



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • MARCH 9, 2023

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

7:30 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENT

Remote Link for Public Comment:
<https://cityofmelrose-org.zoom.us/j/98068792138>

Meeting ID:
980 6879 2138

III. APPROPRIATION

1. **APP-2023-13:** Request for an Appropriation of Massachusetts Department of Public Utilities Rideshare Allocation (Fund #2921) in the amount of \$10,274.50.

Offered by: Paul Brodeur, Mayor

From: City Council

ASSIGNED TO COMMITTEE

IV. GRANTS

1. **GRANT-2023-8 :** Acceptance of Massachusetts Department of Environmental Protection GAP III Grant for Municipal Water and/or Wastewater Facilities in the amount of \$19,833

Offered by: Paul Brodeur, Mayor

From: City Council

ASSIGN TO COMMITTEE

V. INFORMATION ITEMS

1. **INFO-2023-13:** An Order Relative to the Melrose Public Safety Building Committee

Sponsored by: Christopher Cinella

From: Appropriations & Oversight Committee

HOLD

VI. ORDERS

1. **ORDER-2023-75 :** Reappointment of Benjamin Rosenberg, 76 Ards Moor Road, as a Full Member of the Zoning Board of Appeals (ZBA) for a five-year term set to expire on the last day of February 2028. Mr. Rosenberg's appointment satisfies the Engineering role on the board.

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

2. **ORDER-2023-70 :** Reappointment of Joseph Phillips, 1 Hillside Ave, to the Human Rights Commission (HRC) for a three-year term set to expire on the last day of February 2026.

Offered by: Mayor Paul Brodeur

From: City Council

ASSIGNED TO COMMITTEE

VII. ADJOURNMENT



CITY OF MELROSE

DEPARTMENT OF PUBLIC WORKS

Administration–Engineering–Water–Sewer–Facilities
Parks–Forestry–Highway–Sanitation–Cemetery–Fleet

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

City Yard, 72 Tremont Street
Melrose, Massachusetts 02176
Telephone – (781) 665-0142
E-mail: eproakis@cityofmelrose.org

MEMORANDUM

Date: February 13, 2023

To: City of Melrose City Council

From: Elena Proakis Ellis, Director of Public Works

cc: Paul Brodeur, Mayor
Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant City Auditor
Jim Troup, Asst. DPW Director – Admin. & Finance

Subject: Request to Appropriate 2021 Rideshare Funds

Each year, the City of Melrose receives a disbursement from the Department of Public Utilities associated with the services provided by rideshare companies. The payment is based on 10 cents per ride initiated in Melrose. We are hereby requesting an appropriation of funds in the amount of \$10,274.50 to be used on projects that address infrastructure impacted by rideshare services. The amount of \$10,274.50 represents the municipal portion of 10 cents per ride for 102,745 rides that originated in Melrose in 2021.

These funds are required to be used “to address the impact of transportation network services on municipal roads, bridges or other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town....” As in recent years, the 2021 funds are proposed to be used for pedestrian improvements, including accessible curb ramps and associated signage and line painting. The Traffic Commission approves new crosswalks but does not have a funding source for their implementation. The Commission recently approved a request for a crosswalk at Grove Street and Walnut Street. The petitioner noted that there is an MBTA bus stop for the 131 bus in this immediate vicinity, as well as a nearby bus stop for the Charter School where she frequently sees students trying to cross Grove Street. This crosswalk will add to pedestrian safety in this neighborhood.

There is no City match component to this funding source. We would be happy to answer any questions about this requested appropriation of funds.



CITY OF MELROSE

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

4.1.a

Elena Proakis Ellis, P.E., BCEE
Director of Public Works

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

MEMORANDUM

To: Mayor Paul Brodeur
Melrose City Council

From: Elena Proakis Ellis, P.E., Director of Public Works

cc: Patrick Dello Russo, CFO/Auditor
Kerriann Golden, Assistant Auditor
Margot Fleishman, Director of Strategic Initiatives
James Troup, Assistant DPW Director – Administration & Finance
Joe Hobbs, Operations Manager
Martha Grover, Sustainability Manager

Date: February 3, 2023

Re: Mass DEP GAP III Grant for Municipal Water and/or Wastewater Facilities

The City of Melrose has applied for and received a GAP Energy Grant from the Massachusetts Department of Environmental Protection. GAP Energy Grants provide opportunities for energy cost savings through energy efficiency upgrades, installation of clean energy, and energy storage systems and have primarily focused on the water/wastewater sector. Our application was to retrofit the pumps at our two largest sewer pump stations (Upham Street and Fellsway) with variable frequency drives (VFDs). Our pump stations are currently equipped with soft start motors which operate only in 'on' or 'off' modes. Thus, when a pump is triggered to turn on, it runs at full capacity. The new VFDs will allow the pumps to operate over a range of flow rates, allowing us to optimize their efficiency. The grant award is \$19,833 of a total project cost of \$32,850. The DPW proposes to fund the remainder with Sewer Enterprise Funds through our operating budget. The grant will cover the final design and installation of the VFDs.

