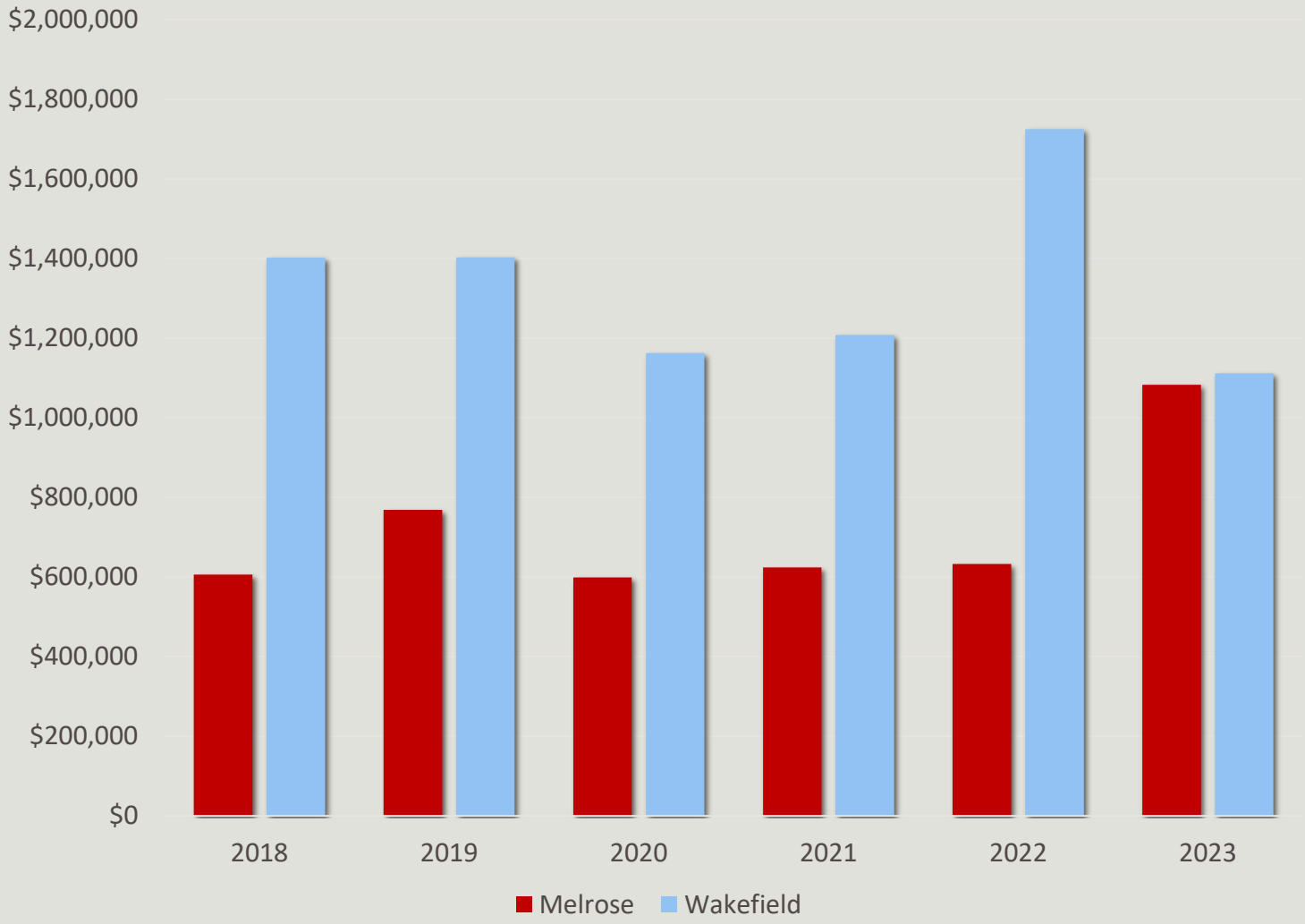
We can only increase our tax revenue by 2.5% of last year's Levy Limit + New Growth

We tax to the Levy Limit so we cannot increase taxes beyond that without an override

Annual operating budget increases must fit within next year's Levy Limit

The majority of year-over-year budget increases are non-discretionary costs

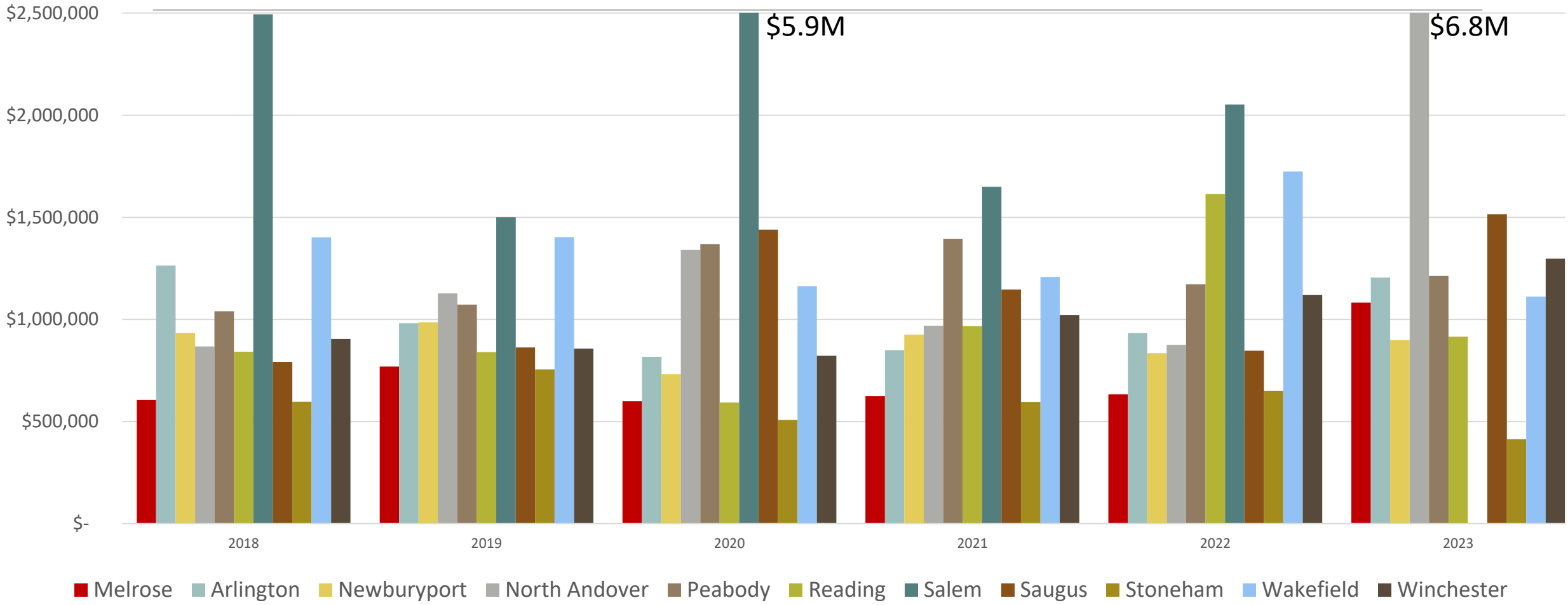
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA



New Growth Comparison to Wakefield

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

10 Community New Growth Comparison



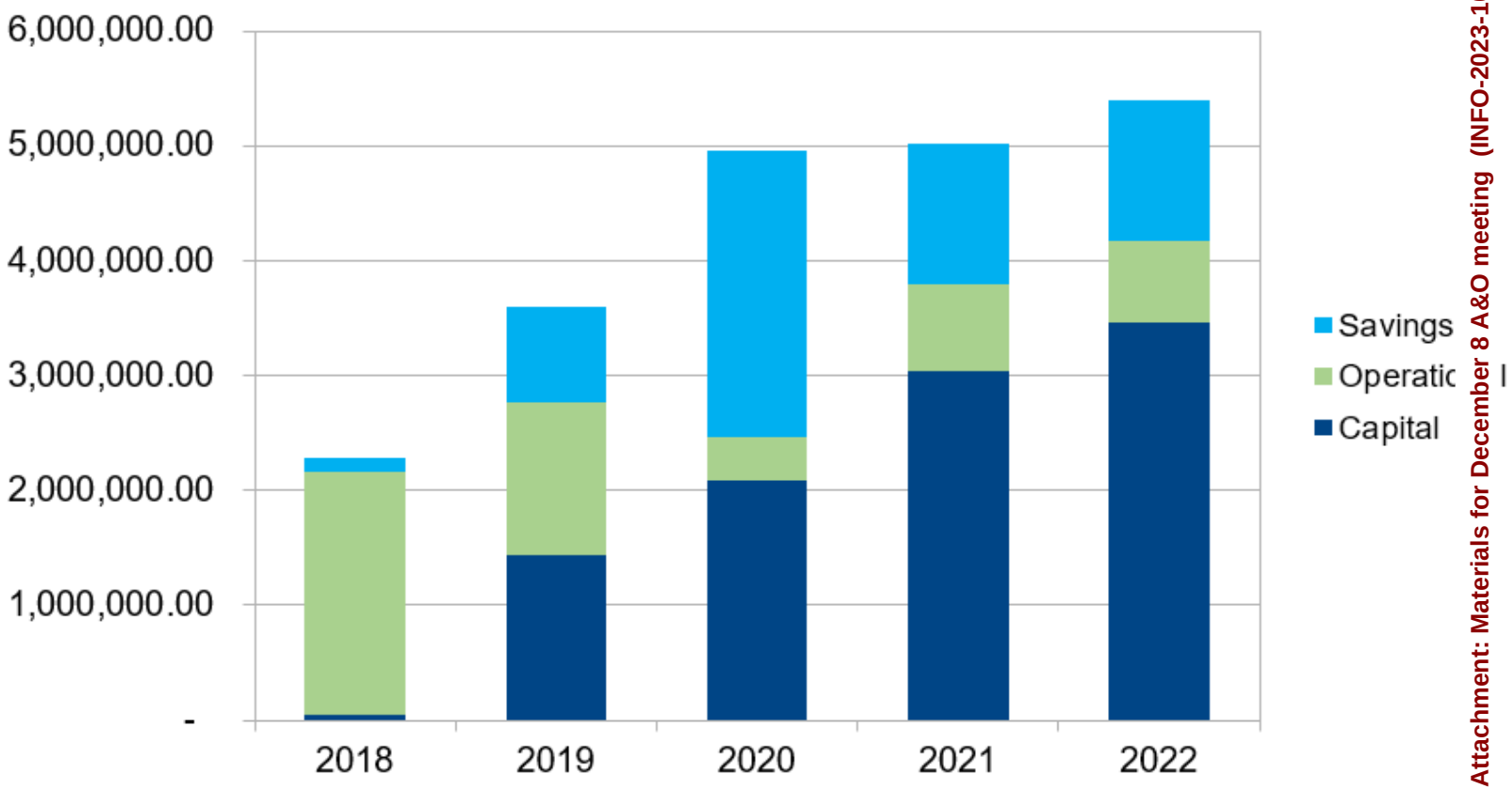
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Melrose Free Cash – past 5 years

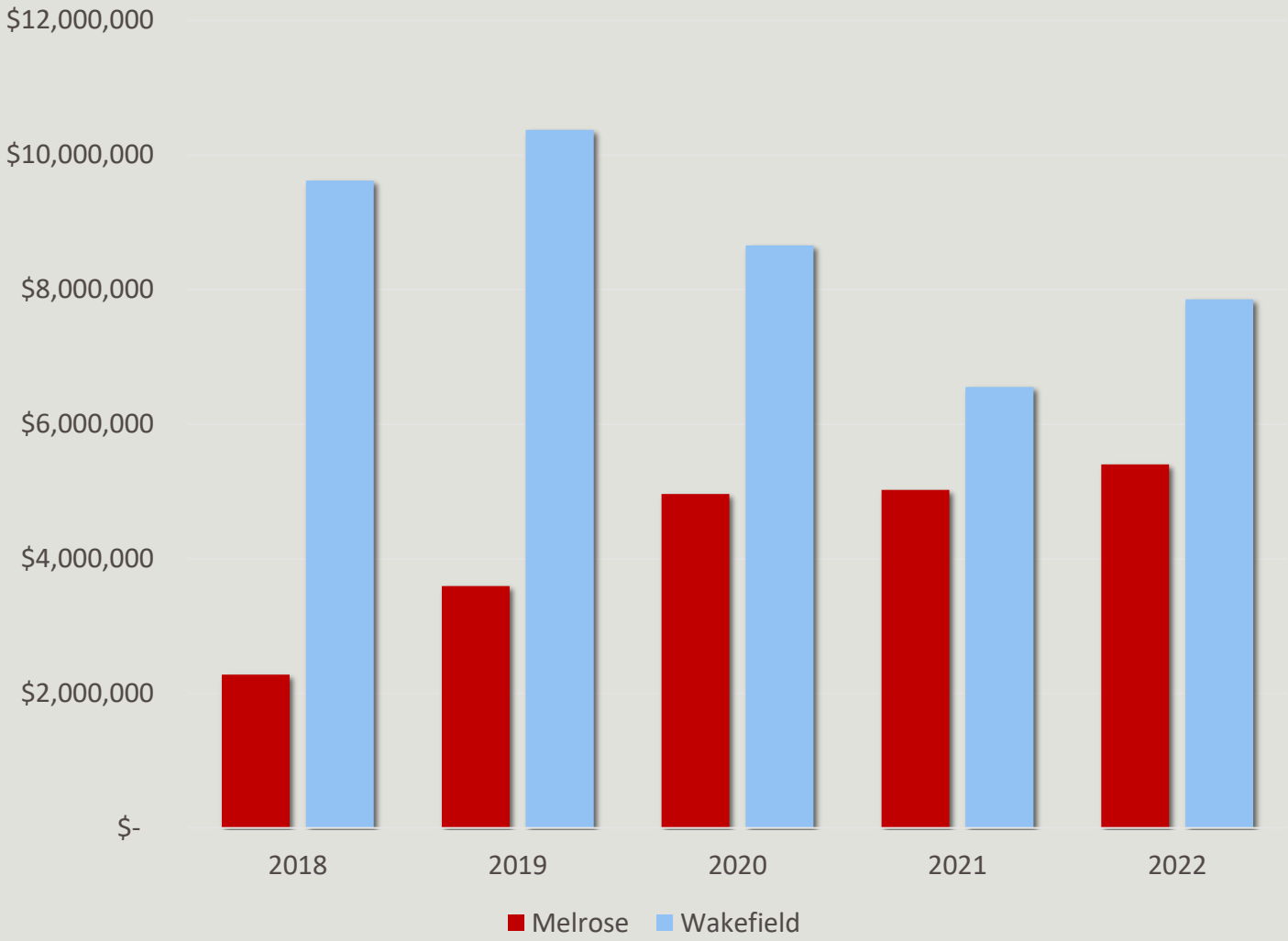
SAVINGS: stabilization funds, affordable housing trust

OPERATIONAL: snow/ice, software, trainings, etc.

CAPITAL: buildings, vehicles, playgrounds, trees, equipment, etc.



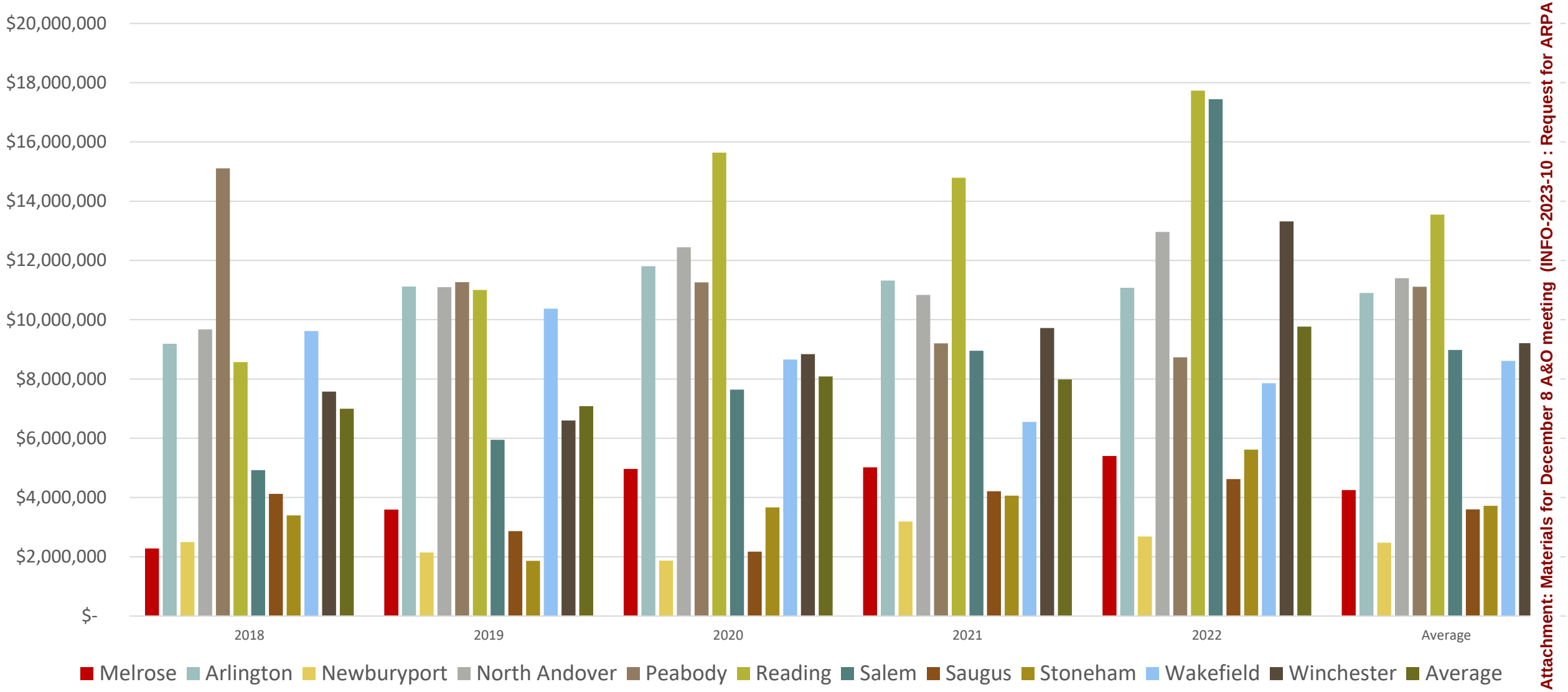
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA



Free Cash Comparison to Wakefield

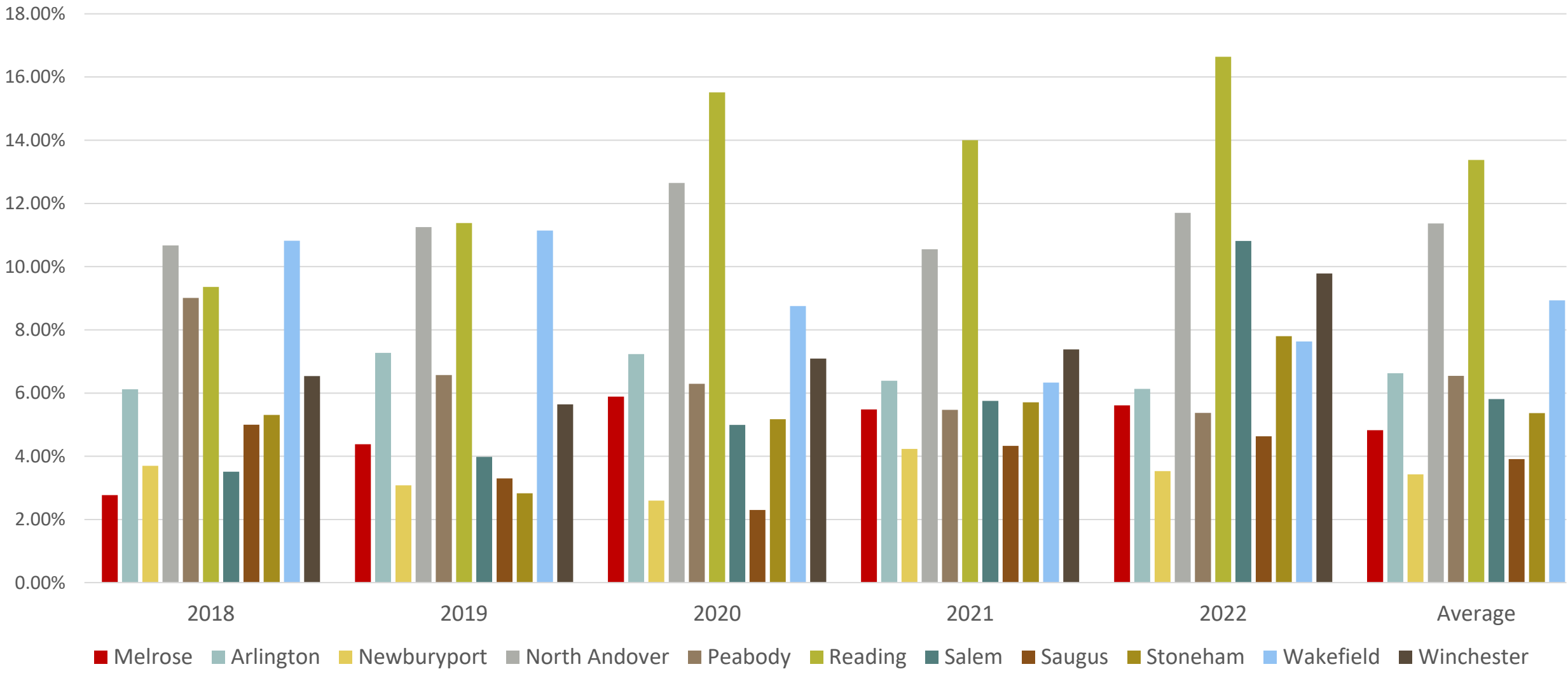
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

5 Year Free Cash Comparison ($)



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

5 Year Free Cash Comparison (%)



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

FY22 School Department Deficit

Major Cost Overrun Drivers, according to CLA Consultants:

- $2.1 million of Special Ed cost overruns
  - $700K – Transportation
  - $1.48 million – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting COVID-19 and the district had to provide coverage.

FY22 deficit closed using federal education relief and ARPA funds

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

School Department structural deficit expected to continue

Potential funding sources:

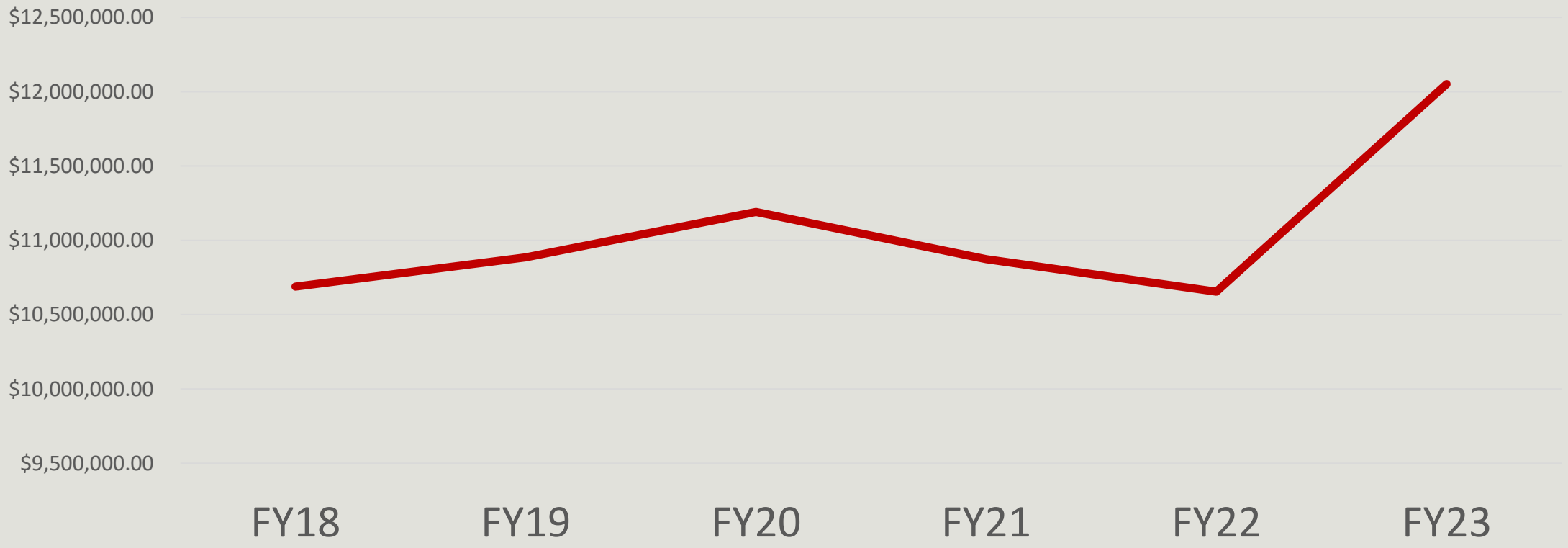
- Free Cash
- Contract Stabilization Fund/Special Education Stabilization Fund
- ARPA
- Other funding sources if available

Potential increased revenue sources:

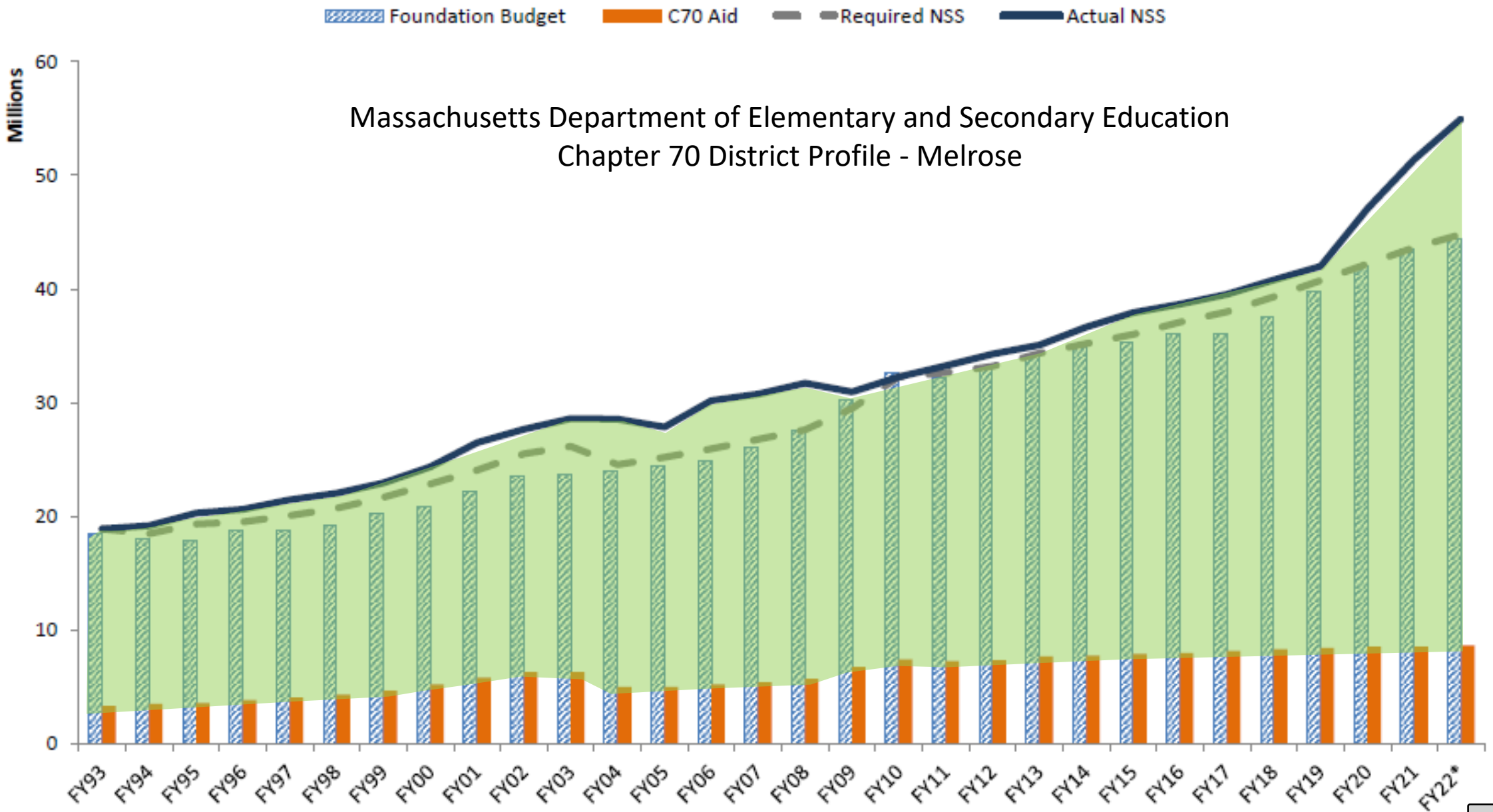
- State aid (Student Opportunity Act)
- Comprehensive fee study
- Continued re-development to support new growth