We formally request acceptance of this grant award of \$19,833 from the Mass DEP Clean Energy Results Program for our Water/Wastewater pump stations. Funds will be deposited into the relevant account as directed by the CFO/Auditor's Office. There is no cost or encumbrance required to enter into this agreement and additional project costs have already been identified to be funded from normal Operating Budgets in our Enterprise Accounts.

Attachment: GAP III Grant (GRANT-2023-8 : Acceptance of Massachusetts Department of Environmental Protection GAP III Grant)



Commonwealth of Massachusetts
Executive Office of Energy & Environmental Affairs

Department of Environmental Protection

100 Cambridge Street 9th Floor Boston, MA 02114 • 617-292-5500

Charles D. Baker
Governor

Karyn E. Polito
Lieutenant Governor

Bethany A. Card
Secretary

Martin Suuberg
Commissioner

January 3, 2023

Dear Martha Grover,

Congratulations! I am pleased to notify you that the Melrose water utility has been awarded a Gap III Grant for Municipal Drinking Water and/or Wastewater Facilities in the amount of \$19,833 through MassDEP's Clean Energy Results Program (CERP) with the support of the Department of Energy Resources (DOER). Your grant award may be further adjusted based on the availability of utility incentives. I want to thank you for your commitment to installing energy efficiency and/or renewable energy measures at your facility that will reduce energy use, costs, and emissions of greenhouse gases to the benefit of all our communities and the environment.

The CERP Team will be following up with you on the grant contracting phase. If you have any questions before then, please feel free to contact either Danah Tench (danah.tench@mass.gov or 617-733-3998) or Michael DiBara (michael.dibara@state.ma.us or 508-767-2885). Again, congratulations on your leadership and on making this investment that will help the Commonwealth meet its greenhouse gas emissions reduction goals!

Governor Charles D. Baker

Lt. Governor Karyn E. Polito

Emailed to:
mgrover@cityofmelrose.org

This information is available in alternate format. Please contact Melixza Esenyie at 617-626-1282.
TTY# MassRelay Service 1-800-439-2370
MassDEP Website: www.mass.gov/dep

Ghobrial, Andrew

From: Katy Kennedy <[REDACTED]>
Sent: Friday, February 10, 2023 9:59 AM
Cc: *Mayor Brodeur; City Council; Kate.Lipper-Garabedian@mahouse.gov;
jason.lewis@masen.gov; Phillips, Shannon; Foote, Kristin; [REDACTED];
[REDACTED]
Subject: 2-13-2023 Melrose City Council Meeting
Attachments: Melrose Fire Headquarters Letter.docx

Mr. Ghobrial,

I am forwarding you a letter I wrote earlier this week that was published today in the Melrose Weekly News. Please include it as my Public Comment in the meeting packet as the Melrose City Council Meeting of 2-13-2023. I request that it be included in the meeting packet and be entered into the public record. I just saw Councilor Cinella's order that will be on Monday night's agenda regarding the Public Safety Buildings work.

Thank you.

Katy Kennedy
[REDACTED]

Melrose, Ma

****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: 2-13-2023 Melrose City Council Meeting_Redacted (INFO-2023-13 : Update - Public Safety Building Committee)

Every time I hear a siren, I say a prayer. May they be safe. I'm not sure when I started doing this but I can't remember a time when I haven't performed this ritual. I pray that firefighters, ambulance personnel, police officers, people who are experiencing a medical episode, car crash victims, individuals at risk of violence and persons impacted by life altering losses due to fire, among others, will remain safe and be helped.

As I hunkered down over the weekend, I worried about those who did not have the luxury of staying home in a warm space during our historic and record breaking cold snap. I was especially concerned about members of the Melrose Fire Department. The recent Small Town Secrets Investigation on NBC 10 documented summer temperatures in the high 80's inside Fire Headquarters as well having inadequate heat in the building frequently. During the time of the interviews with Ed Collina and Bob Driscoll, the fire station had no heat at all. The media disclosure about the deplorable conditions of the station including rats, sewage, plumbing and the overall structural integrity of the building in which our public servants of the fire service work must be handled immediately. To put off solutions any longer is to dishonor the men and women who put their lives on the line for the rest of us.

Unfortunately, it often takes shocking facts to be widely known in order for governments and politicians to do something. The negative publicity about the Brazil Street neighborhood trauma, the city wide rat and sanitation nightmares and the recent Melrose Teachers Contract fiasco seemed to motivate the City to act. Melrose was shamed into responding.

The state of Melrose Public Safety Buildings in general and the Fire Department Headquarters in particular is a moral issue. I implore elected officials as the budget process begins to use ARPA funds and free cash to fund a temporary alternative building now. Finally, I challenge Paul Brodeur to look at Fire Headquarters whenever he pulls into his designated parking space. If the Mayor is truthful, he will not be able to say that the building is a safe place for anyone.

Ghobrial, Andrew

From: Eugenia Gibbons <psbcommittee2022@gmail.com>
Sent: Wednesday, March 8, 2023 12:08 PM
To: Ghobrial, Andrew
Cc: *Mayor Brodeur; Parsons, Dale; Collina, Edward; John McCarron; Norton, Paul; Jason Chen; McNaught, Jeff; Faller, Kevin; Gaffey, Denise; Proakis Ellis, Elena; Gibbons, Eugenia; Andrade, Emmanuel
Subject: Re: Melrose Public Safety Buildings Advisory Committee Presentation Agenda and Slides for March 9, 2023
Attachments: Editable Draft MPSBC @ City Council Meeting - 23-0309.pptx

Hi Andrew,

I'm resending the following with a signature line typo corrected. Please include this version with any attachments when posted to the portal. Additionally, the slides we wish to present tomorrow include some animation. A non-PDF version is attached to be used during the presentation. Will you or someone else be able to run the slides on our behalf? We can also do it so long as this version is loaded and ready to go.

Thanks and best,
 Eugenia

On Wed, Mar 8, 2023 at 11:58 AM Eugenia Gibbons <psbcommittee2022@gmail.com> wrote:
 Dear Honorable City Councilors,

We, the Melrose Public Safety Building Committee, have prepared a 25 minute presentation to update the City Council and the public on progress made since we were last before you all in November. At that time, we requested appropriation of \$68,500 to contract architecture firm Dore + Whittier (D+W) to provide pre-design services. In that time, our committee, police, and fire leads have been working closely with D&W to update the space programming needs, resulting in a square footage estimate for each of our four public safety buildings based on functional requirements. The space programming needs summaries are attached for your review.

When we convene tomorrow, our committee will provide an overview of our process to date. Notably, Fire Chief Collina and Police Chief Faller will present a summary of their department needs and how they've been incorporated into the space programming. Emmanuel Andrade, our proposal and solutions lead, will present the scope of building upgrades being considered and proposed phasing of construction. Our team will also present a schedule of the committee's work and deliverables in the next 4 months, including preliminary plans for public engagement sessions beginning in April to present our analysis, solicit feedback, and answer questions as our final recommendation takes shape.

Please see the attached presentation which will guide our presentation. We note that because we are still in the *pre-design* phase of our work as an advisory committee, we are unable to provide cost estimates for these projects as part of this week's presentation. That information is not yet available. However, we welcome the opportunity to provide a progress update at a future date to review the next phase of our work together and any additional information that is available and will be considered as we work to narrow the list of options to a final recommendation.

We appreciate your engagement and support of this critical project for our City, and welcome your questions both in tomorrow's meeting, and offline.

Thank you and best regards,

Eugenia Gibbons & Jeff McNaught, Committee Co-Chairs

cc: Mayor Paul Brodeur

Attachment: Melrose Public Safety Buildings Advisory Committee Presentation Agenda and Slides for March 9, 2023 (INFO-2023-13 : Update -

Andrew Ghobrial, Clerk of Committees

Attachments:

Presentation: MPSBC @ City Council Meeting (3-9-23)
Space Programming for Main Fire Headquarters (2-17-23 version)
Space Programming for Engine #2 (2-17-23 version)
Space Programming for Engine #3 (2-17-23 version)
Space Programming for Police Headquarters (2-17-23 version)

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Melrose Public Safety Building Committee