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Net State Aid



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

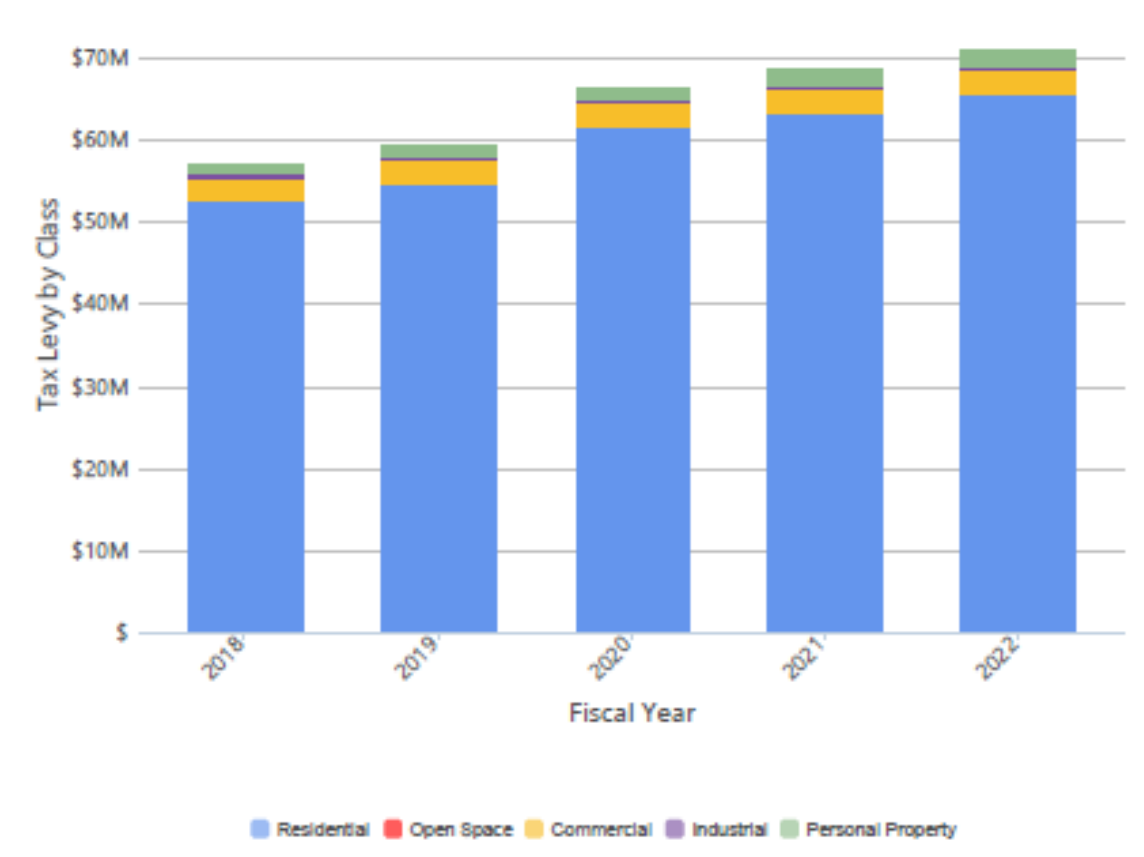


Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Fiscal Year	Levy Limit w/o Debt & Capital Exclusions	Maximum Levy Limit	Total Tax Levy	Excess Levy Capacity	Excess as a % of Maximum Levy
2019	$57,521,943	$59,397,799	$59,375,238	$22,560	0.04%
2020	$64,738,724	$66,629,218	$66,627,306	$1,911	0.00%
2021	$66,981,117	$68,878,709	$68,877,944	$765	0.00%
2022	$69,288,556	$71,196,790	$71,171,656	$25,134	0.04%

We continue to tax to the maximum allowed by law

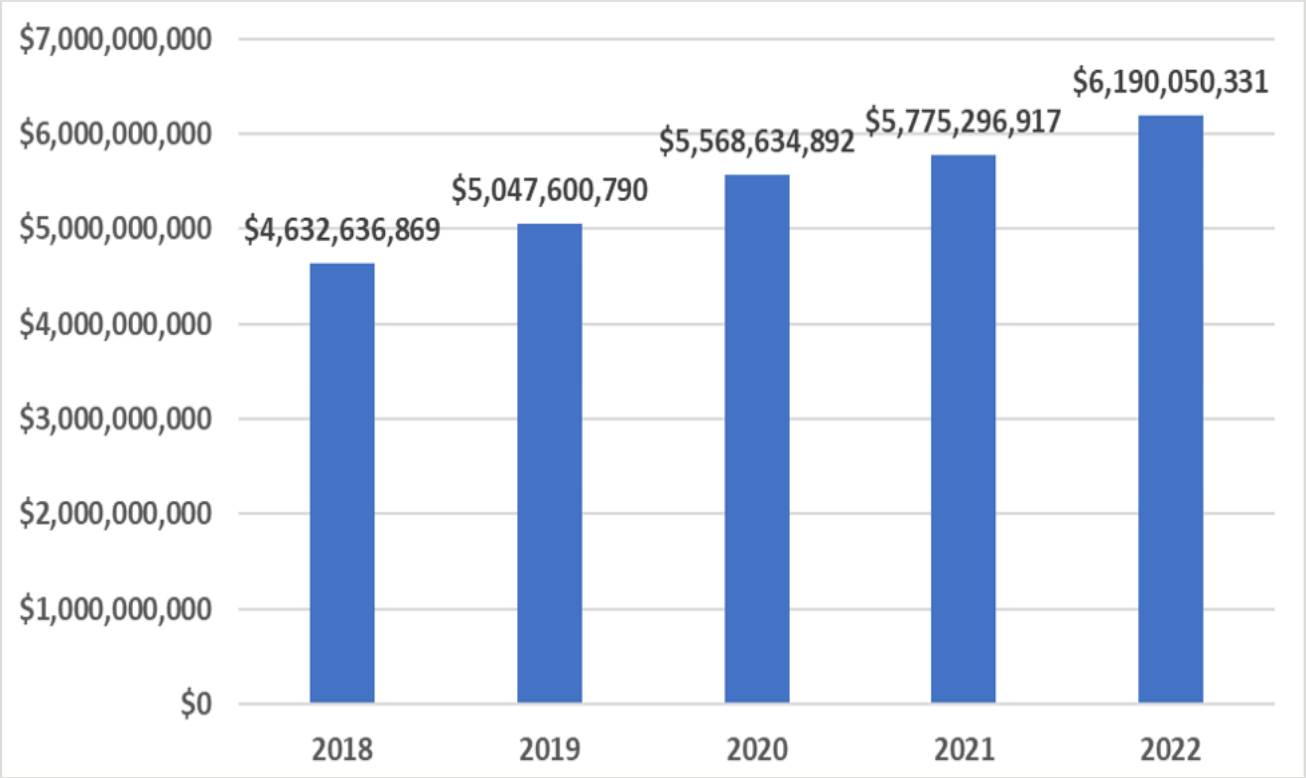
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA



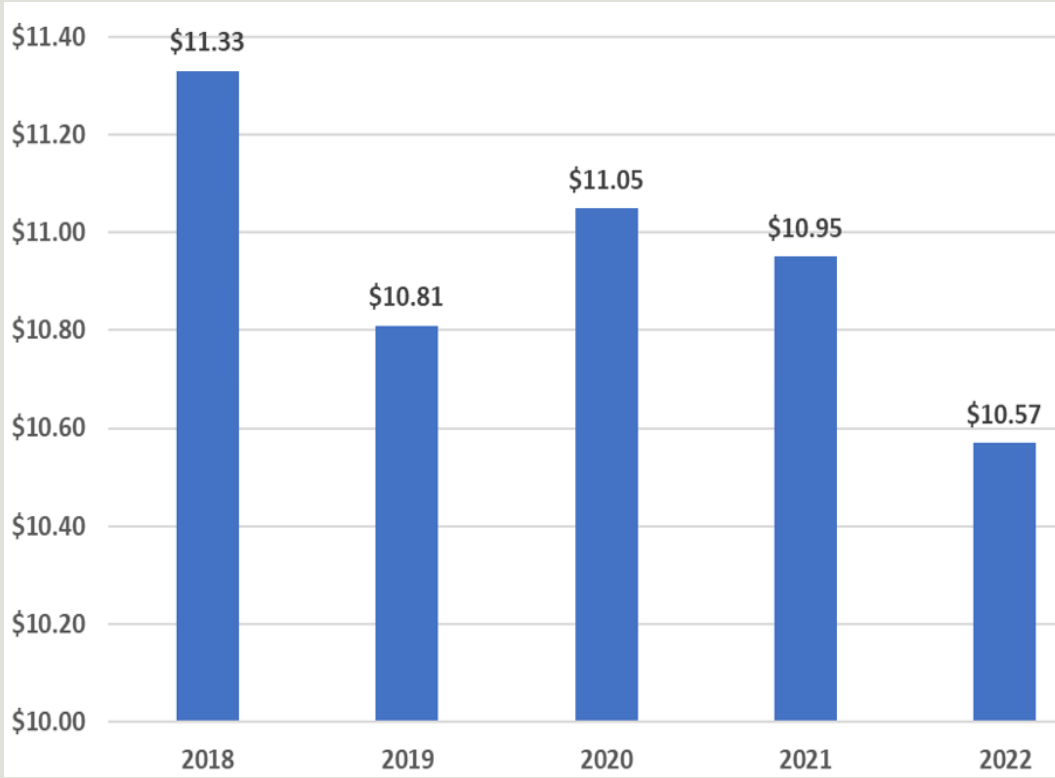
In Melrose, 92% of taxes are paid by residential property owners

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

As property values rise, tax rates fall



Total Value of Residential Properties in Melrose



Residential Property Tax Rate (per $1K assessed value)

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

FY24 Tax Levy Limit Estimate (excluding debt exclusion amount):

Based on Prop. 2 1/2, Melrose's tax levy will grow approximately **$2.3 M next year**:

FY23 Tax Levy Limit:	$72 million
2.5% Increase:	$1.8 million
New Growth*:	$500,000

This is the additional amount we will have next year to support all departments across both City and Schools.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Capital Needs

- FY24-FY28 capital planning process has just kicked off with department heads
- Collins Center consultants will work with our Finance team to determine the City's financial capacity to fund capital and will create a multi-year Capital Investment Strategy
- School Department structural deficit will be factored into this plan
- In FY24 will prioritize most urgent capital needs (e.g., Police/Fire radios and antenna system)

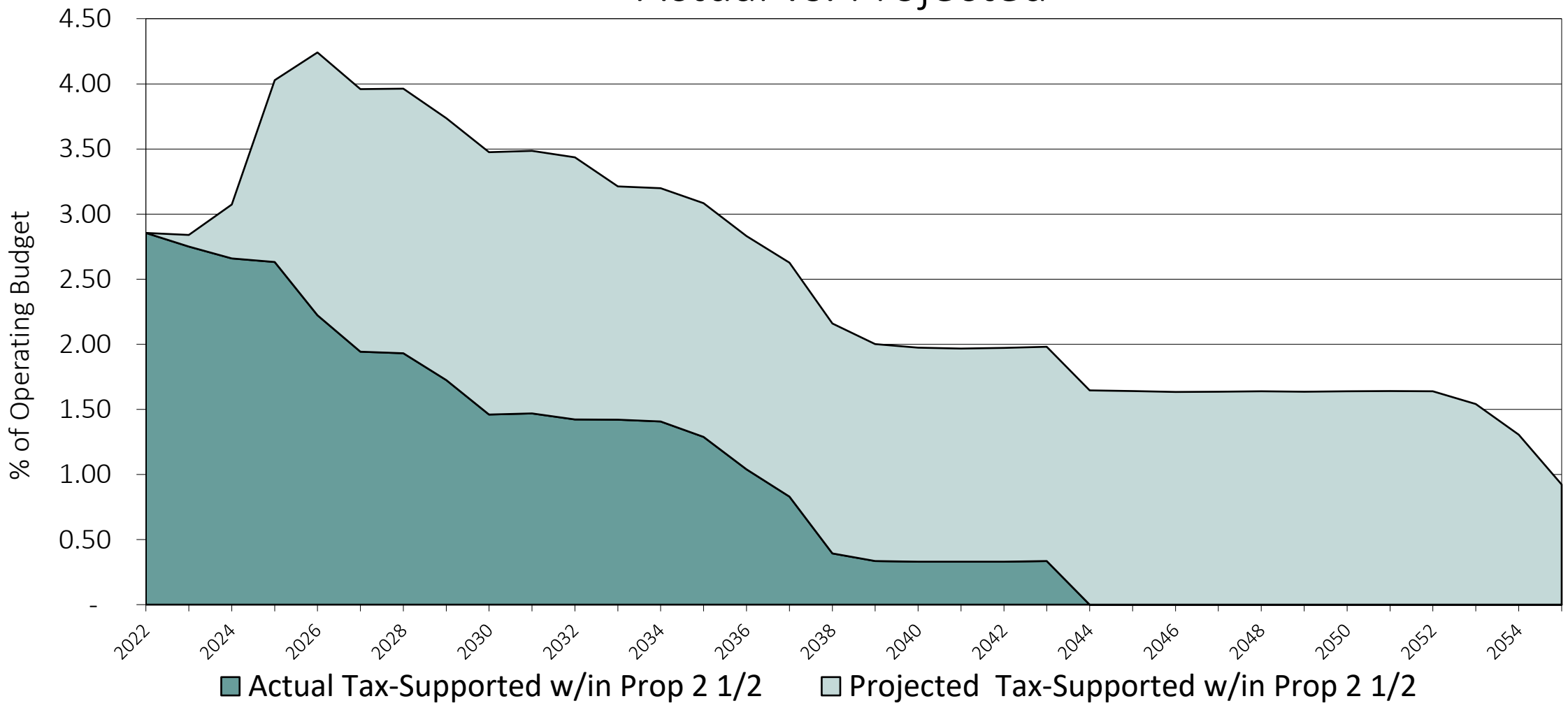
Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Debt Management

- We continue to project new non-exempt debt will stay below our limit of 5% of operating budget.
- In the fiscal years ahead, we will still have borrowing capacity to bond necessary projects
- Any new exempt debt for a large project (e.g., Public Safety Buildings) would be outside of the Prop. 2 ½ limitation and would require a “debt exclusion” vote at the ballot.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

Tax-Supported (“non exempt”) debt within Proposition 2 1/2 Actual vs. Projected



Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

The Finance Team looks forward to returning in January to provide:

- Mid-year FY23 Budget update
- FY23 Free Cash (assuming certified by DOR)
- Mid-year update on Local Receipts
- Any updates regarding state funding

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

QUESTIONS?

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY22 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Fiscal Year 2022 Free Cash appropriations, as follows:

Order 2022-77: Memorial Hall Building Envelope ($1,500,000)

The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. So, in terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.

Order 2022-87: Police Chief Search ($30,000) – complete

Order 2022-89: Police - Replacement hire cost ($151,200)

Police Salary and Wages	$63,000.00	**complete**
Police Firearms and Ammunition	$3,600.00	**complete**
Police Uniforms	$65,000.00	remaining balance is 24,422.87
Police Academy Tuition and Training	$19,600.00	**complete**

Order 2022-108: Replacement Fred Green Turf ($600,000)

There has been a delay at Weston and Sampson, due to the consultant who was working on the RFQ for Fred Green Field having retired. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.

Order 2022-114 – DPW Easement ($48,000) – complete

Order 2022-132 – Stabilization Balances ($1,225,000) – complete

Order 2022-130 – Snow and Ice – ($341,621.03) – complete

Order 2022-134 IT Phone System, Cameras & Social Media Archiving ($270,000)

1. School VoIP project: $100,000 of this cost is for the School Telephone Replacement project. Additionally, there were $60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project.

2. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly $64,000 and will pay the rest after completion (roughly $40,000).

3. Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. $20,000 of this has been paid to Jatheon for the software.

Order 2022-135: DPW

1. New Vehicles ($482,000.00) – This funding, along with another $90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2. Trees ($70,000) – This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
3. Traffic Calming ($70,404.57) – we have ordered RRFBs for the first list of locations that we prioritized, which totaled about $50K of the approx. $70K allocation. We are awaiting delivery.
4. MHS Bathrooms Design ($150,000) – we are working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
5. Cemetery lowering device ($10,620.65) – this item has been purchased and the allocation is spent.

Order 2022-136: Recreation – Vehicle, Software, Community Services ($75,967.40)

1. Rec Vehicle ($47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted.

2. Recreation Online Registration Software ($10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website.

3. COA fobs and media repair ($13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies.

4. Memorial Hall elevator controls ($5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.

Order 2022-137: School – Medicaid reimbursement ($75,000); Microscopes, Curriculum, Uniforms, Golf Cart ($192,000)

1. Medicaid Reimbursement $75,000 – **complete** – These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2. Literacy Curriculum (Savvas) ($100,000) – $99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is $449,883.61. MPS was awarded a competitive grant in the amount of $179,943.74. The District will request an additional contribution from the City in the amount of $169,959.48 for FY24.
3. Microscopes ($30,000) – In progress, funds have been encumbered based on a quote for $28,716.75.
4. Utility Vehicle ($12,000) – In progress, gathering three quotes from vendors.
5. Uniform Replacement ($50,000) – In progress, approximately $24,695.77 has been encumbered based on quotes/invoices.

Order 2022-138 Various Departments ($76,400)

1. Health and Human Services Department (rodent control $28,000) – grant funds were received to allow this project to move forward without using City funds.
2. City Solicitor (professional services $25,000) – funds have been expended.
3. Auditor's Office (office equipment $10,000) - $ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture.
4. Fire Department (mattresses $10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt.
5. Elections Department (equipment and banner $3400) – $3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.

Order 2022 – 133 Pine Banks Parking Lot paving ($34,010.35)

Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

CHART - 1		City of Melrose			
DRAFT	**Ten Year General Fund Debt Plan Review**				
12/5/2022		**Department of Finance**			
				Projected	
	Year	**Net Debt**	**5% Limit**	**Budget**	**Percent**
	2022	**$2,855,696**	**$4,550,026**	**$91,000,522**	**3.14%**
	2023	**$2,839,293**	**$4,762,804**	**$95,256,080**	**2.98%**
	2024	**$3,074,059**	**$4,905,688**	**$98,113,762**	**3.13%**
	2025	**$4,028,867**	**$5,052,859**	**$101,057,175**	**3.99%**
	2026	**$4,241,587**	**$5,204,445**	**$104,088,891**	**4.07%**
	2027	**$3,959,412**	**$5,360,578**	**$107,211,557**	**3.69%**
	2028	**$3,963,531**	**$5,521,395**	**$110,427,904**	**3.59%**
	2029	**$3,735,853**	**$5,687,037**	**$113,740,741**	**3.28%**
	2030	**$3,474,755**	**$5,857,648**	**$117,152,963**	**2.97%**
	2031	**$3,486,111**	**$6,033,378**	**$120,667,552**	**2.89%**
	Totals:	**$35,659,166**	**$52,935,857**		
	Average:	**$3,565,917**	**$5,293,586**		
	Variance:		**$1,727,669**		

Note(s):

1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

CHART - 2		City of Melrose - 5% Debt Limit			
DRAFT		**Ten Year General Fund Debt Plan Review**			
		Department of Finance			
12/5/2022			**5% Limit**		
	Year	**Net Debt**		**Variance**	
Projected					
	2022	**$2,855,696**	**$4,550,026**	**$1,694,330**	
	2023	**$2,839,293**	**$4,762,804**	**$1,923,511**	
	2024	**$3,074,059**	**$4,905,688**	**$1,831,629**	
	2025	**$4,028,867**	**$5,052,859**	**$1,023,992**	
	2026	**$4,241,587**	**$5,204,445**	**$962,857**	
	2027	**$3,959,412**	**$5,360,578**	**$1,401,165**	
	2028	**$3,963,531**	**$5,521,395**	**$1,557,864**	
	2029	**$3,735,853**	**$5,687,037**	**$1,951,184**	
	2030	**$3,474,755**	**$5,857,648**	**$2,382,893**	
	2031	**$3,486,111**	**$6,033,378**	**$2,547,267**	
	Totals:	**$35,659,166**	**$52,935,857**		
	Average:	**$3,565,917**	**$5,293,586**		
	Variance:		**$1,727,669**		
Note(s):	**1. It is the current policy of the City of Melrose that the G/F net**				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

ARPA Project Name	PROJECT TOTAL	FY22	FY23	FY24	FY25	Department	Type
ARPA - Consultant	$ 10,000.00	$ -	$ -	$ -	$ -	Auditors	Admin
ARPA - Administration	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	Auditors	Admin
Milano Center Health, Wellness, Accessibility	$ 25,000.00	$ 25,000.00	$ -	$ -	$ -	COA	Infrastructure
Milano Center HVAC	$ 218,729.00	$ 218,729.00	$ -	$ -	$ -	COA	Infrastructure
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	$ 750,000.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	$ -	DPW	Infrastructure
Covid Sanitization-Custodial	$ 65,000.00	$ 65,000.00	$ -	$ -	$ -	DPW	COVID Response
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	$ 40,000.00	$ 40,000.00	$ -	$ -	$ -	DPW	COVID Response
Lead Water Service Inventory and Replacement Design	$ 150,000.00	$ 150,000.00	$ -	$ -	$ -	DPW	Infrastructure
Traffic Calming Toolkit	$ 28,300.00	$ 28,300.00	$ -	$ -	$ -	DPW	Infrastructure
Asset Management Software	$ 106,000.00	$ 106,000.00	$ -	$ -	$ -	DPW	Infrastructure
Replacement Vehicle to Deliver Services	$ 23,000.00	$ -	$ 23,000.00	$ -	$ -	DPW	Infrastructure
Fire Department Vehicles	$ 120,000.00	$ 120,000.00	$ -	$ -	$ -	Fire	Public Safety
Public Safety Training Equipment	$ 105,308.00	$ 78,308.00	$ -	$ -	$ 27,000.00	Fire	Public Safety
Fire Headquarters HVAC	$ 35,000.00	$ 35,000.00	$ -	$ -	$ -	Fire	Infrastructure
Tremont Fire House Update	$ 151,205.00	$ -	$ 151,205.00	$ -	$ -	Fire	Infrastructure
At-Home COVID tests	$ 1,824.00	$ 1,824.00	$ -	$ -	$ -	Health	COVID Response
FT Social Service Coordinator*	$ 200,330.00	$ 12,235.00	$ 72,900.00	$ 75,789.00	$ 39,406.00	Health	Community Mental Health and Wellness
IT Intern to Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projec	$26,000	$ -	$26,000	$ -	$ -	IT	COVID Response
Melrose Public LIbrary HVAC Upgrades	$ 500,000.00	$ 500,000.00	$ -	$ -	$ -	Library	Infrastructure
Economic Recovery Director*	$ 290,081.00	$ 31,762.00	$ 101,785.00	$ 103,930.00	$ 52,604.00	Mayor's	Economic Recovery
Community Conversations Initiative	$ 25,000.00	$ -	$ 25,000.00	$ -	$ -	Mayor's	Community Mental Health and Wellness
Small Business/Non-Profits/Cultural Sector Suport	$ 150,000.00	$ -	$ 50,000.00	$ 50,000.00	$ 50,000.00	Mayor's	Economic Recovery
Addressing Food Insecurity	$ 75,000.00	$ -	$ 25,000.00	$ 25,000.00	$ 25,000.00	Mayor's	Economic Recovery
Utility Arrearages	$ 141,000.00	$ -	$ 141,000.00	$ -	$ -	Mayor's	Economic Recovery
Foss Park Basketball and Playground Upgrade	$ 150,000.00	$ 150,000.00	$ -	$ -	$ -	Parks	Infrastructure
Amazing Grace Basketball Court	$ 41,106.00	$ -	$ 41,106.00	$ -	$ -	Parks	Infrastructure
Police Department Vehicles	$ 256,000.00	$ 256,000.00	$ -	$ -	$ -	Police	Public Safety
Community Mental Health Initiative	$ 200,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	Rec/Health	Community Mental Health and Wellness
Schools Revenue Loss Replacement	$ 802,000.00	$ 802,000.00	$ -	$ -	$ -	Schools	COVID Response
COVID-19 Disinfection	$ 128,000.00	$ 128,000.00	$ -	$ -	$ -	Schools	COVID Response
HVAC Study and Implementation of A/C addition at MVMMS	$ 1,050,000.00	$ -	$ 1,050,000.00	$ -	$ -	Schools	Infrastructure
Schools Asbestos Abatement	$ 90,000.00	$ 90,000.00	$ -	$ -	$ -	Schools	Infrastructure
School Department Closing FY22 Budget	$ 774,697.00	$ 774,697.00	$ -	$ -	$ -	Schools	COVID Response
High School and Middle School Complex Elevators	$ 594,000.00	$ 594,000.00	$ -	$ -	$ -	Schools	Infrastructure
TOTAL	**$ 7,327,080.00**						
REMAINING UNCOMMITTED ARPA FUNDS	**$ 1,047,094.00**						
**Personnel costs are inclusive of health insurance and benefits*							

Attachment: Materials for December 8 A&O meeting (INFO-2023-10 : Request for ARPA update)

Ghobrial, Andrew

From: Fleischman, Margot
Sent: Monday, December 5, 2022 3:57 PM
To: City Council
Cc: *Mayor Brodeur; Dello Russo, Patrick
Subject: Materials for December 8 A&O meeting
Attachments: ARPA Update to City Council December 2022.pdf; ARPA Update Slides December 8, 2022.pdf; Finance Report to the City Council Slides December 8 2022.pdf; FY22 Free Cash update.pdf; 10 year General Fund Debt Plan.pdf; ARPA Approvals by Dept to date 10.18.22.pdf

Good afternoon Councilors,
Please find attached the following presentation materials and memos provided in advance of the A&O meeting this Thursday, December 8:

- **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update
  - **ARPA Update memo and slide presentation; ARPA approvals spreadsheet**
- **INFO-2023-11:** Update on the Status of the City of Melrose's Finances
  - **Finance Report slide presentation and 10-year General Fund Debt Plan**
- **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose
  - **Free Cash update memo**

As always, should you have any questions, please do not hesitate to reach out.
Best,
Margot

Margot Fleischman
(She/Her/Hers)
Chief of Staff
& Director of Strategic Initiatives and Communications
Office of Mayor Paul Brodeur
Melrose City Hall
562 Main St
Melrose, MA 02176
(781) 979-4440

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on use of American Rescue Plan (ARPA) funds
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a further update on the use of Melrose's ARPA funds, including funds that have been spent or committed for specific projects. As you know, the City of Melrose has received total of $8,374,174 in federal ARPA grant dollars. All ARPA grant funds must be spent or encumbered by December 31, 2024.

Approved ARPA projects

Since the last update to the Council, the following ARPA projects have been approved by the Mayor and CFO Patrick Dello Russo. Together with projects previously approved, this represents $7.3 million investments in COVID-19 response, critical infrastructure, and organizational capacity.

• Schools Asbestos Abatement	$90,000
• Community Conversations Initiative	$25,000
• COVID-19 Sanitization-Custodial	$65,000
• COVID-19 Disinfection (Schools)	$128,000
• Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	$40,000
• HVAC Study and Implementation of A/C addition at MVMMS	$1,050,000
• Tremont Fire House Update	$151,205
• ARPA - Administration	$4,500
• Addressing Food Insecurity	$75,000
• Small Business/Non-Profits/Cultural Sector Support	$150,000
• Police Department Vehicles	$256,000
• Fire Department Vehicles	$120,000
• Replacement Vehicle to Deliver Services (DPW)	$23,000
• School Department Closing FY22 Budget	$774,697
• Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	$26,000

A complete list of all ARPA project approvals is attached to this memo and is also available on the City of Melrose webpage at: **www.cityofmelrose.org/mayor/pages/ARPA**

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

Budgetary Adjustments

As part of our regular tracking of ARPA project expenditures, Assistant Auditor Kerri Golden and I have periodically reviewed approved projects and, in consultation with the relevant department heads, have made budgetary adjustments as appropriate.

In cases where the amount originally budgeted exceeded what was necessary, those excess funds have been released back to available ARPA funds to be used for another project subject to the Mayor's review and approval. All budget adjustments have been reflected in the budget documents provided to the Council and posted on the City of Melrose website. The following projects have been adjusted since our last update to the Council:

	Original	Revised
• Social Services Coordinator	$213,847	$200,330
• Economic Recovery Director	$417,000	290,000
• At-Home COVID tests	$30,000	$1,824

ARPA expenditures to-date

As of November 30, 2022, the City has expended $3,189,685 of our ARPA allocation and has encumbered a further $392,804.

Temporary moratorium on new ARPA allocations

Given the current financial uncertainty, including the potential impact of rising inflationary pressure on both labor and material costs, as well as the School Department structural deficit, the Mayor has chosen to reserve the remaining $1.05 million in order to provide for maximum flexibility in the year ahead. However, it remains a high priority for the City to spend or allocate all ARPA funds by the December 2024 deadline.

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

ARPA Update

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

ARPA Basics

- Federal grant to the City in the amount of $8,374,174 – based primarily on population.
- All funds must be spent or encumbered by December 31, 2024.
- Administered by the Mayor in consultation with CFO and staff taskforce.
- Advised by consultants from the accounting firm of Clifton Larson Allen, LLP.
- Audited as part of the City's annual single audit and subject to future federal audit.

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Members of the Mayor's ARPA Staff Taskforce

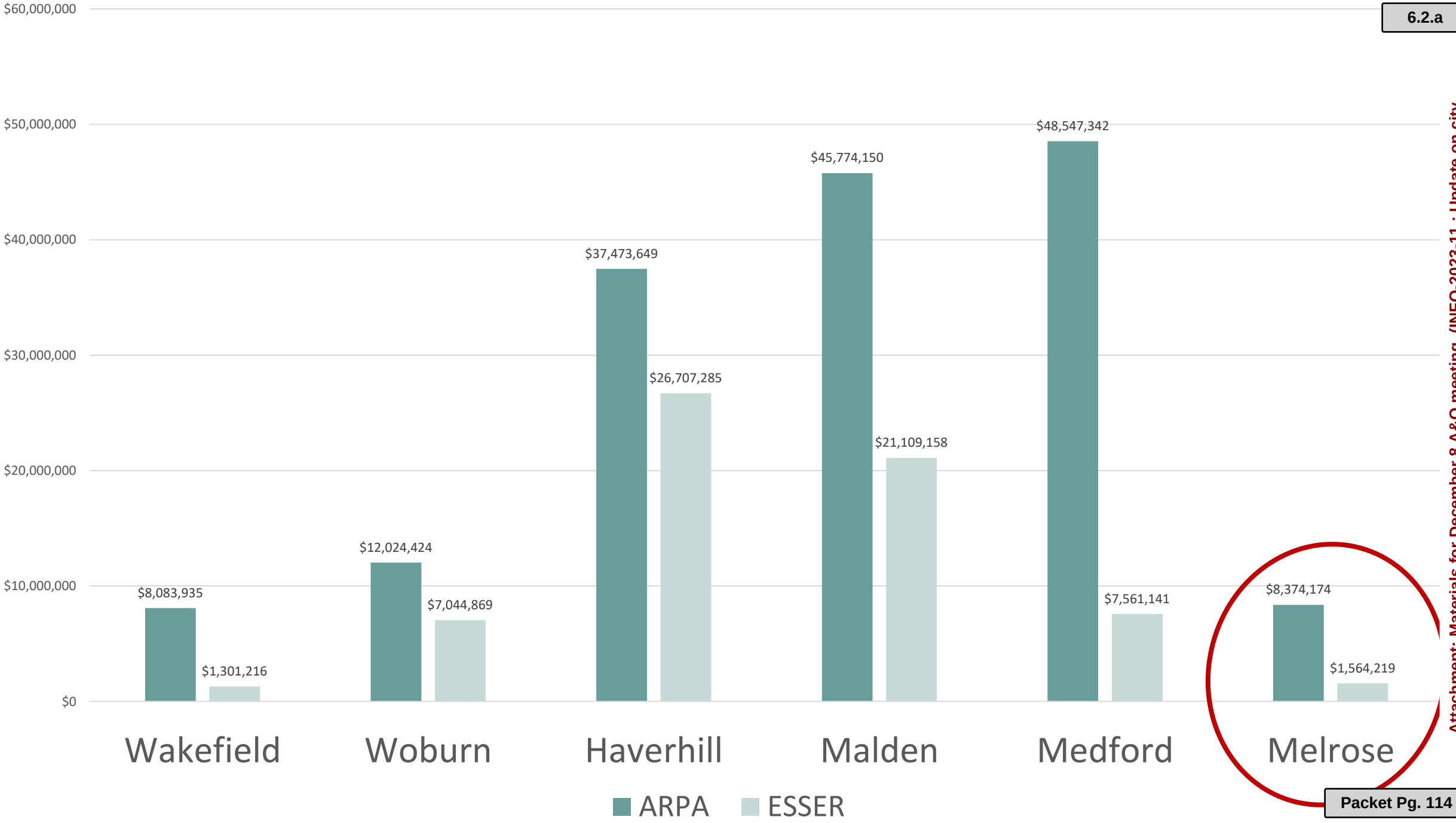
- Patrick Dello Russo (CFO)
- Kathryn Armata (Treasurer/Collector)
- Kerri Golden (Auditor's Office)
- Denise Gaffey (OPCD)
- Chief Ed Collina (Fire)
- Chief Mike Lyle (Police)
- Allan Alpert (Emergency Management)
- Margot Fleischman (Mayor's Office)
- Neal Ellis (IT)
- Elena Proakis Ellis (DPW)
- Jim Troup (DPW)
- Jay McNeil (DPW)
- Anthony Chui (HHS)
- Leia Secor (School Finance Dept)

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Federal Relief Aid Regional Comparisons

Community	Population	ARPA	ARPA per capita	ESSER	ESSER per student
Wakefield	27,045	$8,083,935	$299	$1,301,216	$392
Woburn	40,228	$12,024,424	$299	$7,044,869	$1,640
Haverhill	64,014	$37,473,649	$585	$26,707,285	$3,451
Malden	60,470	$45,774,150	$757	$21,109,158	$3,460
Medford	57,341	$48,547,342	$847	$7,561,141	$1,879
Melrose	**28,016**	**$8,374,174**	**$299**	**$1,564,219**	**$417**

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Mayor’s Priorities

- Identifying the areas of greatest need and relevance for Melrose’s economic and public heath recovery, including mental health and wellness
- Making much needed investments in City infrastructure
- Maintaining financial stability

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

ARPA Approvals To-Date

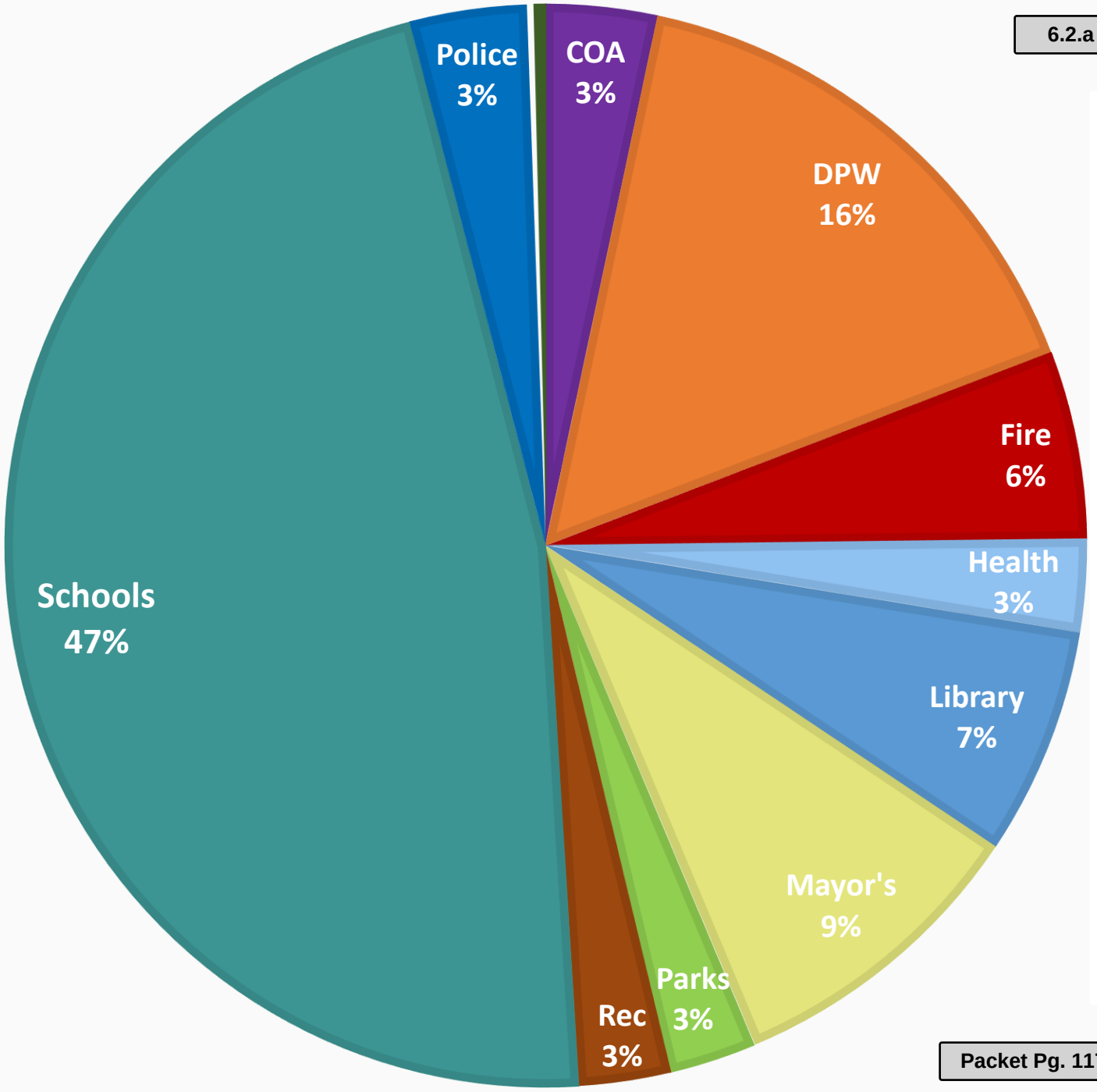
34 projects from 12 departments

$7.3M allocated

$1.05M unallocated

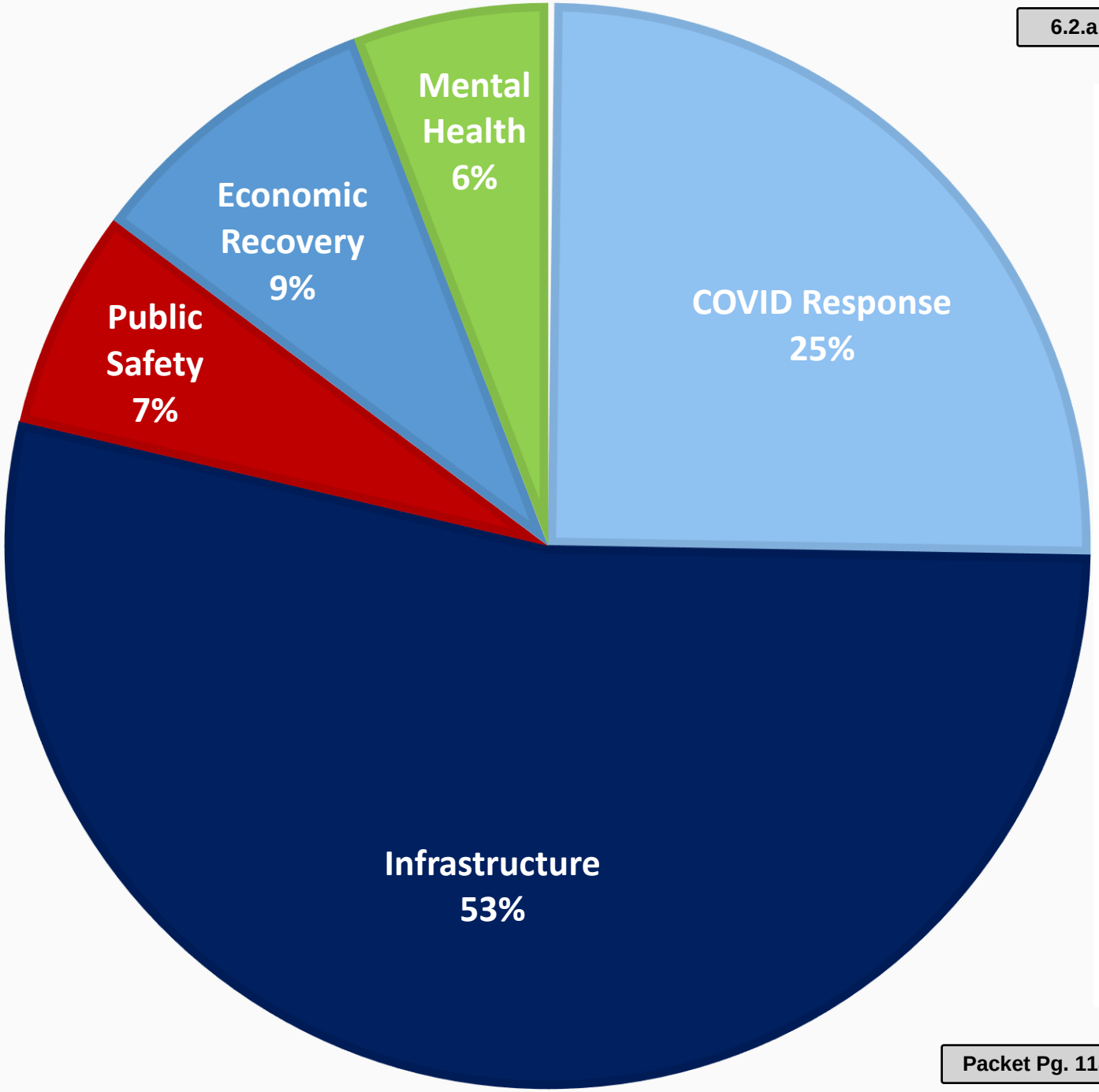
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

ARPA Allocations By Department



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

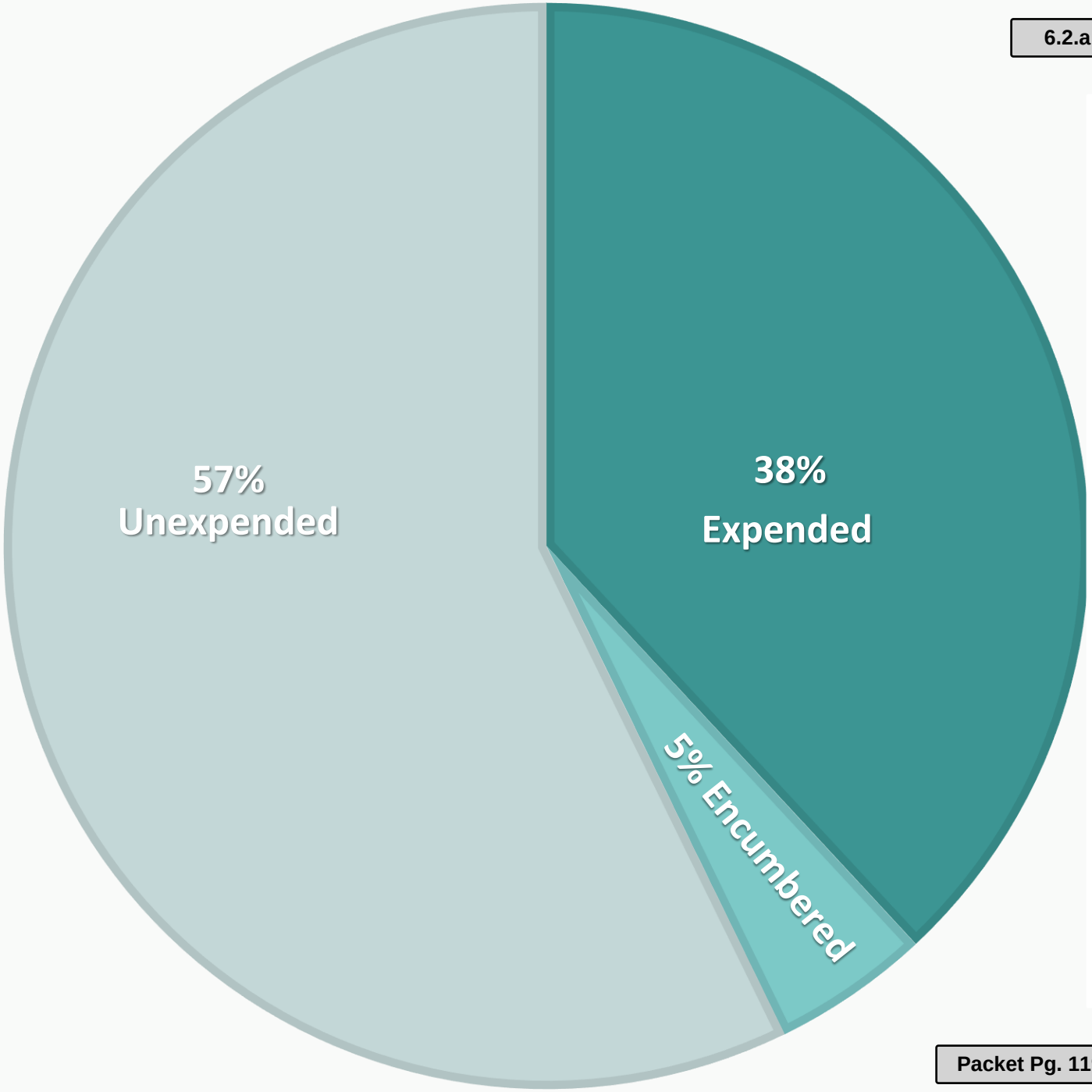
ARPA Allocations By Type



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

ARPA Expenditures To-Date:

43% Expended or Encumbered



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

$3.4 million ARPA funds invested in Melrose Public Schools

Schools Revenue Loss Replacement	$	802,000.00
COVID-19 Disinfection/Custodial Needs	$	128,000.00
HVAC Study and Implementation of A/C at MVMMS	$	1,050,000.00
Schools Asbestos Abatement	$	90,000.00
School Department Closing FY22 Budget	$	774,697.00
High School and Middle School Complex Elevators	$	594,000.00

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Thank you!

www.cityofmelrose.org/mayor/pages/ARPA

Financial Update

MELROSE CITY COUNCIL APPROPRIATIONS & OVERSIGHT COMMITTEE MEETING

DECEMBER 8, 2022

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Patrick Dello Russo

CFO and City Auditor

Kathryn Armata

Treasurer/Collector

Sarah MacLellan

Chief Assessor

Kerriann Golden

Assistant Auditor

City of Melrose Finance Team

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

What we will cover tonight:

- Budget Snapshot
- Impact of Proposition 2 ½
- New Growth & Free Cash
- Impact of School Department deficit
- Tax Levy Limit
- Capital Needs
- Debt Model

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Some terms and what they mean:

Tax Levy – The revenue a community can raise through rea personal property taxes.

Prop. 2 ½ – A Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes.

Tax Levy Limit – The maximum amount a community is allowed to raise through property taxes in a given year, based on 2.5% growth of the prior year's Levy Limit plus new growth.

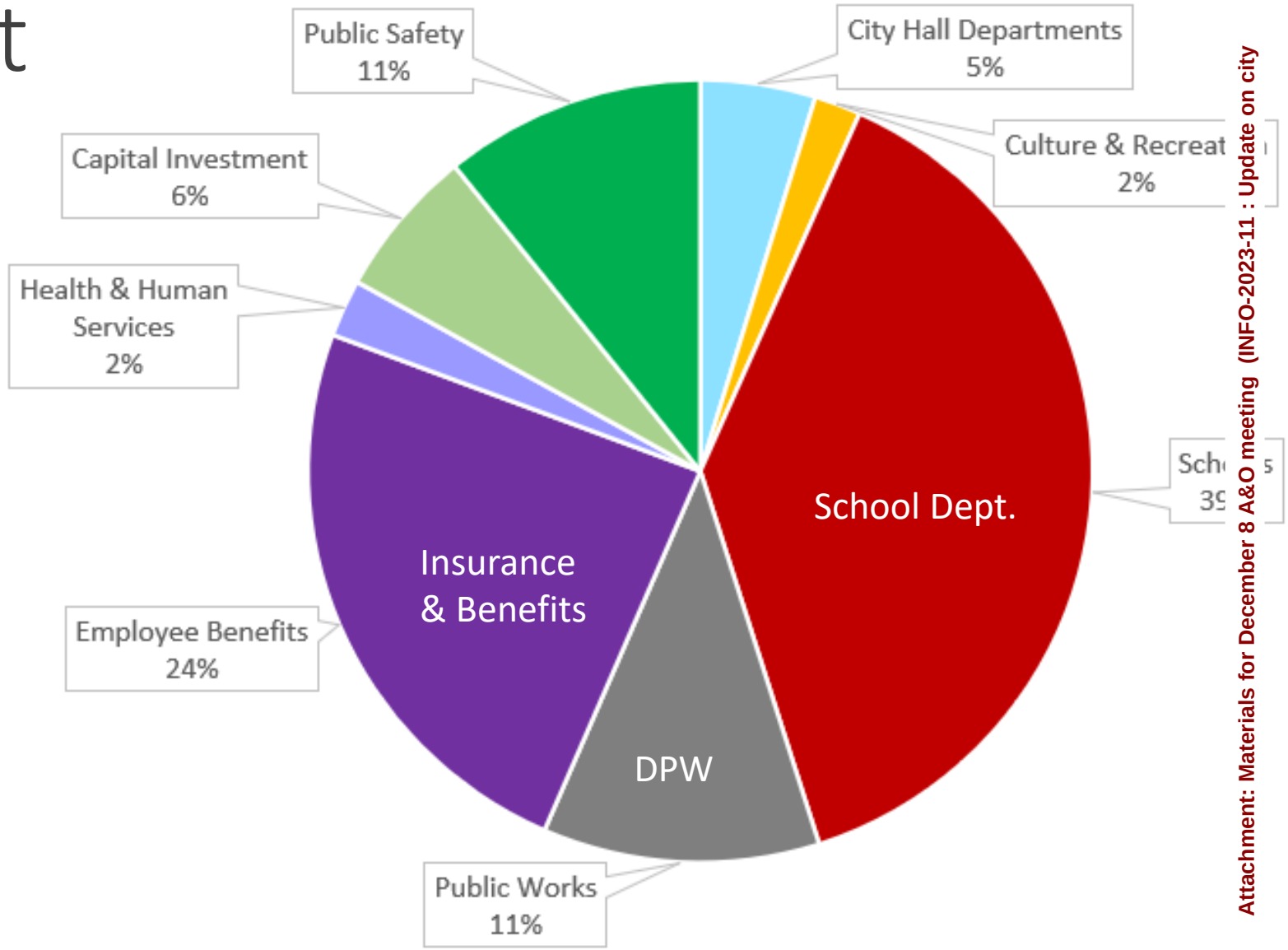
New Growth – The increased value of new development and other growth in the tax base that is not the result of revaluation. A portion of this value is applied to the levy limit.

Override – A permanent increase in the Levy Limit of a community above the allowable 2.5% growth. Requires a majority vote at the ballot.

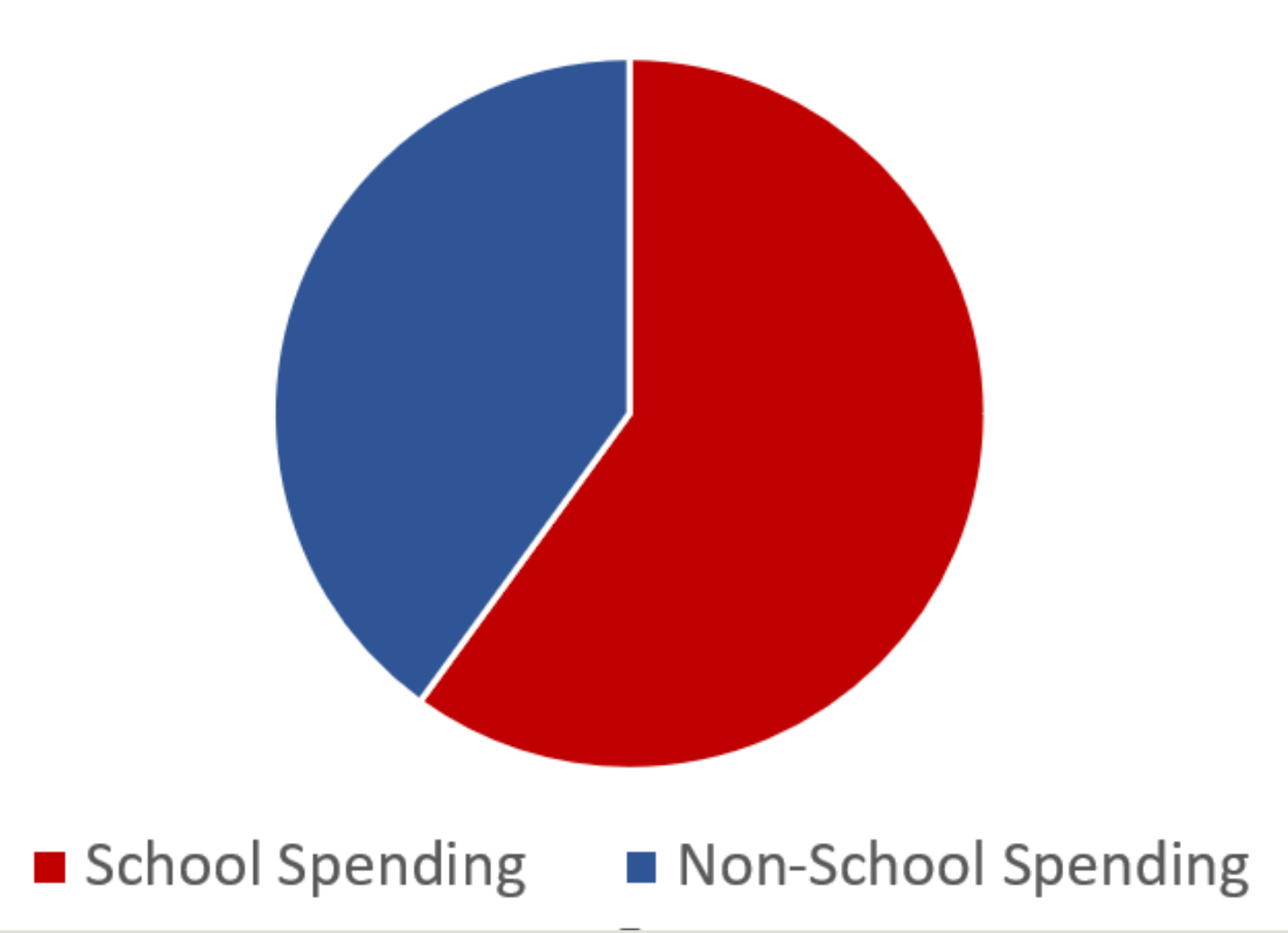
Free Cash – Funds certified annually by the state that come from municipal revenues being greater than expected and/or expenses being less than budgeted.

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Budget Snapshot



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city



School spending includes costs carried within City budgets:

- Facilities Division of DPW supporting the Schools
- Insurance and Benefits for School Employees
- Debt service for School facilities

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

How does Prop. 2 ½ affect our finances?

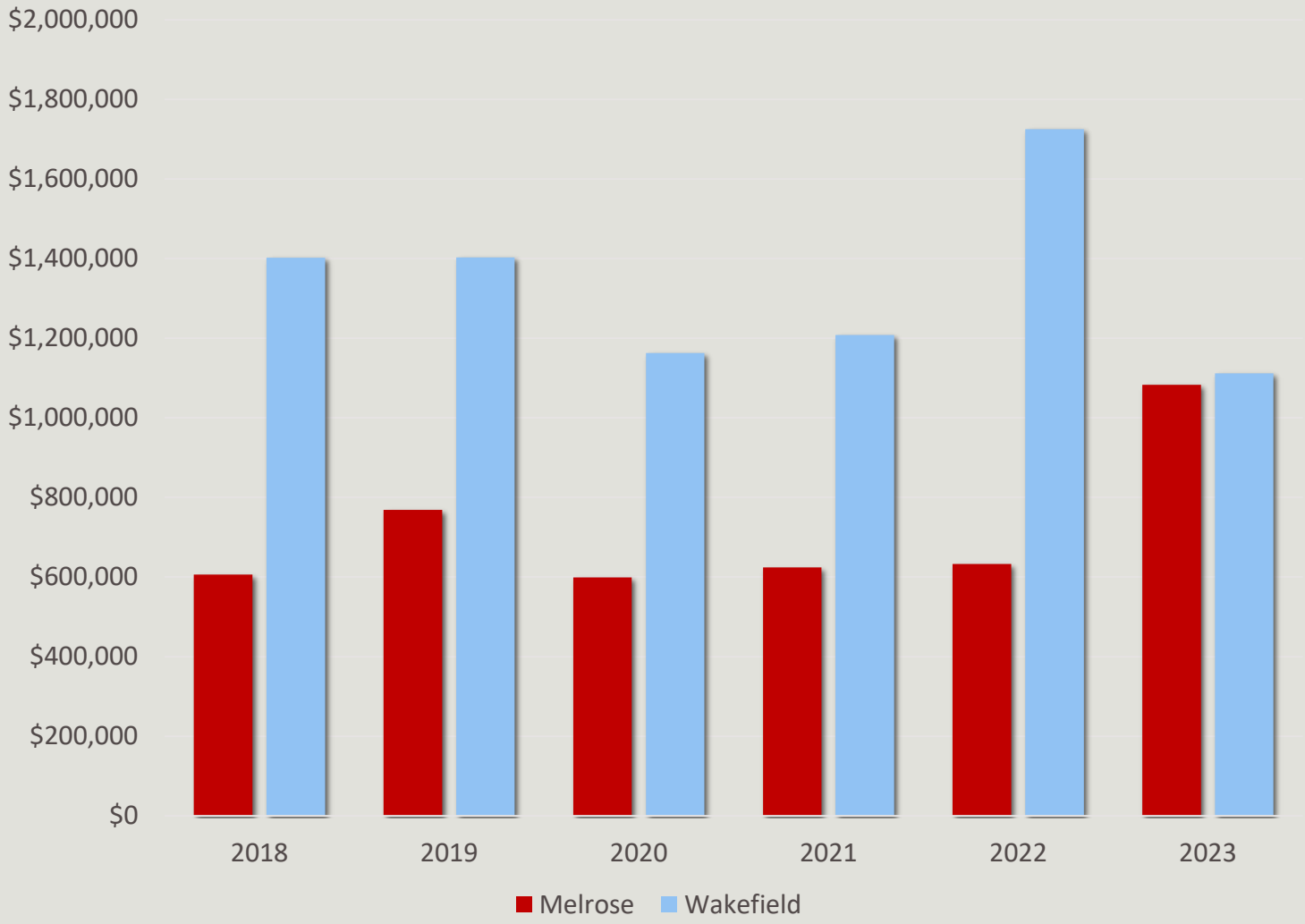
We can only increase our tax revenue by 2.5% of last year's Levy Limit + New Growth

We tax to the Levy Limit so we cannot increase taxes beyond that without an override

Annual operating budget increases must fit within next year's Levy Limit

The majority of year-over-year budget increases are non-discretionary costs

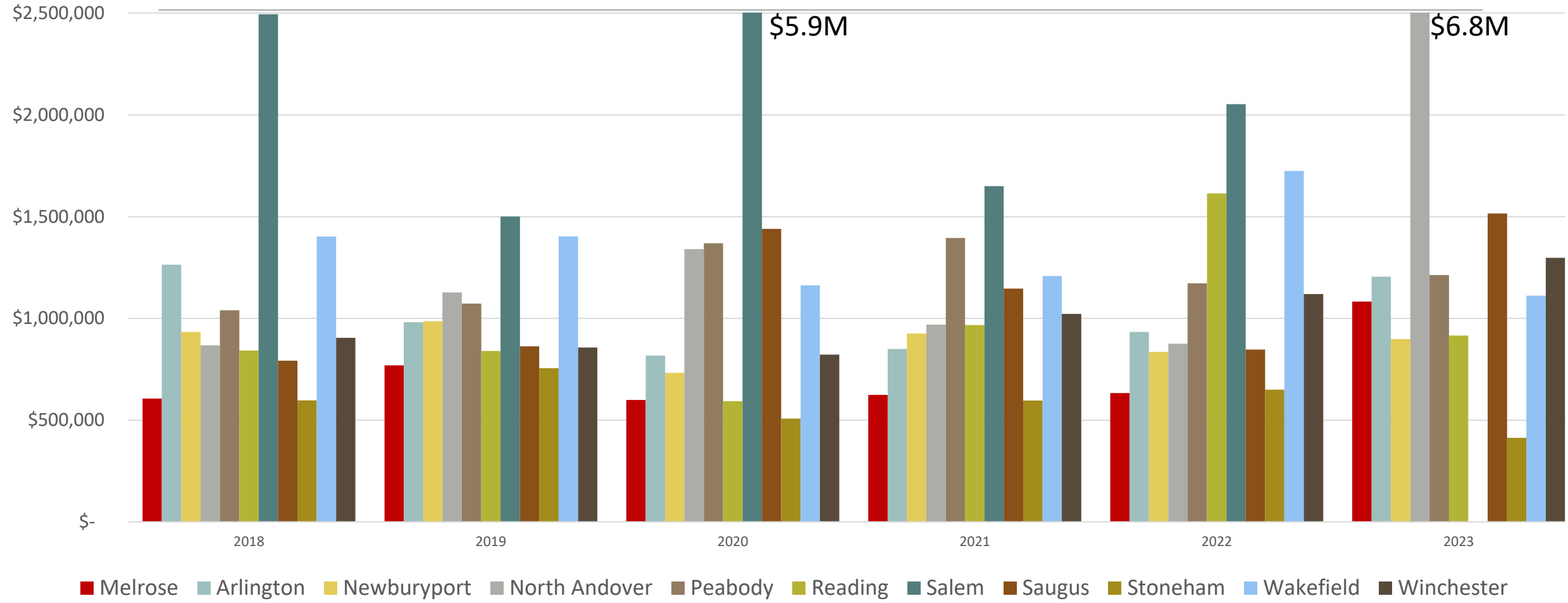
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city



New Growth Comparison to Wakefield

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

10 Community New Growth Comparison



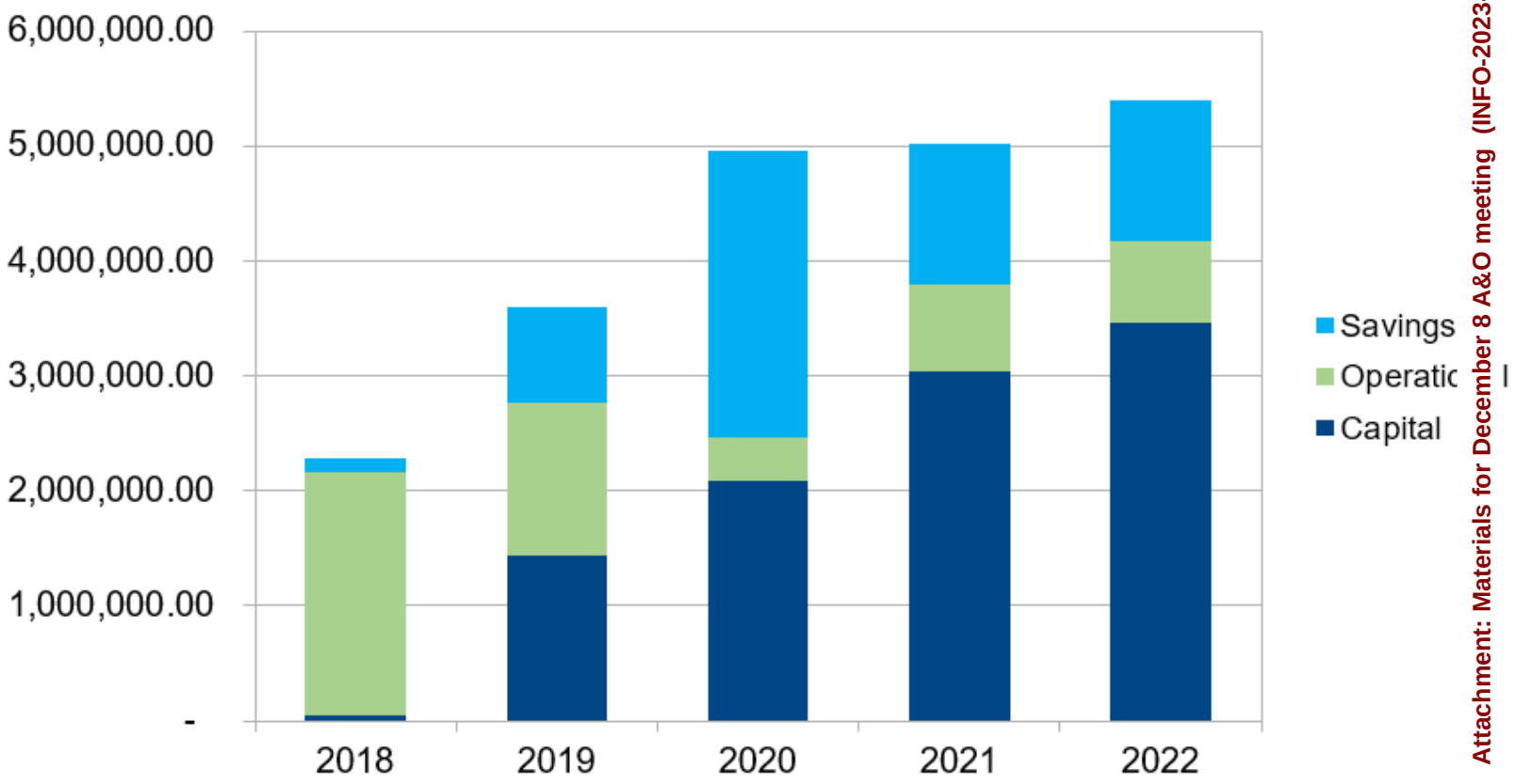
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Melrose Free Cash – past 5 years

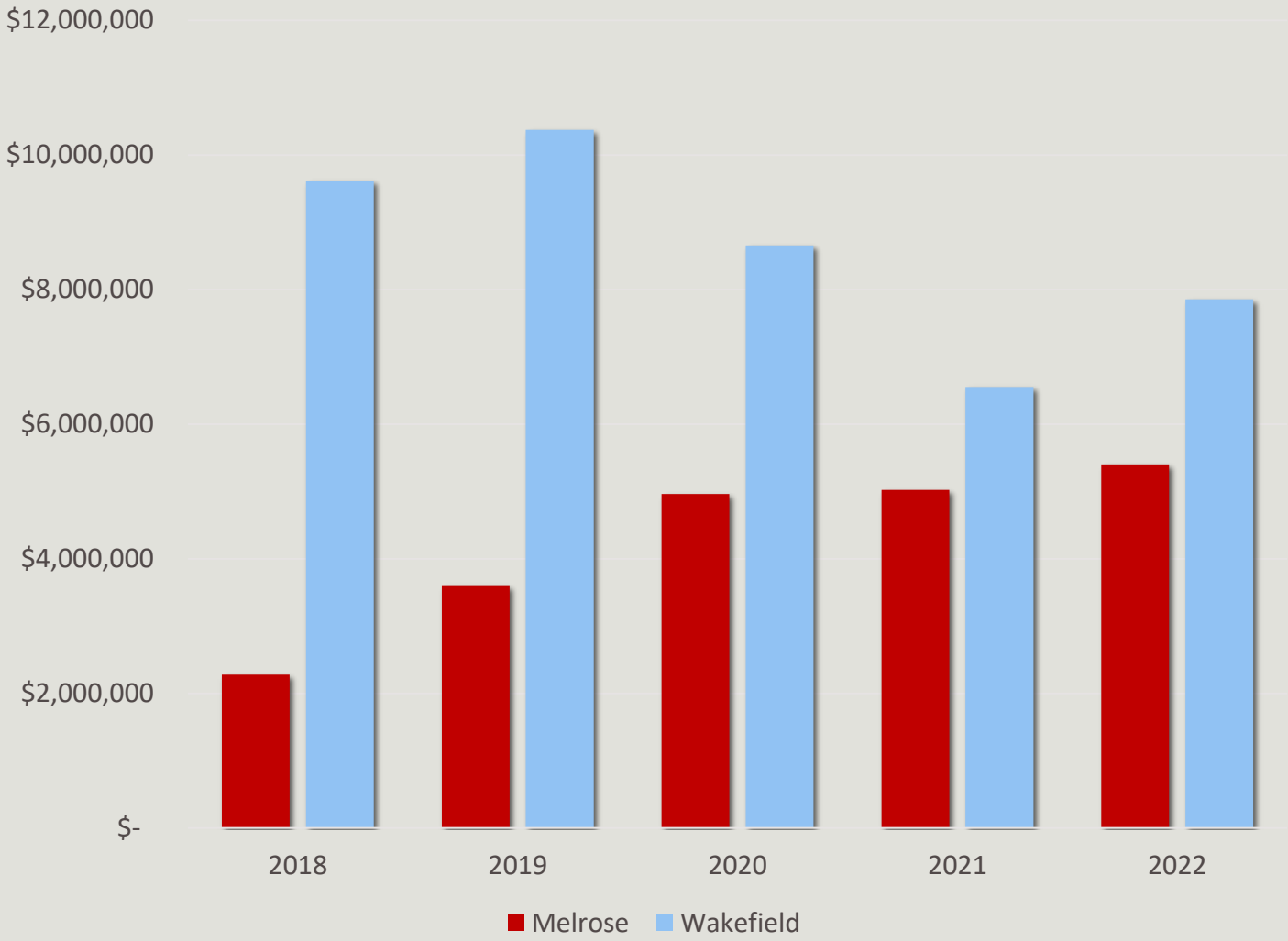
SAVINGS: stabilization funds, affordable housing trust

OPERATIONAL: snow/ice, software, trainings, etc.

CAPITAL: buildings, vehicles, playgrounds, trees, equipment, etc.



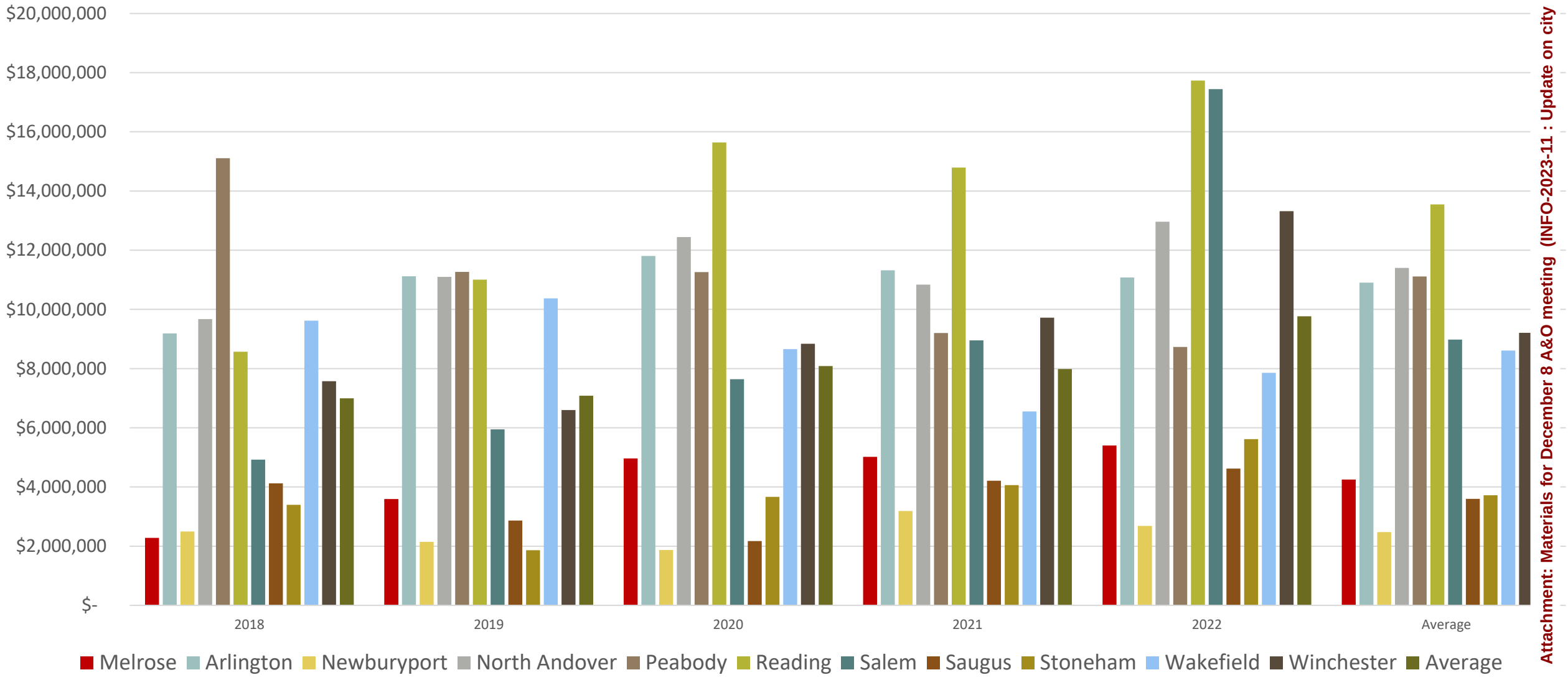
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city



Free Cash Comparison to Wakefield

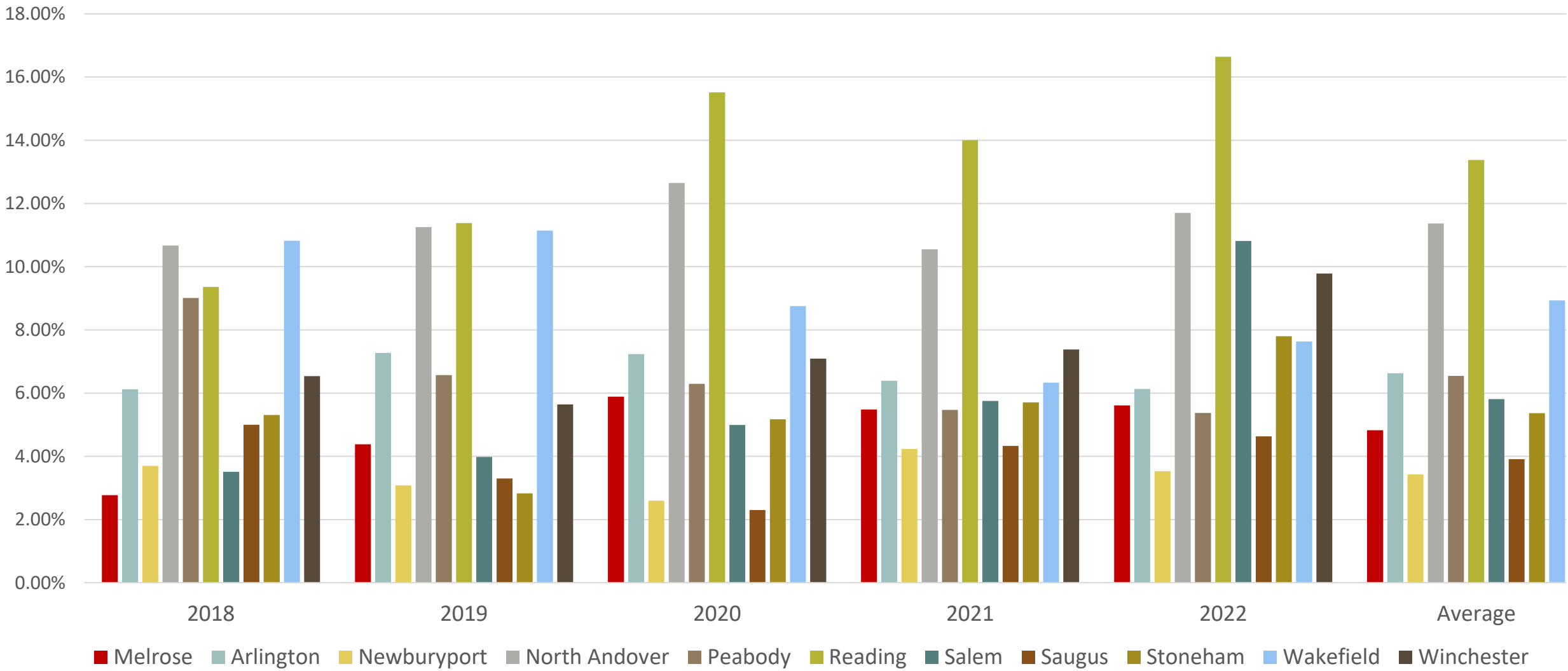
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

5 Year Free Cash Comparison ($)



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

5 Year Free Cash Comparison (%)



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

FY22 School Department Deficit

Major Cost Overrun Drivers, according to CLA Consultants:

- $2.1 million of Special Ed cost overruns
  - $700K – Transportation
  - $1.48 million – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting COVID-19 and the district had to provide coverage.

FY22 deficit closed using federal education relief and ARPA funds

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

School Department structural deficit expected to continue

Potential funding sources:

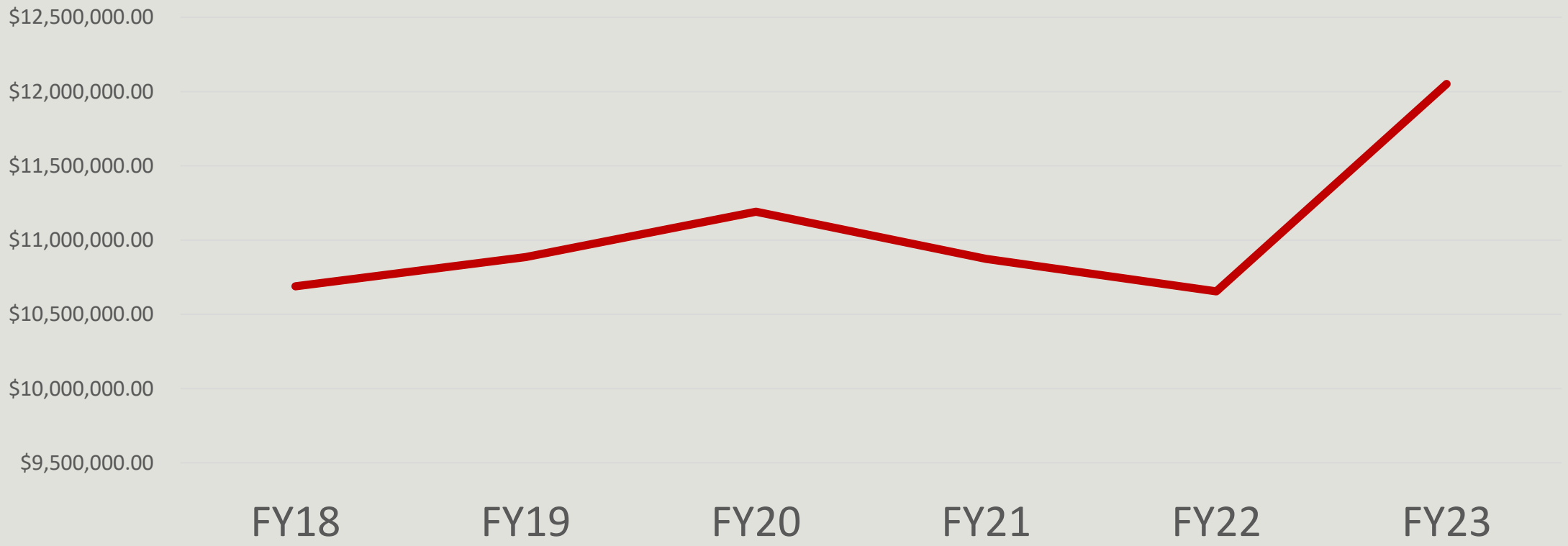
- Free Cash
- Contract Stabilization Fund/Special Education Stabilization Fund
- ARPA
- Other funding sources if available

Potential increased revenue sources:

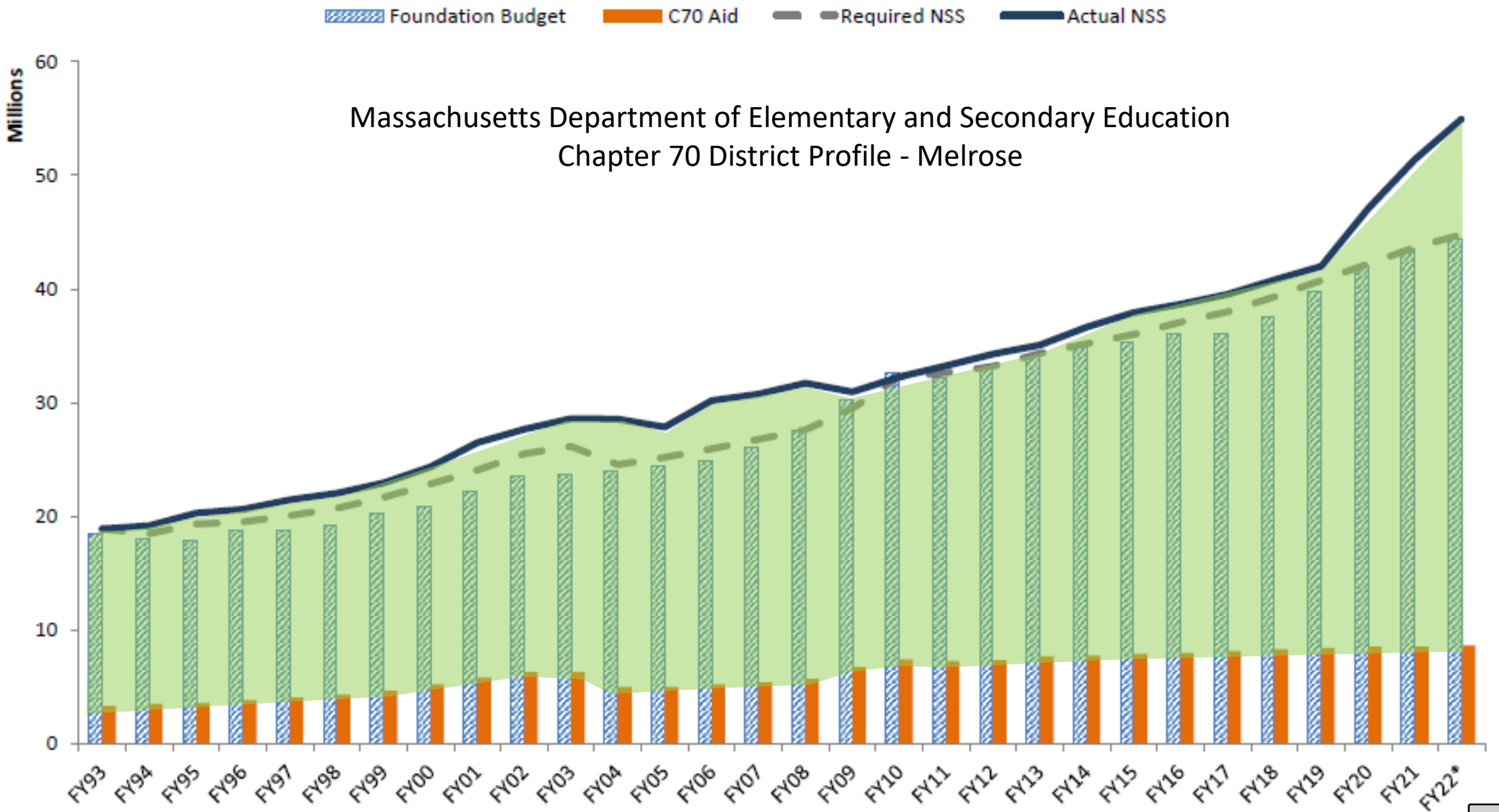
- State aid (Student Opportunity Act)
- Comprehensive fee study
- Continued re-development to support new growth

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Net State Aid



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

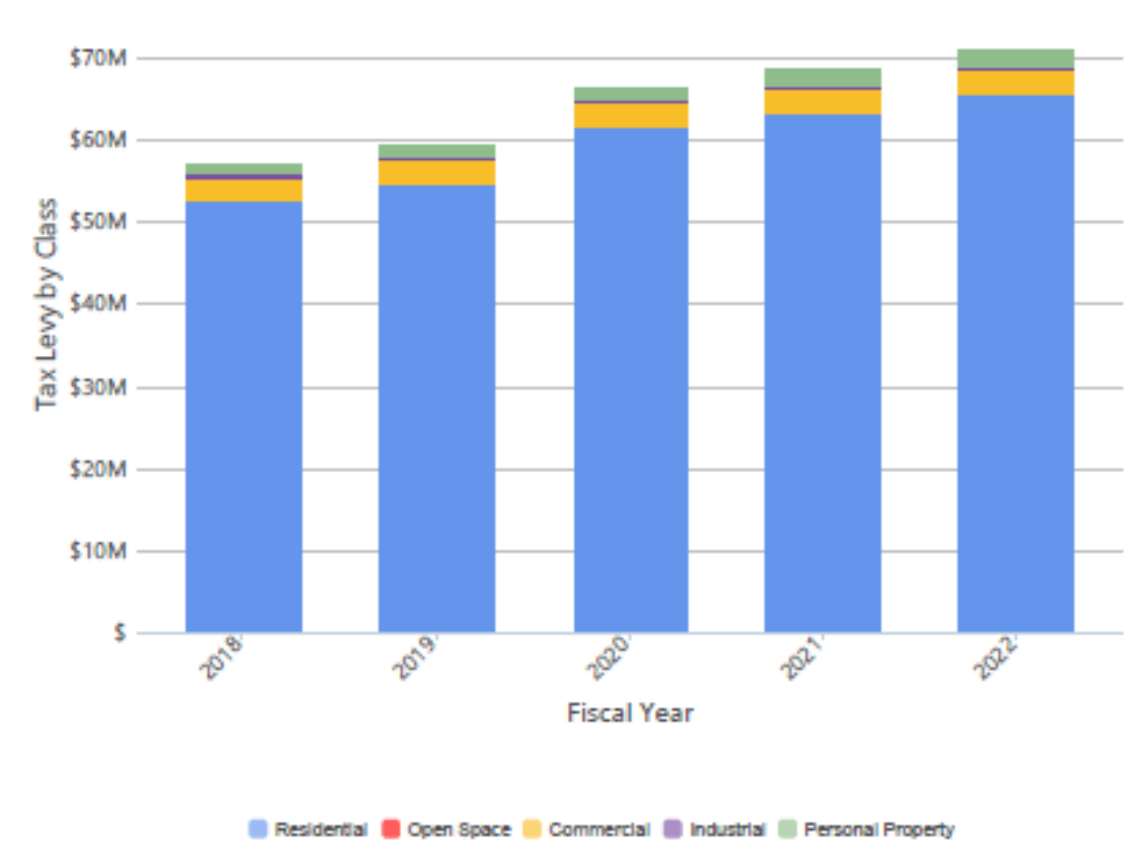


Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Fiscal Year	Levy Limit w/o Debt & Capital Exclusions	Maximum Levy Limit	Total Tax Levy	Excess Levy Capacity	Excess as a % of Maximum Levy
2019	$57,521,943	$59,397,799	$59,375,238	$22,560	0.04%
2020	$64,738,724	$66,629,218	$66,627,306	$1,911	0.00%
2021	$66,981,117	$68,878,709	$68,877,944	$765	0.00%
2022	$69,288,556	$71,196,790	$71,171,656	$25,134	0.04%

We continue to tax to the maximum allowed by law

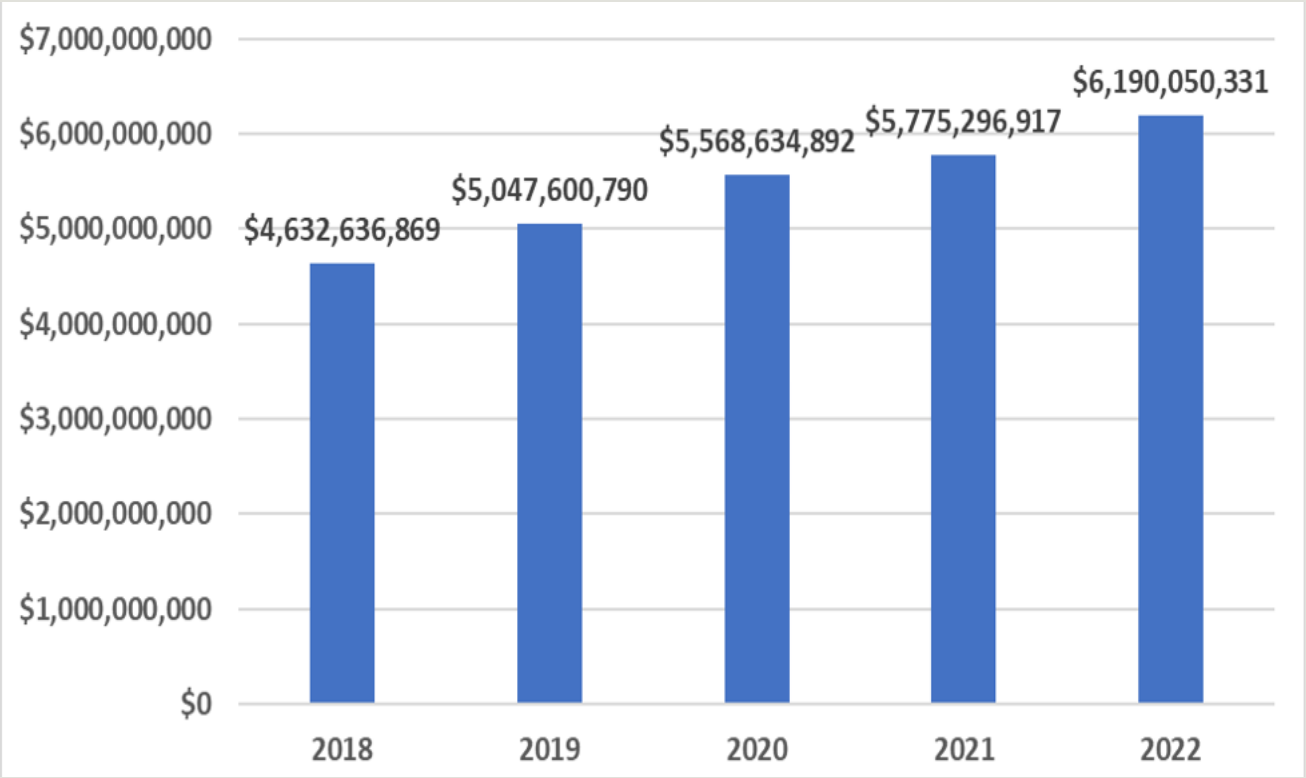
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city



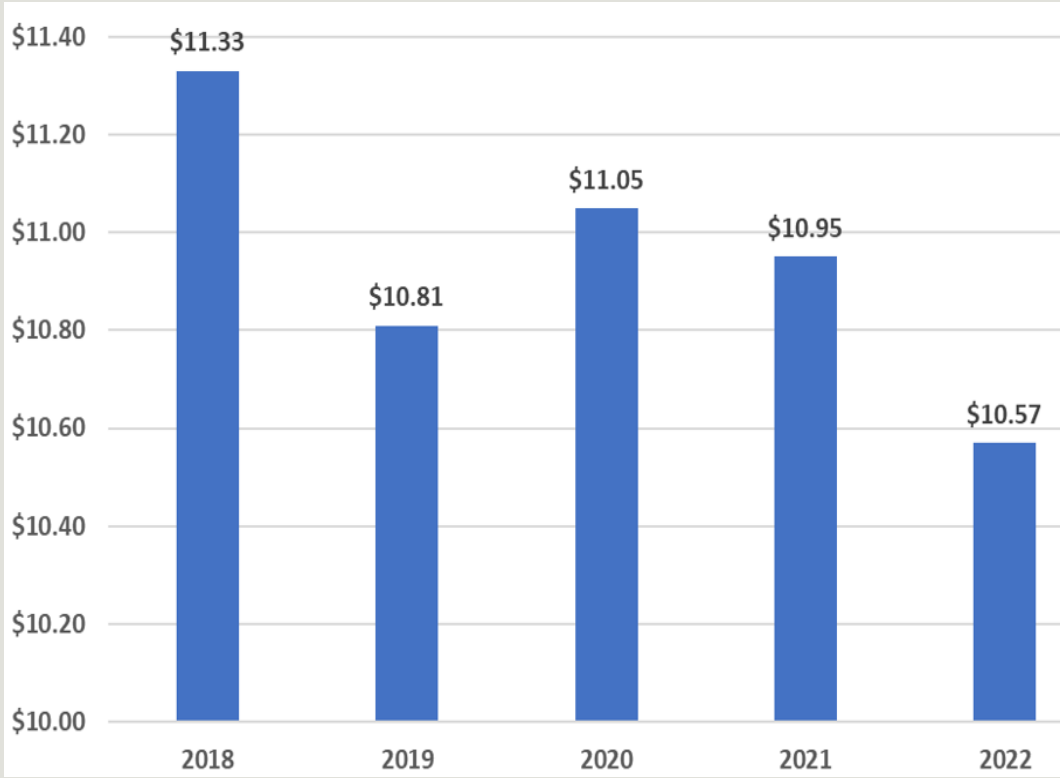
In Melrose, 92% of taxes are paid by residential property owners

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

As property values rise, tax rates fall



Total Value of Residential Properties in Melrose



Residential Property Tax Rate (per $1K assessed value)

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

FY24 Tax Levy Limit Estimate (excluding debt exclusion amount):

Based on Prop. 2 1/2, Melrose's tax levy will grow approximately **$2.3 M next year**:

FY23 Tax Levy Limit:	$72 million
2.5% Increase:	$1.8 million
New Growth*:	$500,000

This is the additional amount we will have next year to support all departments across both City and Schools.

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Capital Needs

- FY24-FY28 capital planning process has just kicked off with department heads
- Collins Center consultants will work with our Finance team to determine the City's financial capacity to fund capital and will create a multi-year Capital Investment Strategy
- School Department structural deficit will be factored into this plan
- In FY24 will prioritize most urgent capital needs (e.g., Police/Fire radios and antenna system)

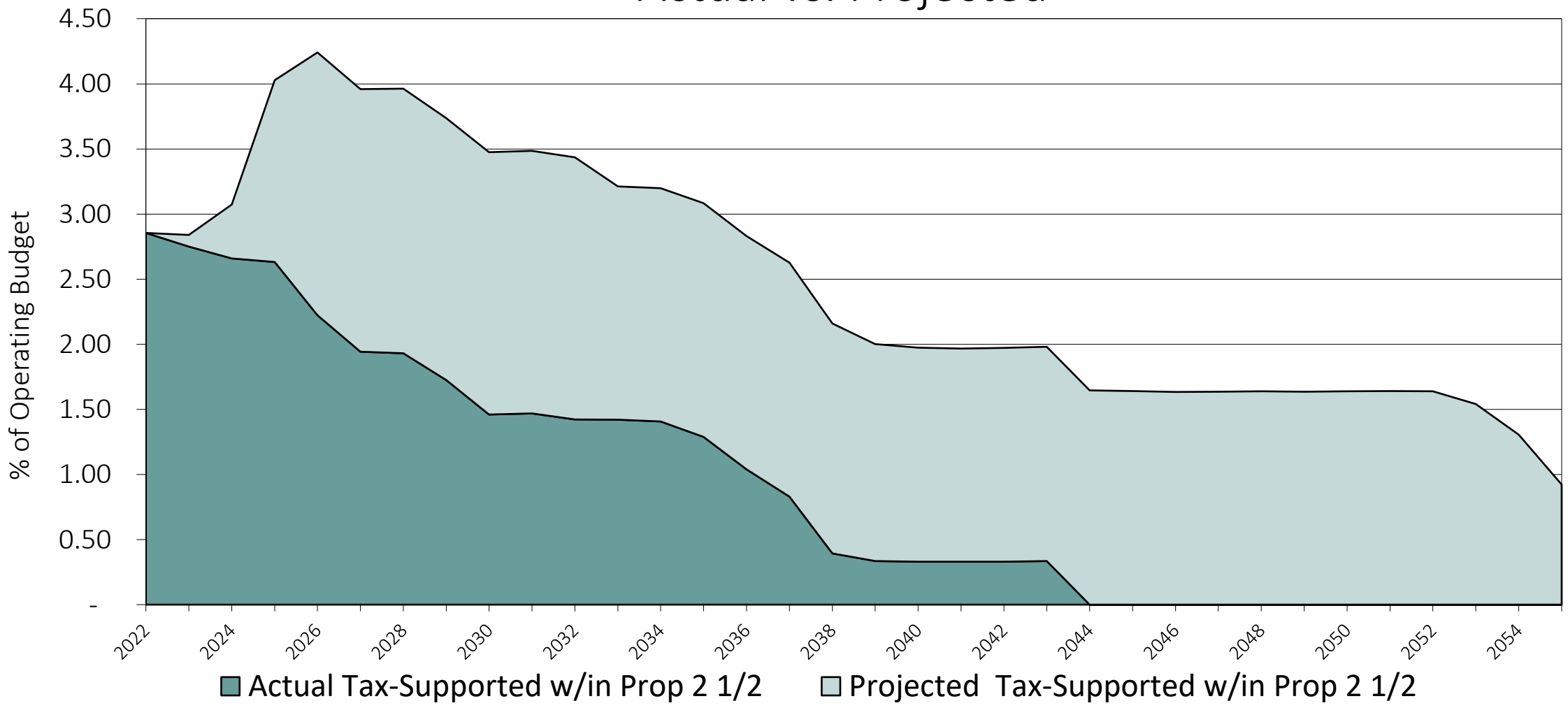
Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Debt Management

- We continue to project new non-exempt debt will stay below our limit of 5% of operating budget.
- In the fiscal years ahead, we will still have borrowing capacity to bond necessary projects
- Any new exempt debt for a large project (e.g., Public Safety Buildings) would be outside of the Prop. 2 ½ limitation and would require a “debt exclusion” vote at the ballot.

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

Tax-Supported (“non exempt”) debt within Proposition 2 1/2
Actual vs. Projected



Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

The Finance Team looks forward to returning in January to provide:

- Mid-year FY23 Budget update
- FY23 Free Cash (assuming certified by DOR)
- Mid-year update on Local Receipts
- Any updates regarding state funding

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

QUESTIONS?

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY22 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Fiscal Year 2022 Free Cash appropriations, as follows:

Order 2022-77: Memorial Hall Building Envelope ($1,500,000)

The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. So, in terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.

Order 2022-87: Police Chief Search ($30,000) – complete

Order 2022-89: Police - Replacement hire cost ($151,200)

Police Salary and Wages	$63,000.00	**complete**
Police Firearms and Ammunition	$3,600.00	**complete**
Police Uniforms	$65,000.00	remaining balance is 24,422.87
Police Academy Tuition and Training	$19,600.00	**complete**

Order 2022-108: Replacement Fred Green Turf ($600,000)

There has been a delay at Weston and Sampson, due to the consultant who was working on the RFQ for Fred Green Field having retired. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.

Order 2022-114 – DPW Easement ($48,000) – complete

Order 2022-132 – Stabilization Balances ($1,225,000) – complete

Order 2022-130 – Snow and Ice – ($341,621.03) – complete

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

Order 2022-134 IT Phone System, Cameras & Social Media Archiving ($270,000)

1. School VoIP project: $100,000 of this cost is for the School Telephone Replacement project. Additionally, there were $60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project.

2. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly $64,000 and will pay the rest after completion (roughly $40,000).

3. Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. $20,000 of this has been paid to Jatheon for the software.

Order 2022-135: DPW

1. New Vehicles ($482,000.00) – This funding, along with another $90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2. Trees ($70,000) – This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
3. Traffic Calming ($70,404.57) – we have ordered RRFBs for the first list of locations that we prioritized, which totaled about $50K of the approx. $70K allocation. We are awaiting delivery.
4. MHS Bathrooms Design ($150,000) – we are working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
5. Cemetery lowering device ($10,620.65) – this item has been purchased and the allocation is spent.

Order 2022-136: Recreation – Vehicle, Software, Community Services ($75,967.40)

1. Rec Vehicle ($47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted.

2. Recreation Online Registration Software ($10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website.

3. COA fobs and media repair ($13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies.

4. Memorial Hall elevator controls ($5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.

Order 2022-137: School – Medicaid reimbursement ($75,000); Microscopes, Curriculum, Uniforms, Golf Cart ($192,000)

1. Medicaid Reimbursement $75,000 – **complete** – These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2. Literacy Curriculum (Savvas) ($100,000) – $99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is $449,883.61. MPS was awarded a competitive grant in the amount of $179,943.74. The District will request an additional contribution from the City in the amount of $169,959.48 for FY24.
3. Microscopes ($30,000) – In progress, funds have been encumbered based on a quote for $28,716.75.
4. Utility Vehicle ($12,000) – In progress, gathering three quotes from vendors.
5. Uniform Replacement ($50,000) – In progress, approximately $24,695.77 has been encumbered based on quotes/invoices.

Order 2022-138 Various Departments ($76,400)

1. Health and Human Services Department (rodent control $28,000) – grant funds were received to allow this project to move forward without using City funds.
2. City Solicitor (professional services $25,000) – funds have been expended.
3. Auditor's Office (office equipment $10,000) - $ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture.
4. Fire Department (mattresses $10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt.
5. Elections Department (equipment and banner $3400) – $3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.

Order 2022 – 133 Pine Banks Parking Lot paving ($34,010.35)

Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

CHART - 1		City of Melrose			
DRAFT	**Ten Year General Fund Debt Plan Review**				
12/5/2022		**Department of Finance**			
				Projected	
	Year	**Net Debt**	**5% Limit**	**Budget**	**Percent**
	2022	**$2,855,696**	**$4,550,026**	**$91,000,522**	**3.14%**
	2023	**$2,839,293**	**$4,762,804**	**$95,256,080**	**2.98%**
	2024	**$3,074,059**	**$4,905,688**	**$98,113,762**	**3.13%**
	2025	**$4,028,867**	**$5,052,859**	**$101,057,175**	**3.99%**
	2026	**$4,241,587**	**$5,204,445**	**$104,088,891**	**4.07%**
	2027	**$3,959,412**	**$5,360,578**	**$107,211,557**	**3.69%**
	2028	**$3,963,531**	**$5,521,395**	**$110,427,904**	**3.59%**
	2029	**$3,735,853**	**$5,687,037**	**$113,740,741**	**3.28%**
	2030	**$3,474,755**	**$5,857,648**	**$117,152,963**	**2.97%**
	2031	**$3,486,111**	**$6,033,378**	**$120,667,552**	**2.89%**
	Totals:	**$35,659,166**	**$52,935,857**		
	Average:	**$3,565,917**	**$5,293,586**		
	Variance:		**$1,727,669**		
Note(s):	**1. It is the current policy of the City of Melrose that the G/F net**				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

CHART - 2		City of Melrose - 5% Debt Limit			
DRAFT		**Ten Year General Fund Debt Plan Review**			
		Department of Finance			
12/5/2022			**5% Limit**		
	Year	**Net Debt**		**Variance**	
Projected					
	2022	**$2,855,696**	**$4,550,026**	**$1,694,330**	
	2023	**$2,839,293**	**$4,762,804**	**$1,923,511**	
	2024	**$3,074,059**	**$4,905,688**	**$1,831,629**	
	2025	**$4,028,867**	**$5,052,859**	**$1,023,992**	
	2026	**$4,241,587**	**$5,204,445**	**$962,857**	
	2027	**$3,959,412**	**$5,360,578**	**$1,401,165**	
	2028	**$3,963,531**	**$5,521,395**	**$1,557,864**	
	2029	**$3,735,853**	**$5,687,037**	**$1,951,184**	
	2030	**$3,474,755**	**$5,857,648**	**$2,382,893**	
	2031	**$3,486,111**	**$6,033,378**	**$2,547,267**	
	Totals:	**$35,659,166**	**$52,935,857**		
	Average:	**$3,565,917**	**$5,293,586**		
	Variance:		**$1,727,669**		
Note(s):	**1. It is the current policy of the City of Melrose that the G/F net**				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

ARPA Project Name	PROJECT TOTAL	FY22	FY23	FY24	FY25	Department	Type
ARPA - Consultant	$ 10,000.00	$ -	$ -	$ -	$ -	Auditors	Admin
ARPA - Administration	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	Auditors	Admin
Milano Center Health, Wellness, Accessibility	$ 25,000.00	$ 25,000.00	$ -	$ -	$ -	COA	Infrastructure
Milano Center HVAC	$ 218,729.00	$ 218,729.00	$ -	$ -	$ -	COA	Infrastructure
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	$ 750,000.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	$ -	DPW	Infrastructure
Covid Sanitization-Custodial	$ 65,000.00	$ 65,000.00	$ -	$ -	$ -	DPW	COVID Response
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	$ 40,000.00	$ 40,000.00	$ -	$ -	$ -	DPW	COVID Response
Lead Water Service Inventory and Replacement Design	$ 150,000.00	$ 150,000.00	$ -	$ -	$ -	DPW	Infrastructure
Traffic Calming Toolkit	$ 28,300.00	$ 28,300.00	$ -	$ -	$ -	DPW	Infrastructure
Asset Management Software	$ 106,000.00	$ 106,000.00	$ -	$ -	$ -	DPW	Infrastructure
Replacement Vehicle to Deliver Services	$ 23,000.00	$ -	$ 23,000.00	$ -	$ -	DPW	Infrastructure
Fire Department Vehicles	$ 120,000.00	$ 120,000.00	$ -	$ -	$ -	Fire	Public Safety
Public Safety Training Equipment	$ 105,308.00	$ 78,308.00	$ -	$ -	$ 27,000.00	Fire	Public Safety
Fire Headquarters HVAC	$ 35,000.00	$ 35,000.00	$ -	$ -	$ -	Fire	Infrastructure
Tremont Fire House Update	$ 151,205.00	$ -	$ 151,205.00	$ -	$ -	Fire	Infrastructure
At-Home COVID tests	$ 1,824.00	$ 1,824.00	$ -	$ -	$ -	Health	COVID Response
FT Social Service Coordinator*	$ 200,330.00	$ 12,235.00	$ 72,900.00	$ 75,789.00	$ 39,406.00	Health	Community Mental Health and Wellness
IT Intern to Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projec	$26,000	$ -	$26,000	$ -	$ -	IT	COVID Response
Melrose Public LIbrary HVAC Upgrades	$ 500,000.00	$ 500,000.00	$ -	$ -	$ -	Library	Infrastructure
Economic Recovery Director*	$ 290,081.00	$ 31,762.00	$ 101,785.00	$ 103,930.00	$ 52,604.00	Mayor's	Economic Recovery
Community Conversations Initiative	$ 25,000.00	$ -	$ 25,000.00	$ -	$ -	Mayor's	Community Mental Health and Wellness
Small Business/Non-Profits/Cultural Sector Suport	$ 150,000.00	$ -	$ 50,000.00	$ 50,000.00	$ 50,000.00	Mayor's	Economic Recovery
Addressing Food Insecurity	$ 75,000.00	$ -	$ 25,000.00	$ 25,000.00	$ 25,000.00	Mayor's	Economic Recovery
Utility Arrearages	$ 141,000.00	$ -	$ 141,000.00	$ -	$ -	Mayor's	Economic Recovery
Foss Park Basketball and Playground Upgrade	$ 150,000.00	$ 150,000.00	$ -	$ -	$ -	Parks	Infrastructure
Amazing Grace Basketball Court	$ 41,106.00	$ -	$ 41,106.00	$ -	$ -	Parks	Infrastructure
Police Department Vehicles	$ 256,000.00	$ 256,000.00	$ -	$ -	$ -	Police	Public Safety
Community Mental Health Initiative	$ 200,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	Rec/Health	Community Mental Health and Wellness
Schools Revenue Loss Replacement	$ 802,000.00	$ 802,000.00	$ -	$ -	$ -	Schools	COVID Response
COVID-19 Disinfection	$ 128,000.00	$ 128,000.00	$ -	$ -	$ -	Schools	COVID Response
HVAC Study and Implementation of A/C addition at MVMMS	$ 1,050,000.00	$ -	$ 1,050,000.00	$ -	$ -	Schools	Infrastructure
Schools Asbestos Abatement	$ 90,000.00	$ 90,000.00	$ -	$ -	$ -	Schools	Infrastructure
School Department Closing FY22 Budget	$ 774,697.00	$ 774,697.00	$ -	$ -	$ -	Schools	COVID Response
High School and Middle School Complex Elevators	$ 594,000.00	$ 594,000.00	$ -	$ -	$ -	Schools	Infrastructure
TOTAL	**$ 7,327,080.00**						
REMAINING UNCOMMITTED ARPA FUNDS	**$ 1,047,094.00**						
**Personnel costs are inclusive of health insurance and benefits*							

Attachment: Materials for December 8 A&O meeting (INFO-2023-11 : Update on city finances)

Ghobrial, Andrew

From: Fleischman, Margot
Sent: Monday, December 5, 2022 3:57 PM
To: City Council
Cc: *Mayor Brodeur; Dello Russo, Patrick
Subject: Materials for December 8 A&O meeting
Attachments: ARPA Update to City Council December 2022.pdf; ARPA Update Slides December 8, 2022.pdf; Finance Report to the City Council Slides December 8 2022.pdf; FY22 Free Cash update.pdf; 10 year General Fund Debt Plan.pdf; ARPA Approvals by Dept to date 10.18.22.pdf

Good afternoon Councilors,
Please find attached the following presentation materials and memos provided in advance of the A&O meeting this Thursday, December 8:

- **INFO-2023-10:** Request for American Rescue Plan Act (ARPA) funding update
  - **ARPA Update memo and slide presentation; ARPA approvals spreadsheet**
- **INFO-2023-11:** Update on the Status of the City of Melrose's Finances
  - **Finance Report slide presentation and 10-year General Fund Debt Plan**
- **INFO-2023-12:** An Update on the Status and Usage of Free Cash in the City of Melrose
  - **Free Cash update memo**

As always, should you have any questions, please do not hesitate to reach out.
Best,
Margot

Margot Fleischman
(She/Her/Hers)
Chief of Staff
& Director of Strategic Initiatives and Communications
Office of Mayor Paul Brodeur
Melrose City Hall
562 Main St
Melrose, MA 02176
(781) 979-4440

****CITY OF MELROSE PUBLIC RECORDS NOTICE: Please be advised that the Massachusetts Attorney General has determined that email is a public record unless the content of the email falls within one of the stated exemptions under the Massachusetts Public Records Laws.****

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on use of American Rescue Plan (ARPA) funds
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a further update on the use of Melrose's ARPA funds, including funds that have been spent or committed for specific projects. As you know, the City of Melrose has received total of $8,374,174 in federal ARPA grant dollars. All ARPA grant funds must be spent or encumbered by December 31, 2024.

Approved ARPA projects

Since the last update to the Council, the following ARPA projects have been approved by the Mayor and CFO Patrick Dello Russo. Together with projects previously approved, this represents $7.3 million investments in COVID-19 response, critical infrastructure, and organizational capacity.

• Schools Asbestos Abatement	$90,000
• Community Conversations Initiative	$25,000
• COVID-19 Sanitization-Custodial	$65,000
• COVID-19 Disinfection (Schools)	$128,000
• Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	$40,000
• HVAC Study and Implementation of A/C addition at MVMMS	$1,050,000
• Tremont Fire House Update	$151,205
• ARPA - Administration	$4,500
• Addressing Food Insecurity	$75,000
• Small Business/Non-Profits/Cultural Sector Support	$150,000
• Police Department Vehicles	$256,000
• Fire Department Vehicles	$120,000
• Replacement Vehicle to Deliver Services (DPW)	$23,000
• School Department Closing FY22 Budget	$774,697
• Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projects	$26,000

A complete list of all ARPA project approvals is attached to this memo and is also available on the City of Melrose webpage at: **www.cityofmelrose.org/mayor/pages/ARPA**

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Budgetary Adjustments

As part of our regular tracking of ARPA project expenditures, Assistant Auditor Kerri Golden and I have periodically reviewed approved projects and, in consultation with the relevant department heads, have made budgetary adjustments as appropriate.

In cases where the amount originally budgeted exceeded what was necessary, those excess funds have been released back to available ARPA funds to be used for another project subject to the Mayor's review and approval. All budget adjustments have been reflected in the budget documents provided to the Council and posted on the City of Melrose website. The following projects have been adjusted since our last update to the Council:

	Original	Revised
• Social Services Coordinator	$213,847	$200,330
• Economic Recovery Director	$417,000	290,000
• At-Home COVID tests	$30,000	$1,824

ARPA expenditures to-date

As of November 30, 2022, the City has expended $3,189,685 of our ARPA allocation and has encumbered a further $392,804.

Temporary moratorium on new ARPA allocations

Given the current financial uncertainty, including the potential impact of rising inflationary pressure on both labor and material costs, as well as the School Department structural deficit, the Mayor has chosen to reserve the remaining $1.05 million in order to provide for maximum flexibility in the year ahead. However, it remains a high priority for the City to spend or allocate all ARPA funds by the December 2024 deadline.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

ARPA Update

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

ARPA Basics

- Federal grant to the City in the amount of $8,374,174 – based primarily on population.
- All funds must be spent or encumbered by December 31, 2024.
- Administered by the Mayor in consultation with CFO and staff taskforce.
- Advised by consultants from the accounting firm of Clifton Larson Allen, LLP.
- Audited as part of the City's annual single audit and subject to future federal audit.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Members of the Mayor's ARPA Staff Taskforce

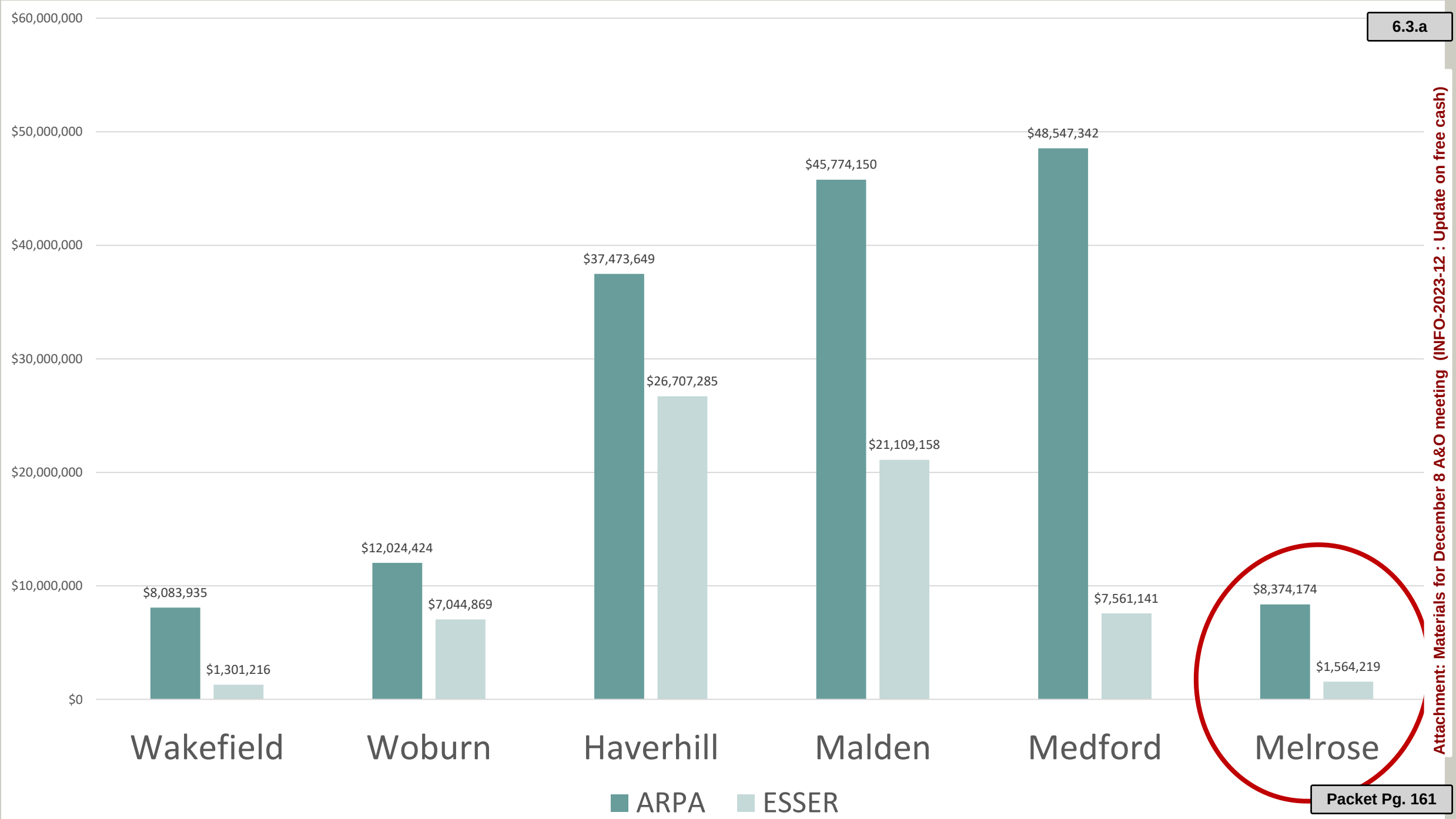
- Patrick Dello Russo (CFO)
- Kathryn Armata (Treasurer/Collector)
- Kerri Golden (Auditor's Office)
- Denise Gaffey (OPCD)
- Chief Ed Collina (Fire)
- Chief Mike Lyle (Police)
- Allan Alpert (Emergency Management)
- Margot Fleischman (Mayor's Office)
- Neal Ellis (IT)
- Elena Proakis Ellis (DPW)
- Jim Troup (DPW)
- Jay McNeil (DPW)
- Anthony Chui (HHS)
- Leia Secor (School Finance Dept)

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Federal Relief Aid Regional Comparisons

Community	Population	ARPA	ARPA per capita	ESSER	ESSER per student
Wakefield	27,045	$8,083,935	$299	$1,301,216	$392
Woburn	40,228	$12,024,424	$299	$7,044,869	$1,640
Haverhill	64,014	$37,473,649	$585	$26,707,285	$3,451
Malden	60,470	$45,774,150	$757	$21,109,158	$3,460
Medford	57,341	$48,547,342	$847	$7,561,141	$1,879
Melrose	**28,016**	**$8,374,174**	**$299**	**$1,564,219**	**$417**

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Mayor’s Priorities

- Identifying the areas of greatest need and relevance for Melrose’s economic and public heath recovery, including mental health and wellness
- Making much needed investments in City infrastructure
- Maintaining financial stability

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

ARPA Approvals To-Date

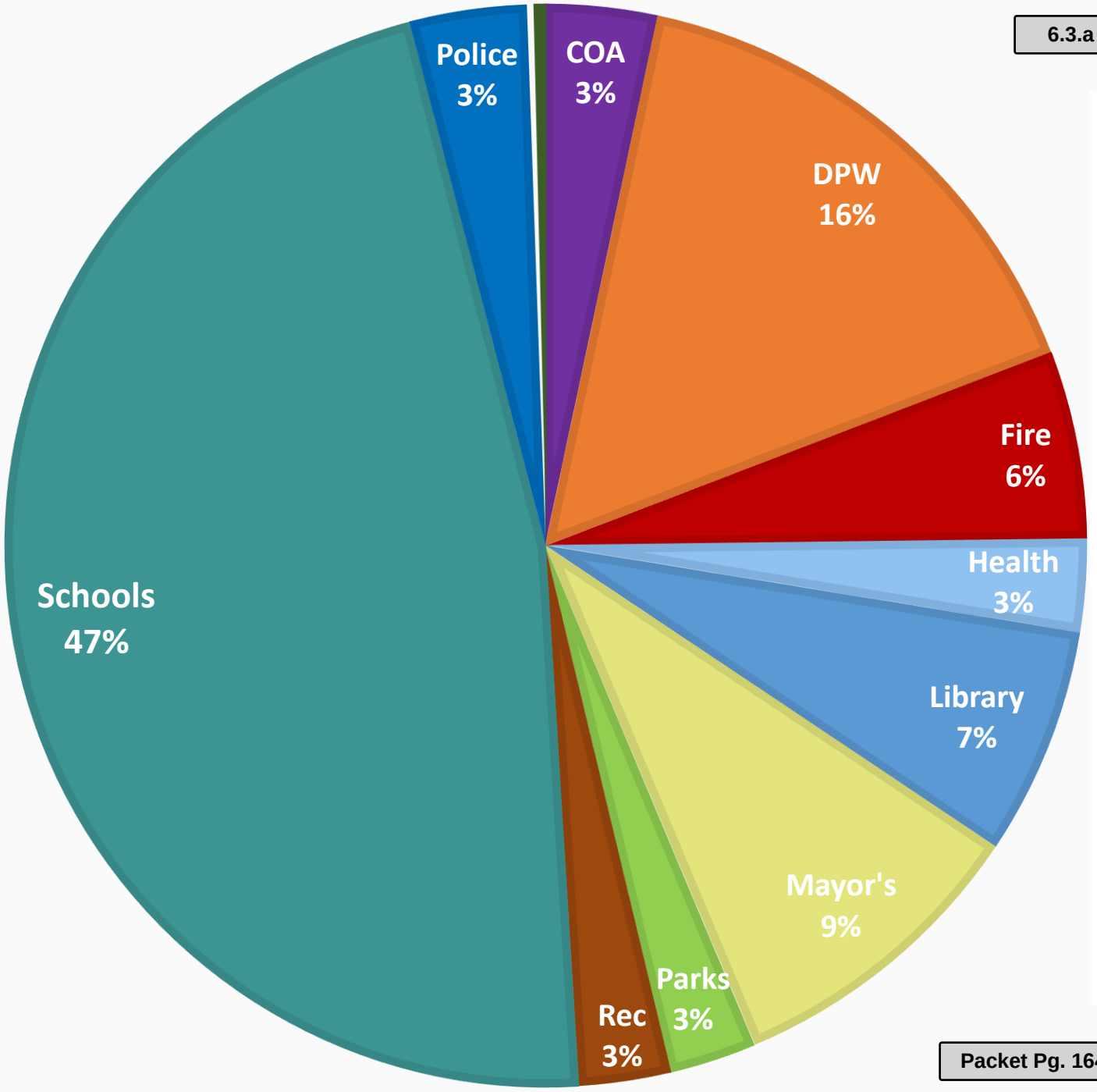
34 projects from 12 departments

$7.3M allocated

$1.05M unallocated

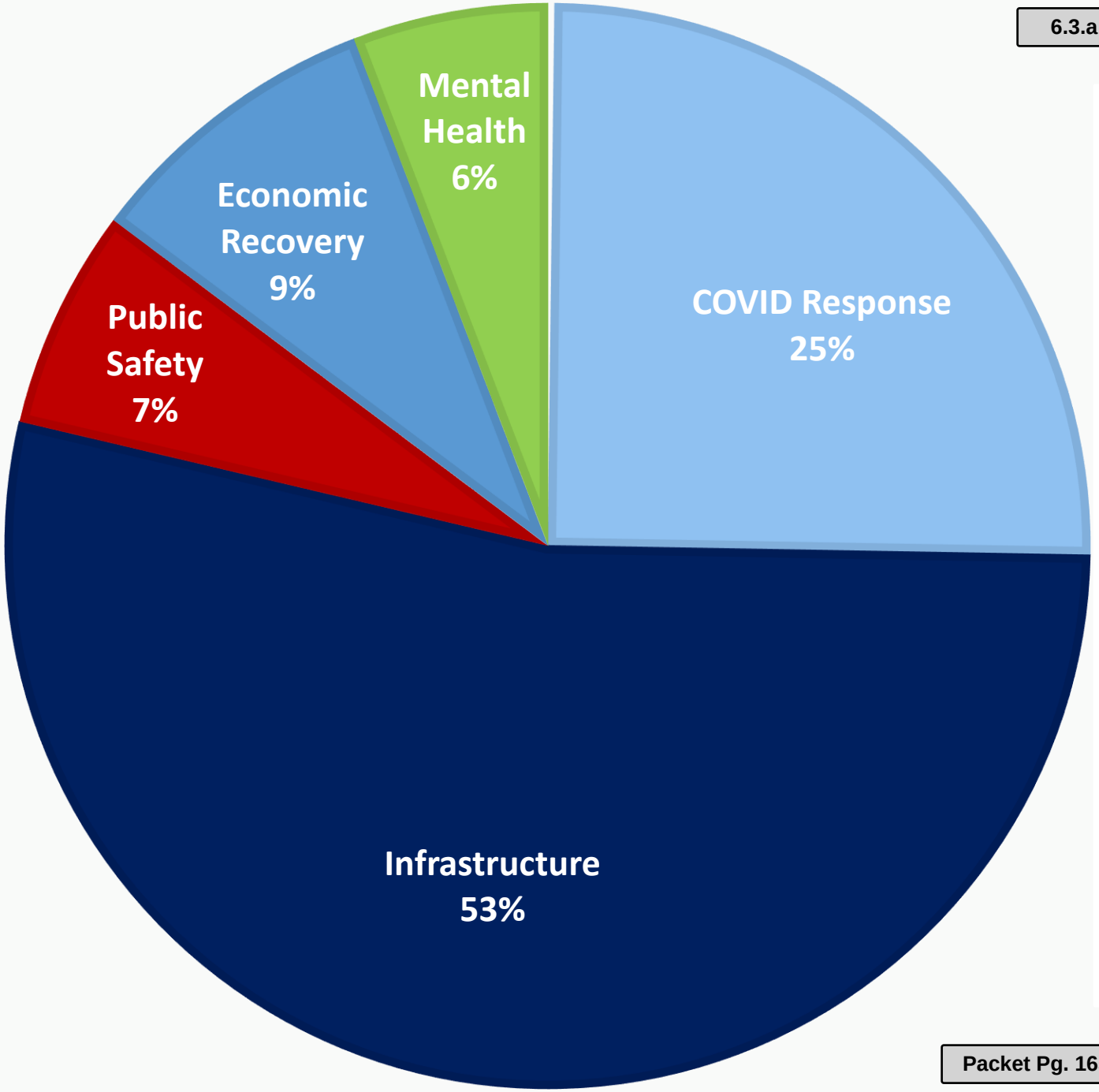
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

ARPA Allocations By Department



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

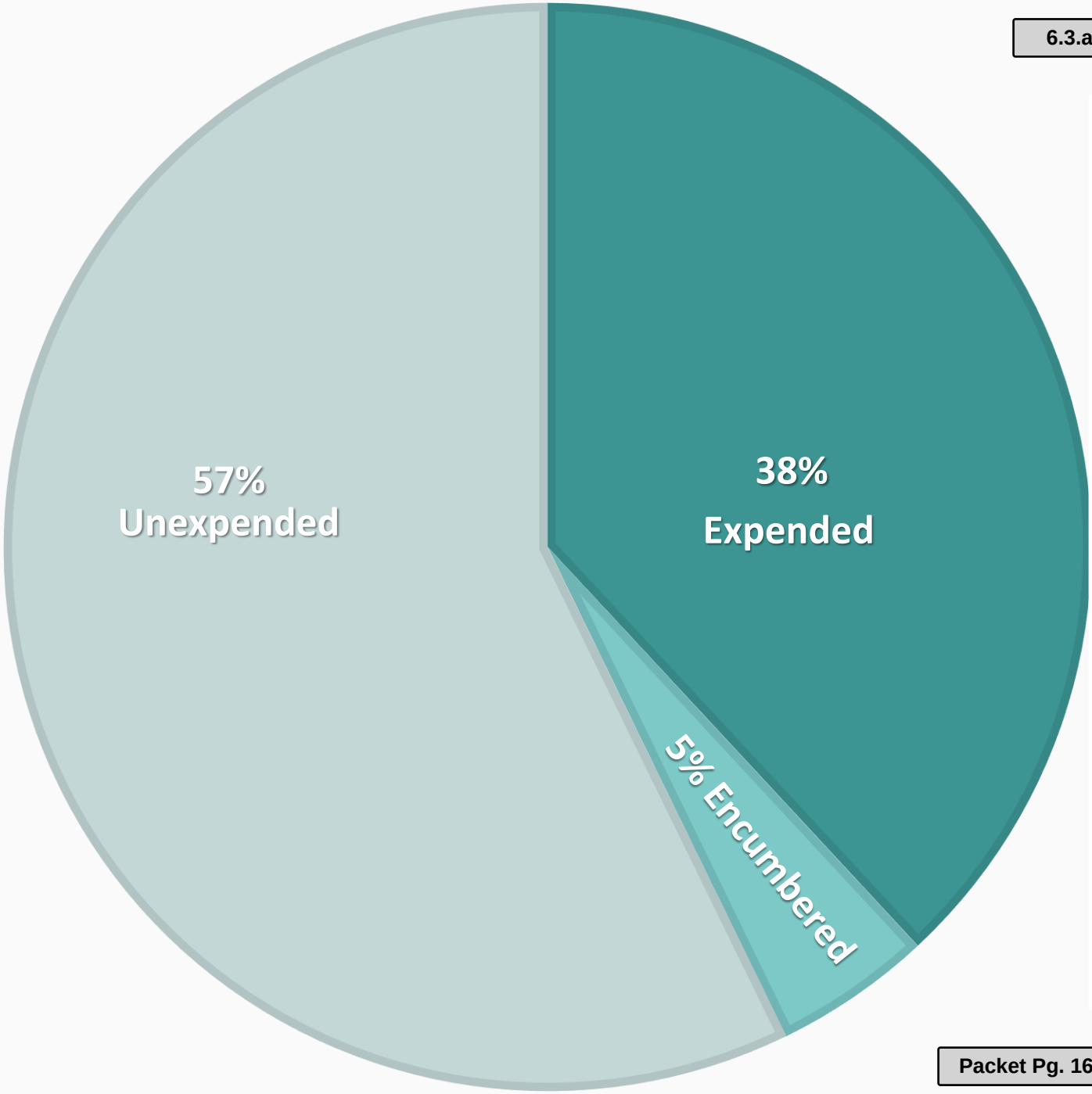
ARPA Allocations By Type



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

ARPA Expenditures To-Date:

43% Expended or Encumbered



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

$3.4 million ARPA funds invested in Melrose Public Schools

Schools Revenue Loss Replacement	$	802,000.00
COVID-19 Disinfection/Custodial Needs	$	128,000.00
HVAC Study and Implementation of A/C at MVMMS	$	1,050,000.00
Schools Asbestos Abatement	$	90,000.00
School Department Closing FY22 Budget	$	774,697.00
High School and Middle School Complex Elevators	$	594,000.00

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Thank you!

www.cityofmelrose.org/mayor/pages/ARPA

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Financial Update

MELROSE CITY COUNCIL APPROPRIATIONS & OVERSIGHT COMMITTEE MEETING

DECEMBER 8, 2022

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Patrick Dello Russo

CFO and City Auditor

Kathryn Armata

Treasurer/Collector

Sarah MacLellan

Chief Assessor

Kerriann Golden

Assistant Auditor

City of Melrose Finance Team

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

What we will cover tonight:

- Budget Snapshot
- Impact of Proposition 2 ½
- New Growth & Free Cash
- Impact of School Department deficit
- Tax Levy Limit
- Capital Needs
- Debt Model

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Some terms and what they mean:

Tax Levy – The revenue a community can raise through rea personal property taxes.

Prop. 2 ½ – A Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes.

Tax Levy Limit – The maximum amount a community is allowed to raise through property taxes in a given year, based on 2.5% growth of the prior year's Levy Limit plus new growth.

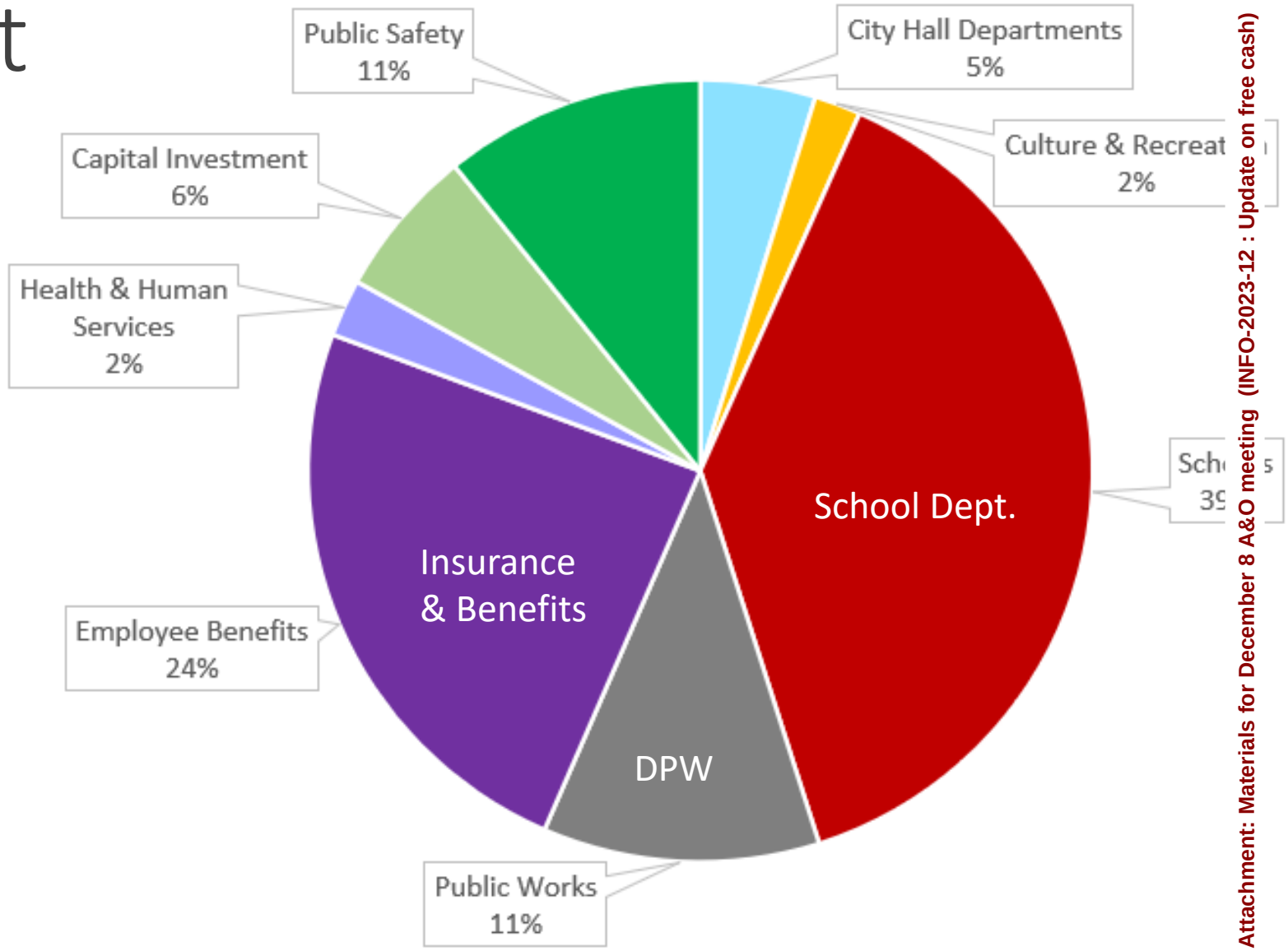
New Growth – The increased value of new development and other growth in the tax base that is not the result of revaluation. A portion of this value is applied to the levy limit.

Override – A permanent increase in the Levy Limit of a community above the allowable 2.5% growth. Requires a majority vote at the ballot.

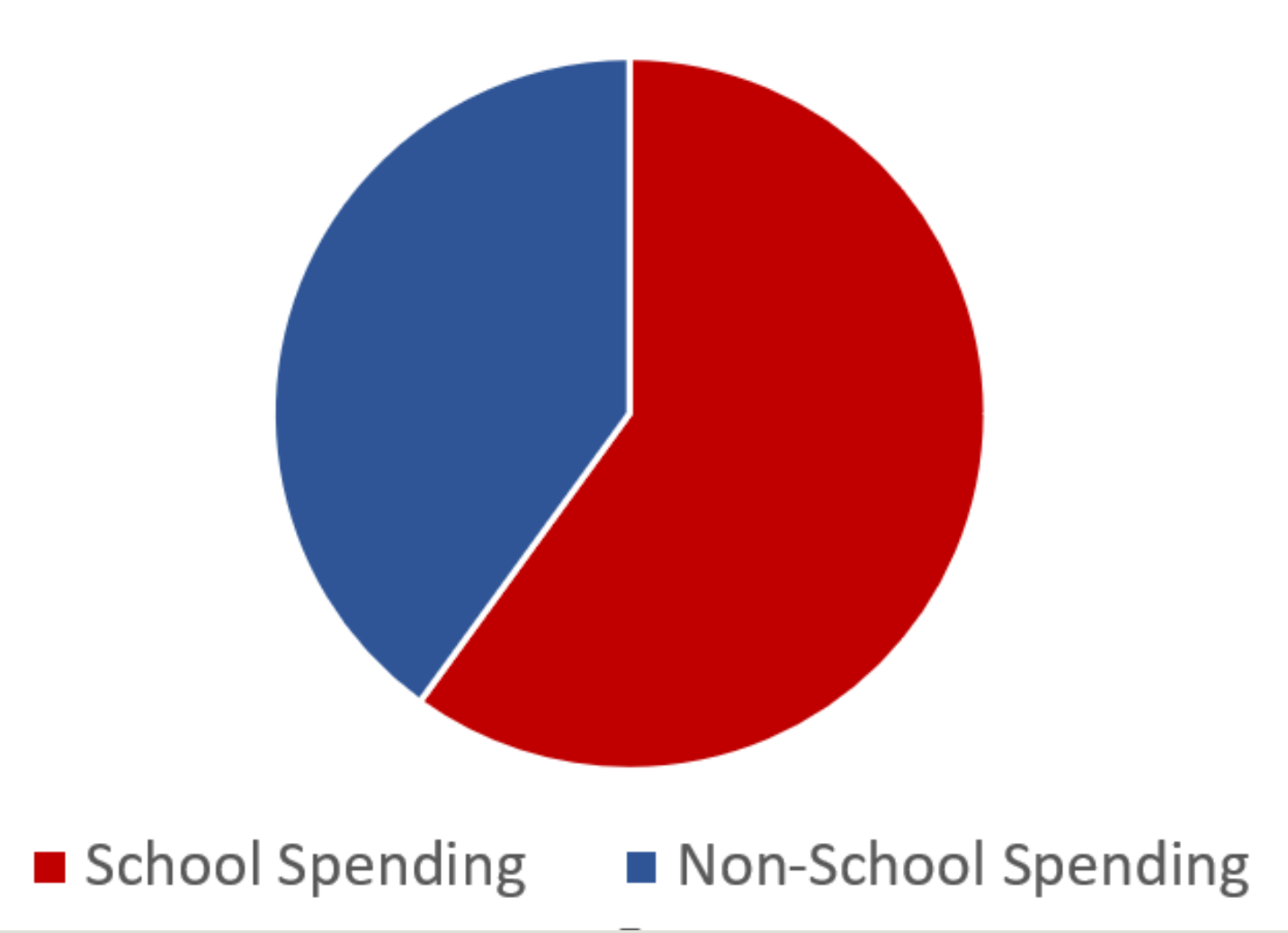
Free Cash – Funds certified annually by the state that come from municipal revenues being greater than expected and/or expenses being less than budgeted.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Budget Snapshot



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)



School spending includes costs carried within City budgets:

- Facilities Division of DPW supporting the Schools
- Insurance and Benefits for School Employees
- Debt service for School facilities

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

How does Prop. 2 ½ affect our finances?

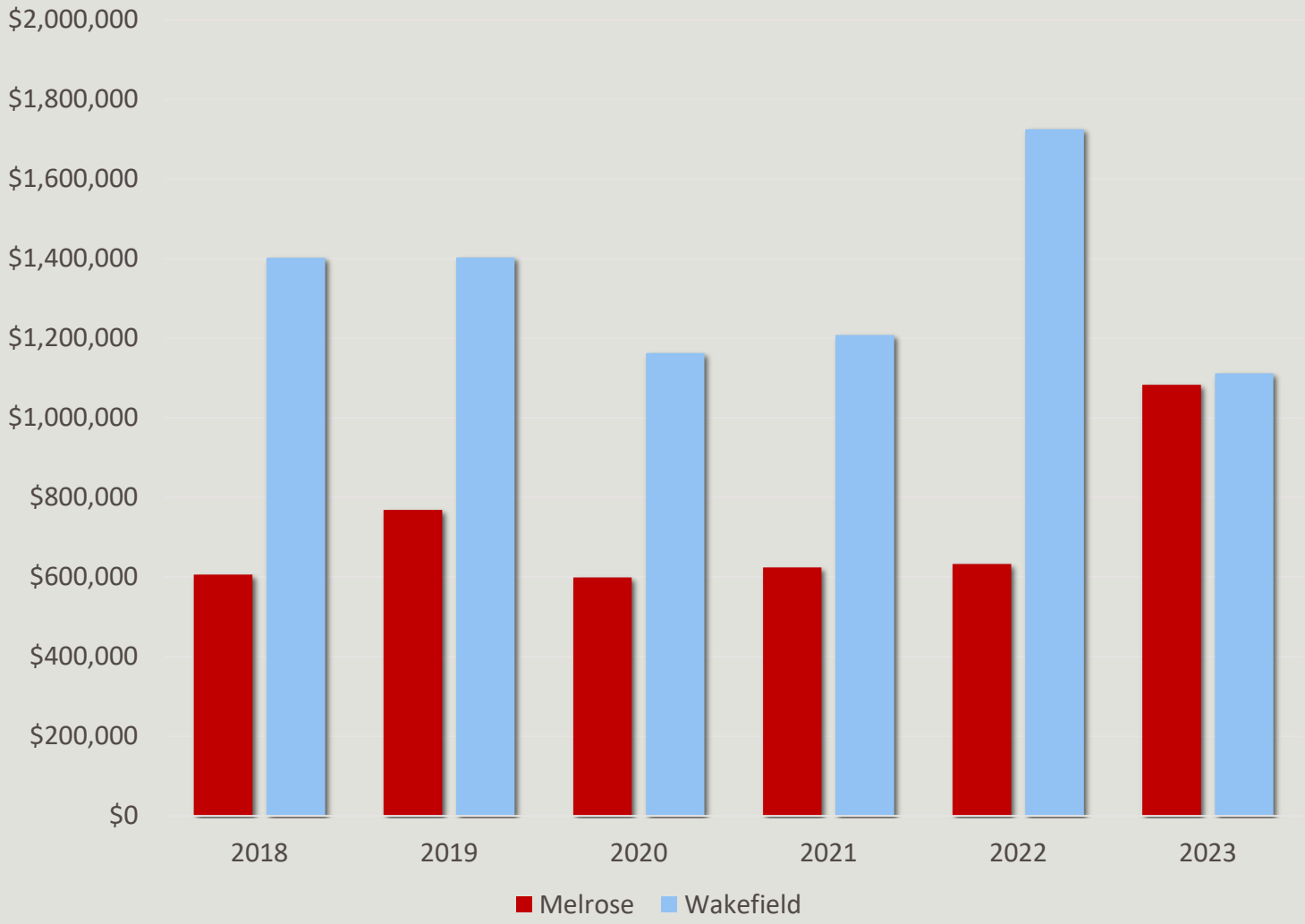
We can only increase our tax revenue by 2.5% of last year's Levy Limit + New Growth

We tax to the Levy Limit so we cannot increase taxes beyond that without an override

Annual operating budget increases must fit within next year's Levy Limit

The majority of year-over-year budget increases are non-discretionary costs

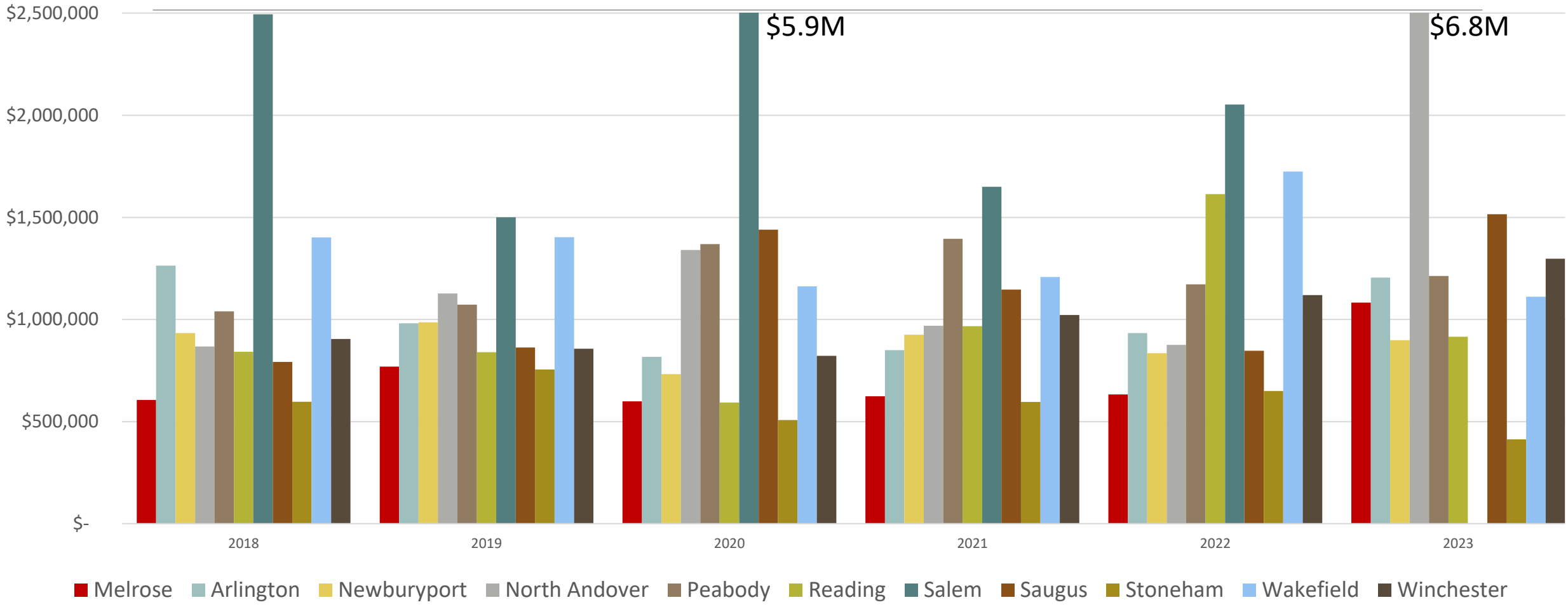
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)



New Growth Comparison to Wakefield

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

10 Community New Growth Comparison



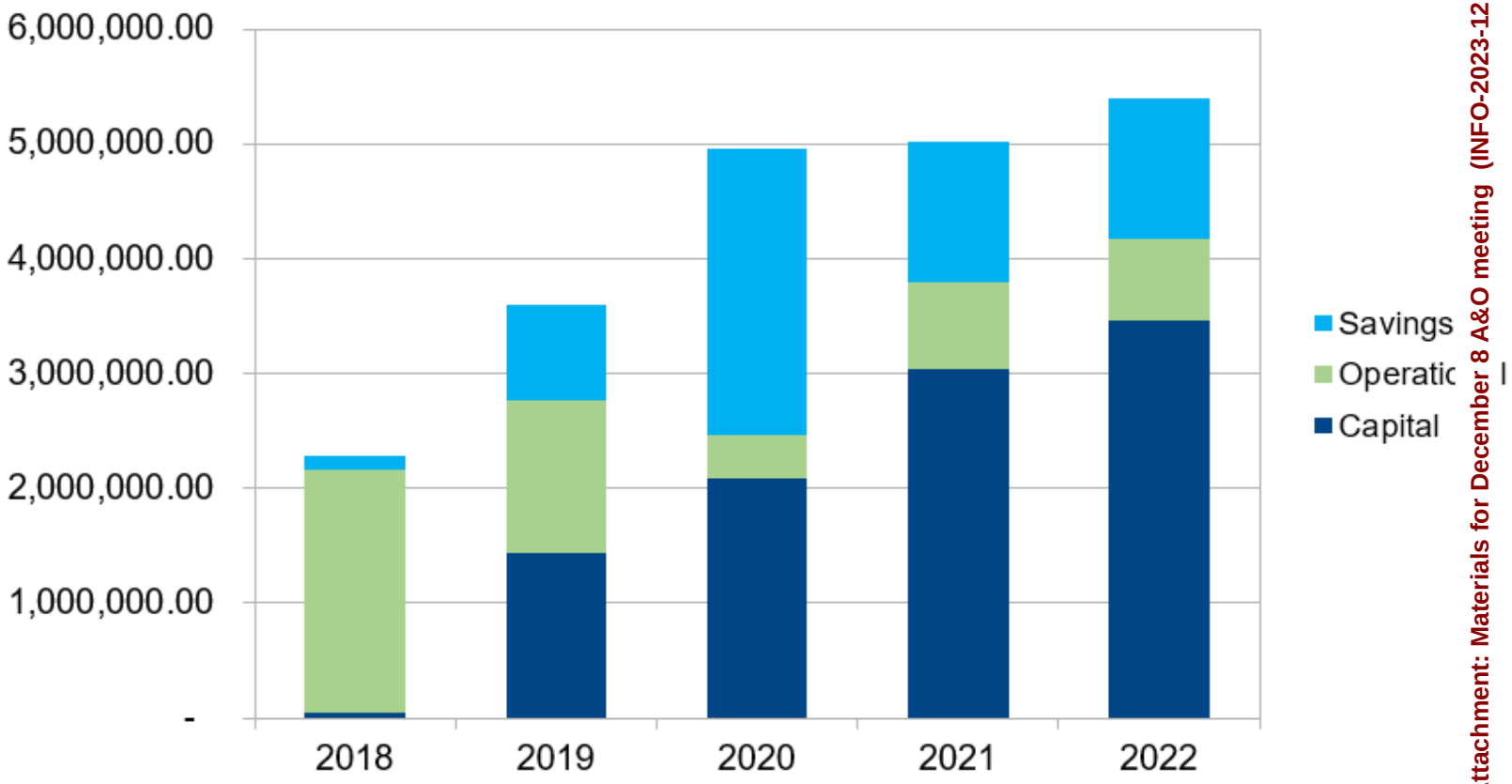
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Melrose Free Cash – past 5 years

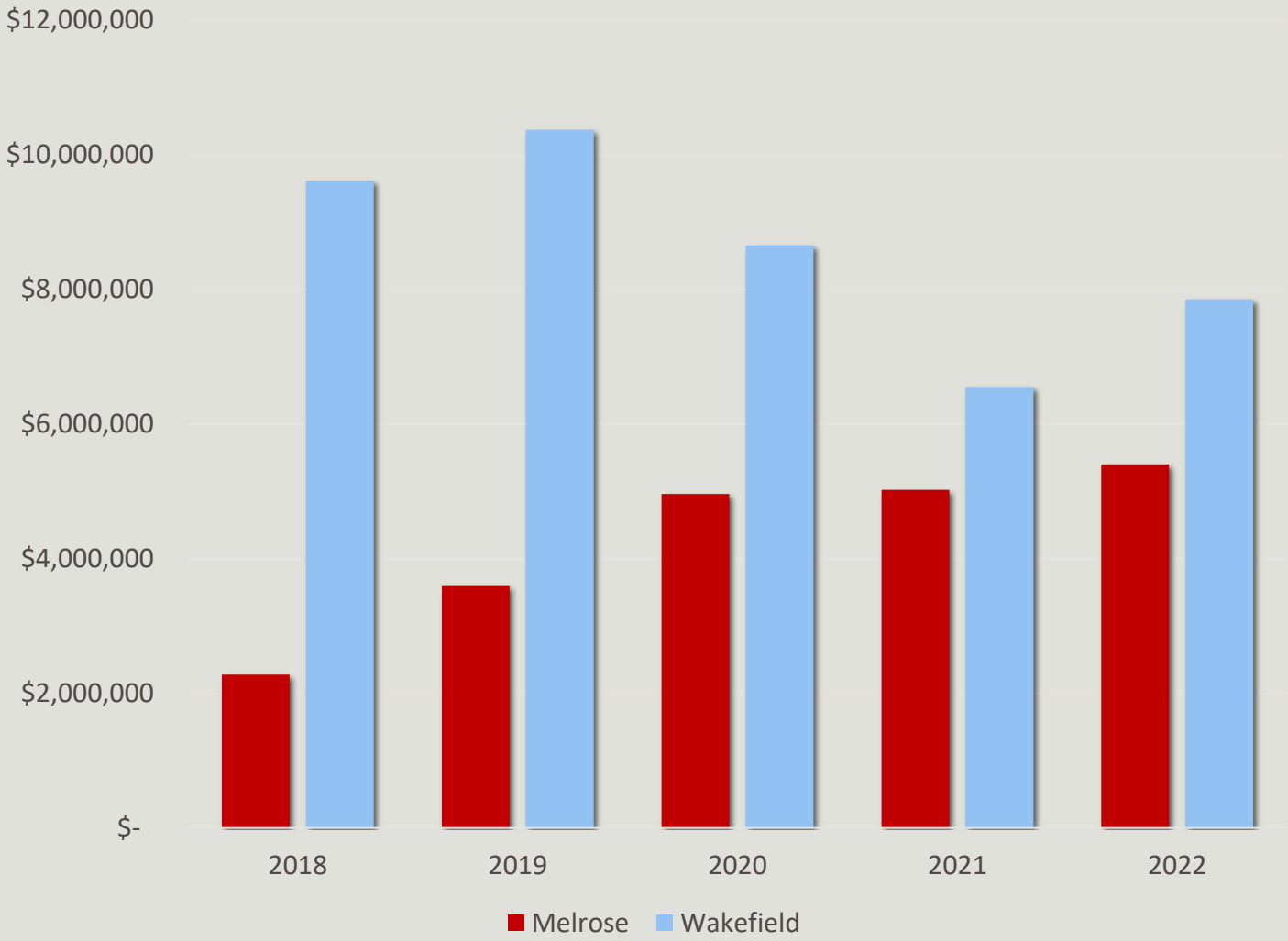
SAVINGS: stabilization funds, affordable housing trust

OPERATIONAL: snow/ice, software, trainings, etc.

CAPITAL: buildings, vehicles, playgrounds, trees, equipment, etc.



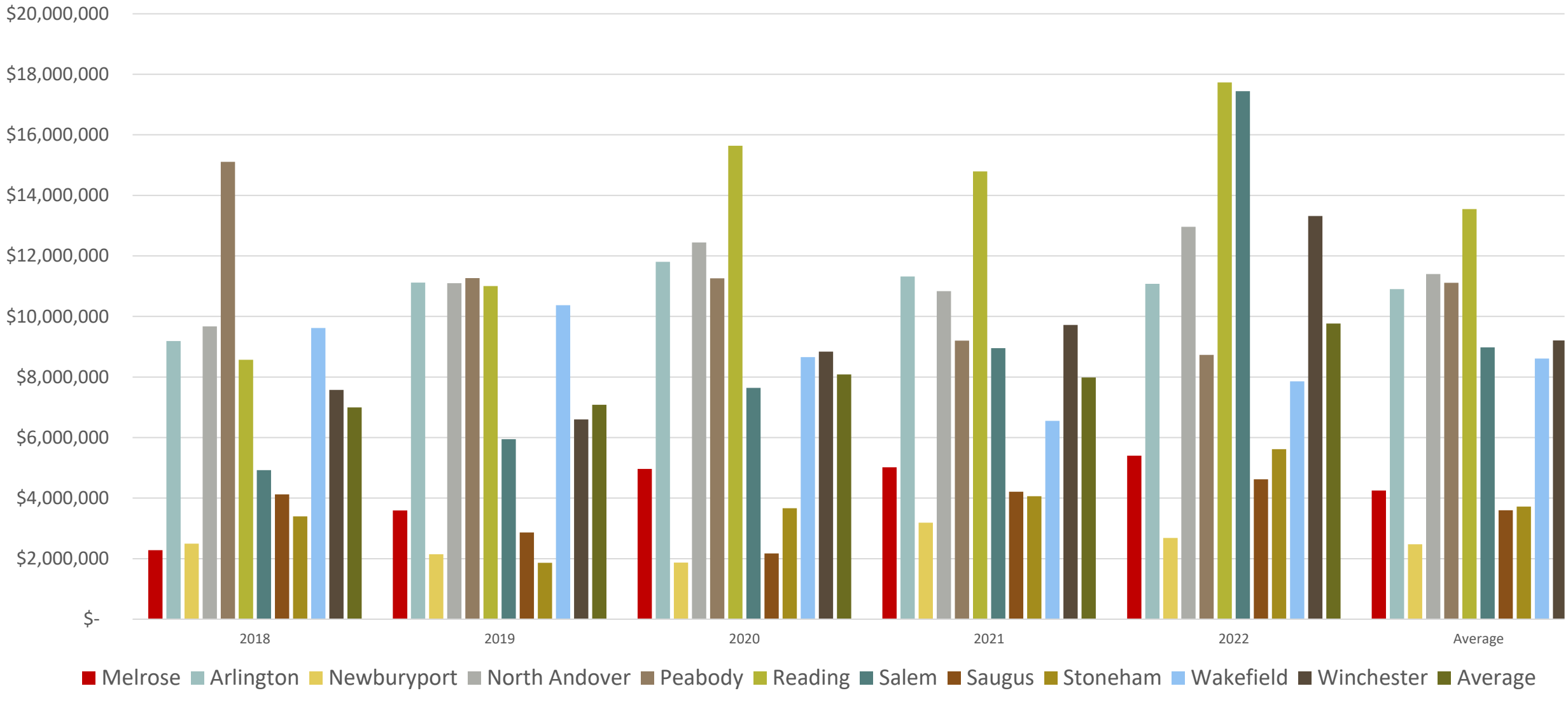
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)



Free Cash Comparison to Wakefield

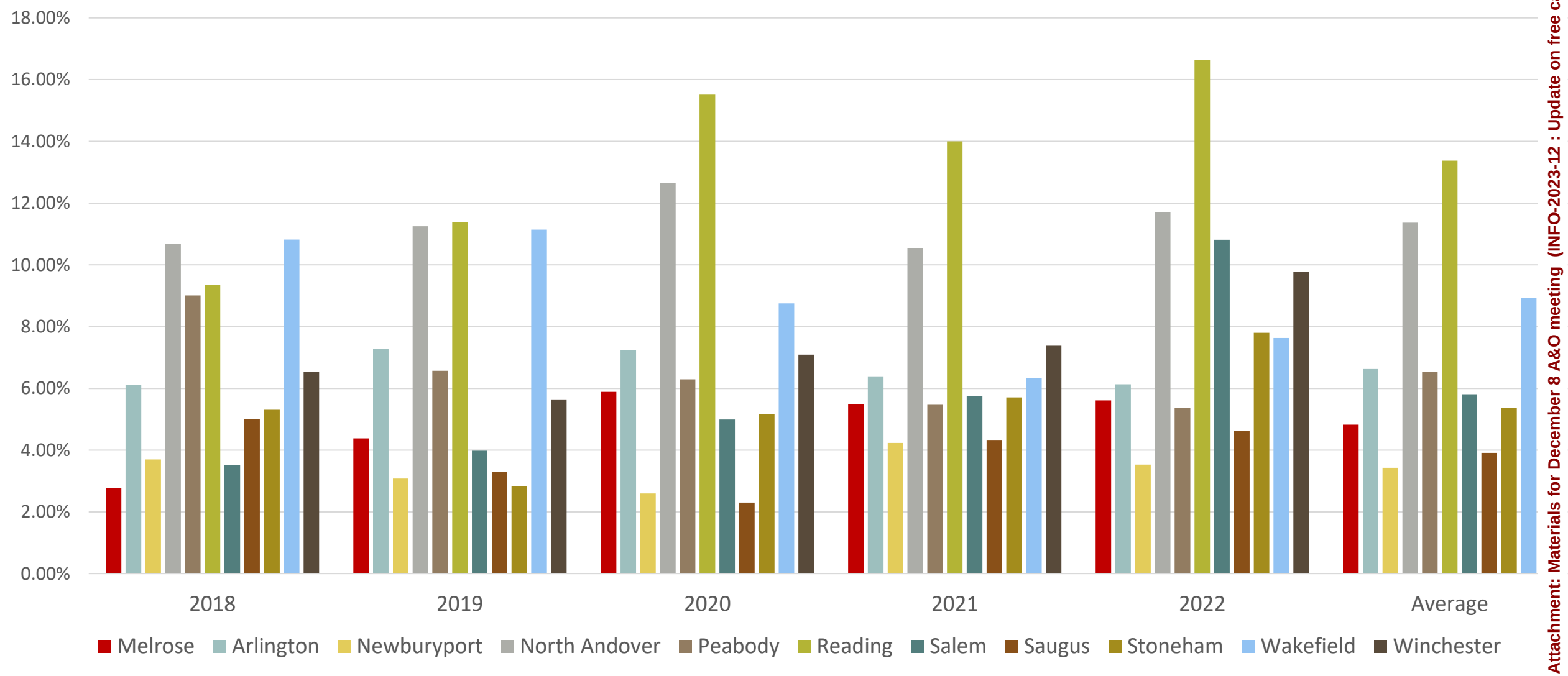
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

5 Year Free Cash Comparison ($)



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

5 Year Free Cash Comparison (%)



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

FY22 School Department Deficit

Major Cost Overrun Drivers, according to CLA Consultants:

- $2.1 million of Special Ed cost overruns
  - $700K – Transportation
  - $1.48 million – Tuitions
- Remainder can be accounted for by the teacher coverage costs that were charged to paraprofessional lines. Teachers were required to stay home up to 10 days after contracting COVID-19 and the district had to provide coverage.

FY22 deficit closed using federal education relief and ARPA funds

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

School Department structural deficit expected to continue

Potential funding sources:

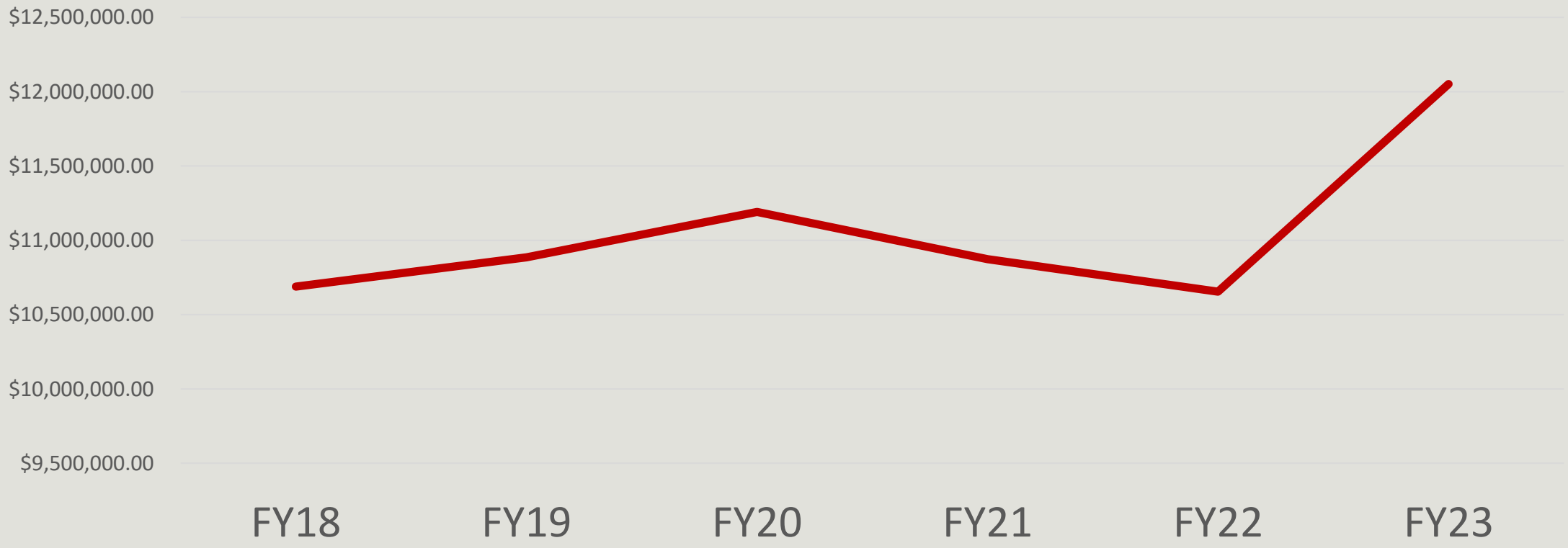
- Free Cash
- Contract Stabilization Fund/Special Education Stabilization Fund
- ARPA
- Other funding sources if available

Potential increased revenue sources:

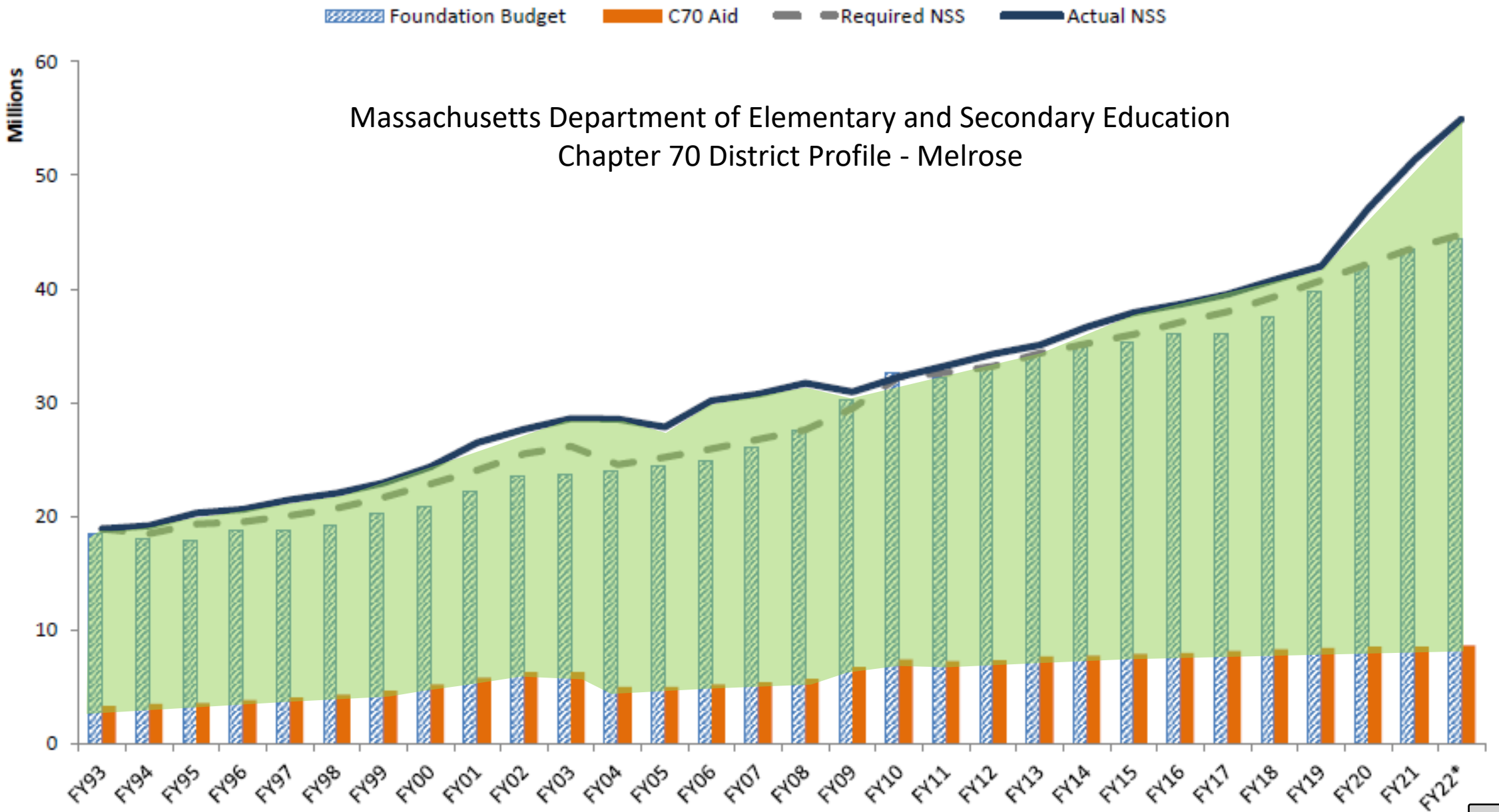
- State aid (Student Opportunity Act)
- Comprehensive fee study
- Continued re-development to support new growth

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Net State Aid



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

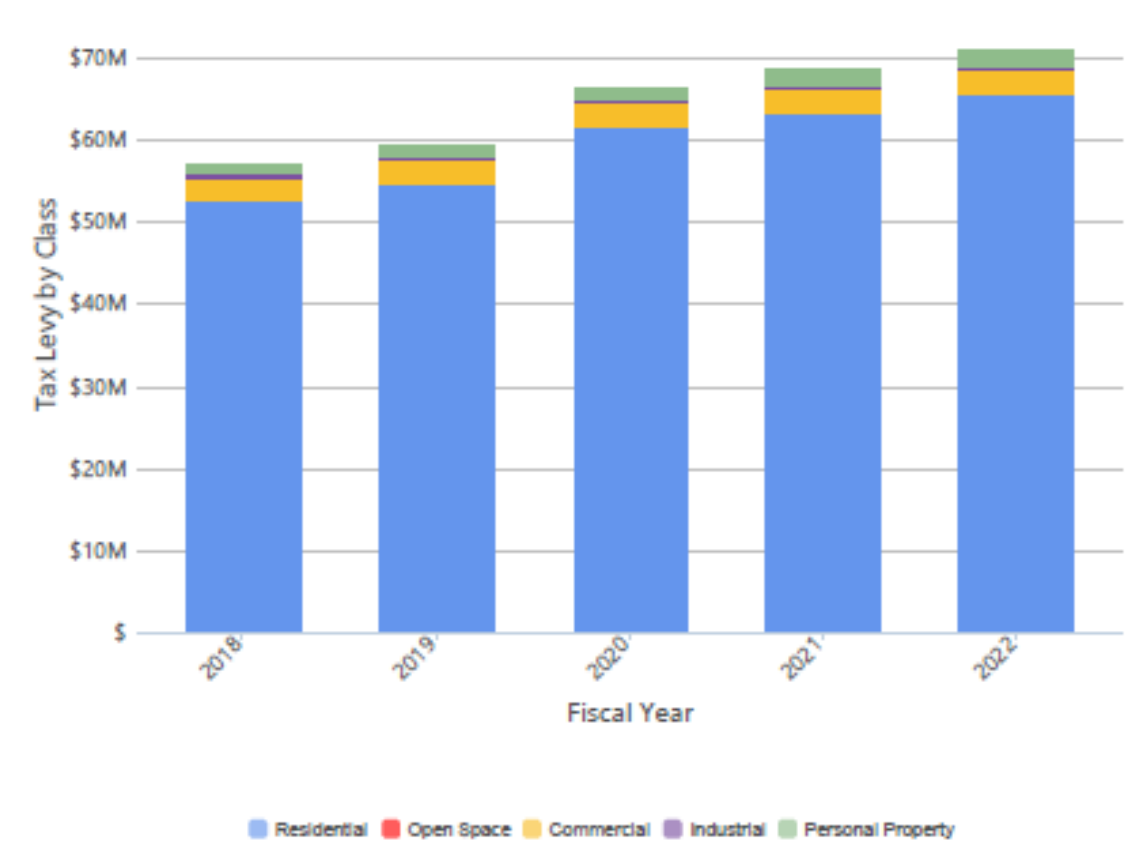


Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Fiscal Year	Levy Limit w/o Debt & Capital Exclusions	Maximum Levy Limit	Total Tax Levy	Excess Levy Capacity	Excess as a % of Maximum Levy
2019	$57,521,943	$59,397,799	$59,375,238	$22,560	0.04%
2020	$64,738,724	$66,629,218	$66,627,306	$1,911	0.00%
2021	$66,981,117	$68,878,709	$68,877,944	$765	0.00%
2022	$69,288,556	$71,196,790	$71,171,656	$25,134	0.04%

We continue to tax to the maximum allowed by law

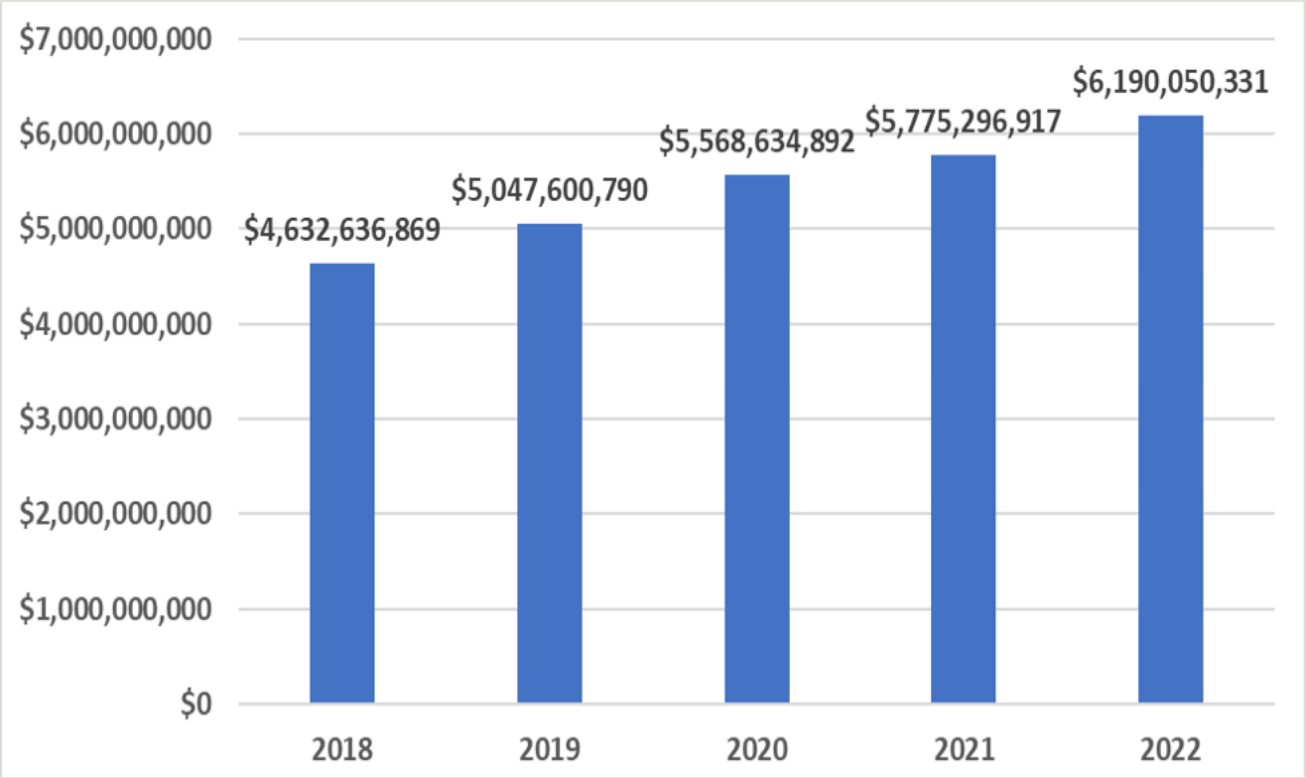
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)



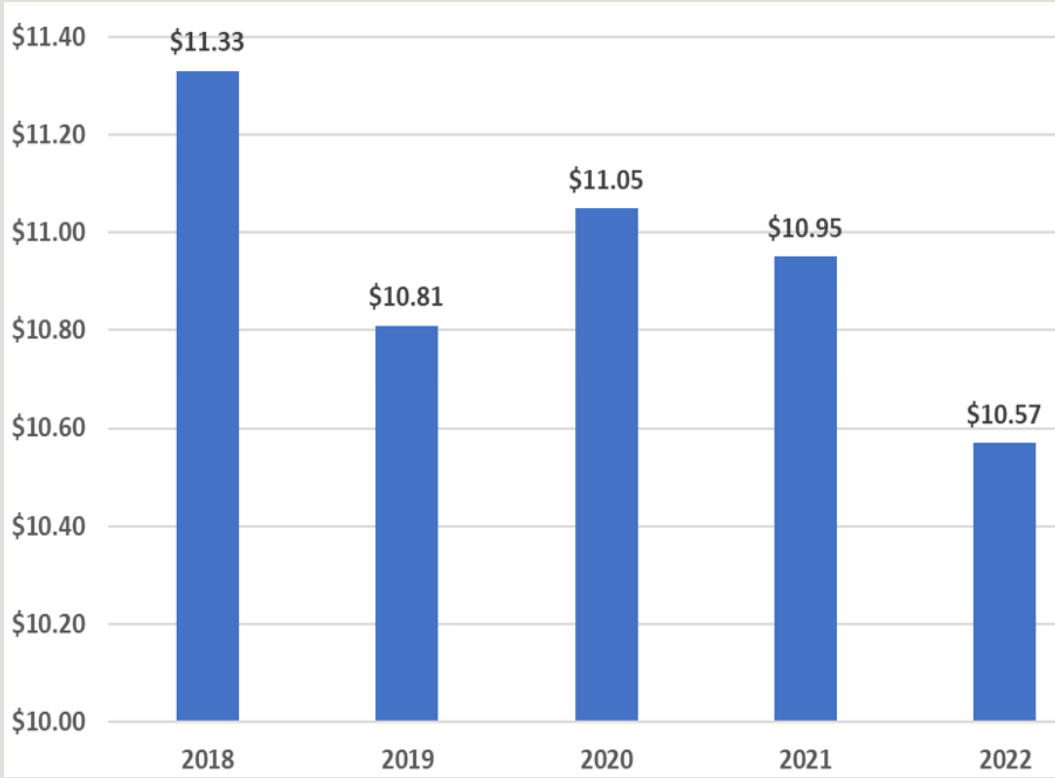
In Melrose, 92% of taxes are paid by residential property owners

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

As property values rise, tax rates fall



Total Value of Residential Properties in Melrose



Residential Property Tax Rate (per $1K assessed value)

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

FY24 Tax Levy Limit Estimate (excluding debt exclusion amount):

Based on Prop. 2 1/2, Melrose's tax levy will grow approximately **$2.3 M next year**:

FY23 Tax Levy Limit:	$72 million
2.5% Increase:	$1.8 million
New Growth*:	$500,000

This is the additional amount we will have next year to support all departments across both City and Schools.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Capital Needs

- FY24-FY28 capital planning process has just kicked off with department heads
- Collins Center consultants will work with our Finance team to determine the City's financial capacity to fund capital and will create a multi-year Capital Investment Strategy
- School Department structural deficit will be factored into this plan
- In FY24 will prioritize most urgent capital needs (e.g., Police/Fire radios and antenna system)

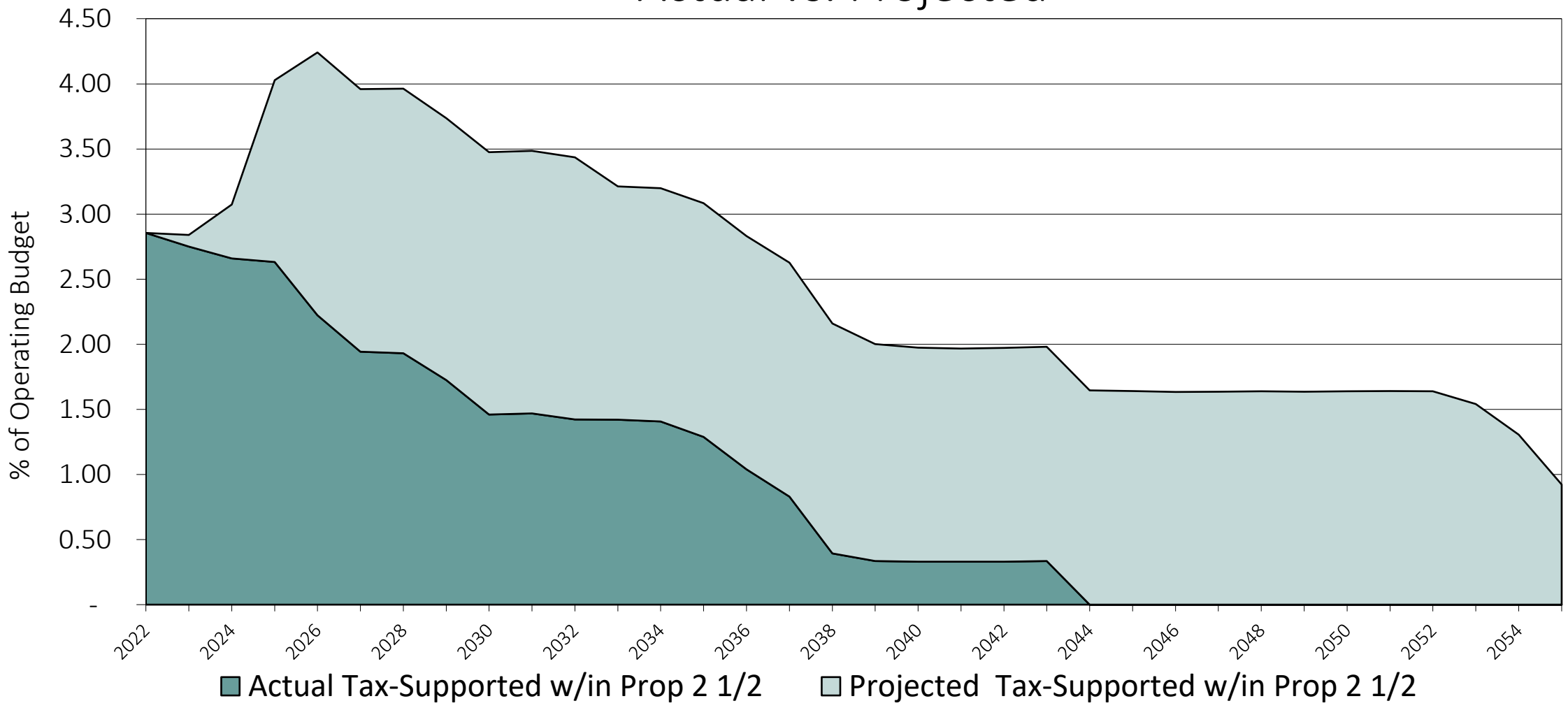
Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Debt Management

- We continue to project new non-exempt debt will stay below our limit of 5% of operating budget.
- In the fiscal years ahead, we will still have borrowing capacity to bond necessary projects
- Any new exempt debt for a large project (e.g., Public Safety Buildings) would be outside of the Prop. 2 ½ limitation and would require a “debt exclusion” vote at the ballot.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Tax-Supported (“non exempt”) debt within Proposition 2 1/2
Actual vs. Projected



Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

The Finance Team looks forward to returning in January to provide:

- Mid-year FY23 Budget update
- FY23 Free Cash (assuming certified by DOR)
- Mid-year update on Local Receipts
- Any updates regarding state funding

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

QUESTIONS?

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY22 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Fiscal Year 2022 Free Cash appropriations, as follows:

Order 2022-77: Memorial Hall Building Envelope ($1,500,000)

The Memorial Hall Building Envelope Restoration Project is well underway. Construction is currently occurring simultaneously on all three primary elements of the project: the roof replacement, the window restoration, and the masonry repointing. The current projection is that the construction will be completed by June of 2023. So, in terms of expending the free cash portion of the funding for this project, the expectation is that the funding will be spent by the end of Fiscal Year 2023.

Order 2022-87: Police Chief Search ($30,000) – complete

Order 2022-89: Police - Replacement hire cost ($151,200)

Police Salary and Wages	$63,000.00	**complete**
Police Firearms and Ammunition	$3,600.00	**complete**
Police Uniforms	$65,000.00	remaining balance is 24,422.87
Police Academy Tuition and Training	$19,600.00	**complete**

Order 2022-108: Replacement Fred Green Turf ($600,000)

There has been a delay at Weston and Sampson, due to the consultant who was working on the RFQ for Fred Green Field having retired. As of the end of November, Weston and Sampson has committed to delivering the pricing and RFQ to the City by the end of this week. Based on that timeframe, DPW would expect the bidding process to be moving forward promptly, with the objective for the field to be ready by the beginning of September 2023.

Order 2022-114 – DPW Easement ($48,000) – complete

Order 2022-132 – Stabilization Balances ($1,225,000) – complete

Order 2022-130 – Snow and Ice – ($341,621.03) – complete

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

Order 2022-134 IT Phone System, Cameras & Social Media Archiving ($270,000)

1. School VoIP project: $100,000 of this cost is for the School Telephone Replacement project. Additionally, there were $60,000 of implementation and engineering costs that were slated for this project. IT has not paid for all expenses related to this project.

2. Middle School Camera system: This project is in process. It is about 80% complete. IT just paid an invoice for roughly $64,000 and will pay the rest after completion (roughly $40,000).

3. Social Media Archiving: IT is working with City Solicitor Phillips and other Department Heads and School Admin staff who have social media accounts to get control of them and get them archived in our new system. $20,000 of this has been paid to Jatheon for the software.

Order 2022-135: DPW

1. New Vehicles ($482,000.00) – This funding, along with another $90K in free cash from the Sewer Enterprise Fund, was for replacement of six vehicles: Roll-off (#17), three light dump trucks (#33, 55, and 57), and two pick-up trucks (#39 and 46). To date, we have ordered the new roll-off vehicle, with expected delivery in spring 2023, as well as the two pick-up trucks. Following extensive research on electric and hybrid vehicle options, we determined that the only vehicle that could be electric was one of the pick-up trucks that will not be used for plowing snow. Therefore, one of the two pick-up trucks we have ordered is a Ford Lightning. For the remaining three light dump trucks, we have been working with multiple state vendors to identify available new vehicles that meet our specifications and hope to successfully complete those orders within the next two months.
2. Trees ($70,000) – This money is for tree planting in spring 2023 and thus has not yet been spent. We planted about 100 trees in fall 2022 using most of the remainder of the prior free cash allocation.
3. Traffic Calming ($70,404.57) – we have ordered RRFBs for the first list of locations that we prioritized, which totaled about $50K of the approx. $70K allocation. We are awaiting delivery.
4. MHS Bathrooms Design ($150,000) – we are working on an RFQ to hire a design consultant, which we hope to have out by January 2023.
5. Cemetery lowering device ($10,620.65) – this item has been purchased and the allocation is spent.

Order 2022-136: Recreation – Vehicle, Software, Community Services ($75,967.40)

1. Rec Vehicle ($47,077.40) – Rec Department is in the process of having its order filled for a 2023 Ford F-150 Lightning. Ford is currently completing a custom build and delivery is expected in February or March of 2023. Upon delivery we will be paying the invoice in full. After the disbursement for the recreation vehicle all funds will be exhausted.

2. Recreation Online Registration Software ($10,000) – These funds have been expended and Rec has launched our new online registration system called Civic Rec. You can view the new system on the Recreation website.

3. COA fobs and media repair ($13,890) – COA Director Minchello is working to repair the speaker; the latest attempt is in the final stages with an upcoming repair date. She is coordinating on the

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

media equipment and the fobs with the IT Department and has options and quotes for listening devices but is waiting to purchase in case it is best to tie into the virtual technologies.

4. Memorial Hall elevator controls ($5,000) – The elevator software upgrade groundwork was completed in November (10% of the project). The software had technical issues so the installation of the software is anticipated to start in January 2023.

Order 2022-137: School – Medicaid reimbursement ($75,000); Microscopes, Curriculum, Uniforms, Golf Cart ($192,000)

1. Medicaid Reimbursement $75,000 – **complete** – These funds were received and applied to the general FY22 operating budget as an offset as budgeted.
2. Literacy Curriculum (Savvas) ($100,000) – $99,980.39 has been expended – Elementary English language Arts materials have been purchased and received. The total program cost is $449,883.61. MPS was awarded a competitive grant in the amount of $179,943.74. The District will request an additional contribution from the City in the amount of $169,959.48 for FY24.
3. Microscopes ($30,000) – In progress, funds have been encumbered based on a quote for $28,716.75.
4. Utility Vehicle ($12,000) – In progress, gathering three quotes from vendors.
5. Uniform Replacement ($50,000) – In progress, approximately $24,695.77 has been encumbered based on quotes/invoices.

Order 2022-138 Various Departments ($76,400)

1. Health and Human Services Department (rodent control $28,000) – grant funds were received to allow this project to move forward without using City funds.
2. City Solicitor (professional services $25,000) – funds have been expended.
3. Auditor's Office (office equipment $10,000) - $ 556.74 has been expended to-date, with the remaining amount available for this Fiscal Year for any department(s) with a need for new furniture.
4. Fire Department (mattresses $10,000) – The Fire Department ordered the replacement of 20 bedding materials throughout all 3 fire stations from Mattress Firm. At the end of the week of November 14th, all materials were received and distributed throughout the stations. According to the FD Finance Administrator, the firefighters are very grateful that we were able to do this for them. She is awaiting the invoice from Mattress Firm which will be paid upon receipt.
5. Elections Department (equipment and banner $3400) – $3,93.94 was expended for election banners. They were ordered, invoiced/paid and used in the last two elections. According to the City Clerk, these have been very well received by voters.

Order 2022 – 133 Pine Banks Parking Lot paving ($34,010.35)

Per the funding agreement between Malden and Melrose, the City of Malden has made an equal appropriation for this project; the Pine Banks Trustees are working with their engineering firm to finalize the project design based on this budget. They anticipate that the project will be done in Spring 2023.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

CHART - 1		City of Melrose			
DRAFT	**Ten Year General Fund Debt Plan Review**				
12/5/2022		**Department of Finance**			
				Projected	
	Year	**Net Debt**	**5% Limit**	**Budget**	**Percent**
	2022	**$2,855,696**	**$4,550,026**	**$91,000,522**	**3.14%**
	2023	**$2,839,293**	**$4,762,804**	**$95,256,080**	**2.98%**
	2024	**$3,074,059**	**$4,905,688**	**$98,113,762**	**3.13%**
	2025	**$4,028,867**	**$5,052,859**	**$101,057,175**	**3.99%**
	2026	**$4,241,587**	**$5,204,445**	**$104,088,891**	**4.07%**
	2027	**$3,959,412**	**$5,360,578**	**$107,211,557**	**3.69%**
	2028	**$3,963,531**	**$5,521,395**	**$110,427,904**	**3.59%**
	2029	**$3,735,853**	**$5,687,037**	**$113,740,741**	**3.28%**
	2030	**$3,474,755**	**$5,857,648**	**$117,152,963**	**2.97%**
	2031	**$3,486,111**	**$6,033,378**	**$120,667,552**	**2.89%**
	Totals:	**$35,659,166**	**$52,935,857**		
	Average:	**$3,565,917**	**$5,293,586**		
	Variance:		**$1,727,669**		

Note(s):

1. It is the current policy of the City of Melrose that the G/F net non-exempt debt budget equate to approx. 5% of the Operating Budget.

2. The figures proposed can only be "estimates". Actual figures will be developed as interest rates are locked in.

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

CHART - 2		City of Melrose - 5% Debt Limit			
DRAFT		**Ten Year General Fund Debt Plan Review**			
		Department of Finance			
12/5/2022			**5% Limit**		
	Year	**Net Debt**		**Variance**	
Projected					
	2022	**$2,855,696**	**$4,550,026**	**$1,694,330**	
	2023	**$2,839,293**	**$4,762,804**	**$1,923,511**	
	2024	**$3,074,059**	**$4,905,688**	**$1,831,629**	
	2025	**$4,028,867**	**$5,052,859**	**$1,023,992**	
	2026	**$4,241,587**	**$5,204,445**	**$962,857**	
	2027	**$3,959,412**	**$5,360,578**	**$1,401,165**	
	2028	**$3,963,531**	**$5,521,395**	**$1,557,864**	
	2029	**$3,735,853**	**$5,687,037**	**$1,951,184**	
	2030	**$3,474,755**	**$5,857,648**	**$2,382,893**	
	2031	**$3,486,111**	**$6,033,378**	**$2,547,267**	
	Totals:	**$35,659,166**	**$52,935,857**		
	Average:	**$3,565,917**	**$5,293,586**		
	Variance:		**$1,727,669**		
Note(s):	**1. It is the current policy of the City of Melrose that the G/F net**				
	non-exempt debt budget equate to approx. 5% of the Operating Budget.				
	2. The figures proposed can only be "estimates". Actual figures				
	will be developed as interest rates are locked in.				

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

ARPA Project Name	PROJECT TOTAL	FY22	FY23	FY24	FY25	Department	Type
ARPA - Consultant	$ 10,000.00	$ -	$ -	$ -	$ -	Auditors	Admin
ARPA - Administration	$ 4,500.00	$ -	$ 4,500.00	$ -	$ -	Auditors	Admin
Milano Center Health, Wellness, Accessibility	$ 25,000.00	$ 25,000.00	$ -	$ -	$ -	COA	Infrastructure
Milano Center HVAC	$ 218,729.00	$ 218,729.00	$ -	$ -	$ -	COA	Infrastructure
City Sidewalk Improvements - Ashland/Bay State/Burnett/Sycamore	$ 750,000.00	$ 250,000.00	$ 250,000.00	$ 250,000.00	$ -	DPW	Infrastructure
Covid Sanitization-Custodial	$ 65,000.00	$ 65,000.00	$ -	$ -	$ -	DPW	COVID Response
Labor Costs/Additional Cleaning and Sanitizing of Public Buildings	$ 40,000.00	$ 40,000.00	$ -	$ -	$ -	DPW	COVID Response
Lead Water Service Inventory and Replacement Design	$ 150,000.00	$ 150,000.00	$ -	$ -	$ -	DPW	Infrastructure
Traffic Calming Toolkit	$ 28,300.00	$ 28,300.00	$ -	$ -	$ -	DPW	Infrastructure
Asset Management Software	$ 106,000.00	$ 106,000.00	$ -	$ -	$ -	DPW	Infrastructure
Replacement Vehicle to Deliver Services	$ 23,000.00	$ -	$ 23,000.00	$ -	$ -	DPW	Infrastructure
Fire Department Vehicles	$ 120,000.00	$ 120,000.00	$ -	$ -	$ -	Fire	Public Safety
Public Safety Training Equipment	$ 105,308.00	$ 78,308.00	$ -	$ -	$ 27,000.00	Fire	Public Safety
Fire Headquarters HVAC	$ 35,000.00	$ 35,000.00	$ -	$ -	$ -	Fire	Infrastructure
Tremont Fire House Update	$ 151,205.00	$ -	$ 151,205.00	$ -	$ -	Fire	Infrastructure
At-Home COVID tests	$ 1,824.00	$ 1,824.00	$ -	$ -	$ -	Health	COVID Response
FT Social Service Coordinator*	$ 200,330.00	$ 12,235.00	$ 72,900.00	$ 75,789.00	$ 39,406.00	Health	Community Mental Health and Wellness
IT Intern to Address COVID-19 Backlog of IT Infrastructure and Cybersecurity Projec	$26,000	$ -	$26,000	$ -	$ -	IT	COVID Response
Melrose Public LIbrary HVAC Upgrades	$ 500,000.00	$ 500,000.00	$ -	$ -	$ -	Library	Infrastructure
Economic Recovery Director*	$ 290,081.00	$ 31,762.00	$ 101,785.00	$ 103,930.00	$ 52,604.00	Mayor's	Economic Recovery
Community Conversations Initiative	$ 25,000.00	$ -	$ 25,000.00	$ -	$ -	Mayor's	Community Mental Health and Wellness
Small Business/Non-Profits/Cultural Sector Suport	$ 150,000.00	$ -	$ 50,000.00	$ 50,000.00	$ 50,000.00	Mayor's	Economic Recovery
Addressing Food Insecurity	$ 75,000.00	$ -	$ 25,000.00	$ 25,000.00	$ 25,000.00	Mayor's	Economic Recovery
Utility Arrearages	$ 141,000.00	$ -	$ 141,000.00	$ -	$ -	Mayor's	Economic Recovery
Foss Park Basketball and Playground Upgrade	$ 150,000.00	$ 150,000.00	$ -	$ -	$ -	Parks	Infrastructure
Amazing Grace Basketball Court	$ 41,106.00	$ -	$ 41,106.00	$ -	$ -	Parks	Infrastructure
Police Department Vehicles	$ 256,000.00	$ 256,000.00	$ -	$ -	$ -	Police	Public Safety
Community Mental Health Initiative	$ 200,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	$ 50,000.00	Rec/Health	Community Mental Health and Wellness
Schools Revenue Loss Replacement	$ 802,000.00	$ 802,000.00	$ -	$ -	$ -	Schools	COVID Response
COVID-19 Disinfection	$ 128,000.00	$ 128,000.00	$ -	$ -	$ -	Schools	COVID Response
HVAC Study and Implementation of A/C addition at MVMMS	$ 1,050,000.00	$ -	$ 1,050,000.00	$ -	$ -	Schools	Infrastructure
Schools Asbestos Abatement	$ 90,000.00	$ 90,000.00	$ -	$ -	$ -	Schools	Infrastructure
School Department Closing FY22 Budget	$ 774,697.00	$ 774,697.00	$ -	$ -	$ -	Schools	COVID Response
High School and Middle School Complex Elevators	$ 594,000.00	$ 594,000.00	$ -	$ -	$ -	Schools	Infrastructure
TOTAL	**$ 7,327,080.00**						
REMAINING UNCOMMITTED ARPA FUNDS	**$ 1,047,094.00**						
**Personnel costs are inclusive of health insurance and benefits*							

Attachment: Materials for December 8 A&O meeting (INFO-2023-12 : Update on free cash)

CITY OF MELROSE

OFFICE OF THE MAYOR

PAUL BRODEUR
Mayor

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

MEMORANDUM

To: Melrose City Council/A&O Committee
From: Margot Fleischman, Director of Strategic Initiatives and Communication
Re: Update on FY20 and FY21 Free Cash appropriations
Date: December 8, 2022

On behalf of Mayor Brodeur, I am pleased to present the Honorable City Council with a status update on the use of Free Cash appropriations from Fiscal years 2020 and 2021, as follows:

Of the Free Cash appropriations approved by Council in FY 2020 the follow appropriations remain open:

2020-70 Fire - SCBA Equipment ($110,000) – awaiting final invoicing

2020-103 City Hall Generator ($105,000.00) – design is complete and construction is in progress (see 2021-109)

2020-103 School Door update ($300,000) – about half of this appropriation has been spent, and more of it committed for several other doors in the next few months, as well for new fob reader installations.

2020-103 Sylvan Street Drainage ($129,000) – all funds have been encumbered for design and the project will be completed with FEMA approval as part of the TIP project.

2020-108 IT - Capital investments ($295,104.60) – partially complete; used to pay for a projector replacement project at the Winthrop School that was completed and paid for. The $225,000 was used to pay for a server upgrade project that we are only now implementing. There will be a remaining amount in the amount of $56,601.43 that is being used for the Hoover projector replacement project in summer of 2023.

2020-109 DPW - Traffic Calming ($75,000.00) – all funds have been encumbered for traffic controls and signalization upgrades at intersections throughout the City; a number of items, including 6 rapid flashing beacons, are on order and DPW is awaiting delivery.

2020-109 DPW - Cemetery Upgrades ($50,000) – a portion of this appropriation funded the Cemetery records digitization project and the balance is going towards paving that will be done at various streets inside the Cemetery; DPW was awaiting FEMA feedback on a drainage issue and FEMA concerns have delayed a portion of the project; the remainder will be done in the spring.

2020-109 DPW- Sidewalk Repairs ($151,676.55) –funds are encumbered; the paving company just finished the fall round of sidewalk repairs and will continue in the spring when all funds will be expended.

Attachment: FY20-21 Free Cash update (INFO-2023-12 : Update on free cash)

Of the Free Cash appropriations approved by Council in FY 2021 the follow appropriations remain open:

2021-109 DPW City Hall Generator ($400,000) - project is in progress; concrete pad has been installed; most of the interior work will be done between now and when the generator arrives; lead times on the generator was in excess of 20 months; we are hoping to receive the generator by July 2023.

2021-131 HR - DEI initiative ($100,000.00) – funded staff anti-discrimination training, managers investigations training, and ADA training for all department heads; HR is finalizing RFP for internal equity audit of City's employment policies, procedures, benefit programs, department-specific practices; RFP will be issued in early January 2023 and remaining funds will be expended by the end of the Fiscal Year.

2021-130 Fire Department – Ambulance ($265,000.00) – awaiting delivery

2021-133 Park Upgrades - Lebanon, Pickleball & Ell Pond ($502,500) – Parks projects nearing completion with outstanding invoices remaining to be paid; landscaping, playground equipment and basketball court painting will happen in the spring; Ell Pond treatment is seasonal next treatment will be done in late June 2023

2021-134 Planning - Wayfinding Upgrades ($50,000) – OPCD is on track to finalize the design, locations and text to be included on the signs for a spring 2023 installation. The funds will be spent before the end of FY2023.

2021-135 Police Vehicles & Radios ($255,000.00) – vehicle has been purchased; remaining funds will be expended by the end of the Fiscal Year.

2021-136 DPW - Tree Plantings, Traffic Calming, Ell Pond Feasibility Study (480,243.00) - Ell Pond feasibility study is complete; traffic calming projects are moving ahead and funds are encumbered for traffic equipment; tree plantings are ongoing on a seasonal basis.

2021-138 School Improvements MSBA Hoover, Roosevelt Upgrades, High School Upgrades ($825,000) - in progress, MSBA grant received and projects moving forward.

Attachment: FY20-21 Free Cash update (INFO-2023-12 : Update on free cash)