Updates to City Council

March 9, 2023

MPSBC Updates to City Council - Agenda

- **Introduction** *Mayor Brodeur, Co-chairs*
- **Recap of Pre-design Services Since December** *Emmanuel*
- **Results from Questionnaires** *Chief Faller & Chief Collina*
- **Highlights from Proposed Space Upgrades** *Chief Faller & Chief Collina*
- **Available Pre-design Information** *Emmanuel*
- **Timeline for Recommendation to Mayor Brodeur** *Co-chairs Eugenia & Jeff*
- **Q & A from Council Members**

March 9, 2023

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Proposal Development Process and Schedule

	2022			2023					
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Approval by Appropriations Committee	■								
Contract by City		■							
Pre-Design Services by Dore+Whittier			■	■	■	■	■		
Initial Meeting with PD & FD			■						
Questionnaires Released to PD & FD			■	■					
Questionnaires Analysed				■					
Space Needs Analysis with PD & FD				■	■				
Conceptual Diagrams					■	■			
Schedule/Cost Estimates						■	■		
Review of Final Deliverables by MPSBC							■		

March 9, 2023

3

Incorporating Feedback from Police Stakeholders

Melrose Police

Your responses to this survey will help to establish a foundation for the building's design.

35 reponses

English (United States)

dw

GENERAL

1. Please provide your name:

Enter your answer

2. What is your role or title (optional):

Enter your answer

*"Our building is in every way **not fit for a 21st century** law enforcement agency. This is **impairing our ability to serve the public** in a professional manner, while also **reducing moral/quality of life** within workspace."*

*"The existing building is **far too small**. We lack the space and amenities expected of a workplace. We have **no ADA access**, no classroom, we have multiple senior administrative **personnel sharing offices**..."*

*"...almost **every room** in our building serves as a **multiple purpose room**..."*

*"The Melrose Police Department building as it exists now is **undersized in all facets**."*

March 9, 2023

Incorporating Feedback from Fire Stakeholders

Melrose Fire HQ

Your responses to this survey will help to establish a foundation for the building's design.

23 reponses

English (United States)

dw

GENERAL

1. Please provide your name:

Enter your answer

2. What is your role or title (optional):

Enter your answer

3. Which of the following NFPA Standards have been adopted, or are intended to be adopted, as department policy goals?

☐ NFPA 1500: Standard on Fire Department Occupational Safety, Health, and Wellness Program

March 9, 2023

*"None of our HVAC properly works leaving [temps] as low as 58 on winter days and as hot as 83 on summer days...**plumbing issues throughout** the building."*

*"There is **mold**. The ceilings **leak**."*

*"Current[ly] there is **no adequate place to train** firefighters in a classroom setting. The stations are **inadequate for modern day fire apparatus/equipment**..."*

*"**Privacy** for fire personal, **handicap accessibility**, apparatus space in the buildings for all equipment..."*

*"**Build new stations**. Ones that have reliable HVAC systems...kitchens that make sense...better lighting..."*

Defining the Functional Space (sqft) Needed

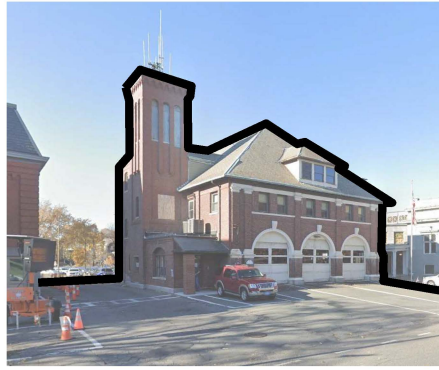
SPACE NEEDS ANALYSIS				Melrose Fire Station 3				Current Phase: (FS) Feasibility Study				Staff Shifts: 24 hour shifts. No change.			
Chief Ed Collina				280 E Foster St				5 Response(s) Received to Date							
ROOM or SPACE	Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth Staff or Spaces	Accessed By		Included in Footprint	
			Number	Area (sf)	Number	Area (sf)	High	Medium	Low			Public	Staff Only		
VISITOR AREAS															
1	Circulation - Vestibule - Public		56			1	56	56		Low			✓	☐	
2	Circulation - Lobby - Public		200			1	200	200		Low			✓	☐	
3	Circulation - Memorial Area		100	1	100								✓	☐	
4	Toilet - Designated Male		45	1	45	1	45	45		Low			✓	☐	
5	Toilet - Designated Female		45	1	45	1	45	45		Low			✓	☐	
6	Toilet - Gender Neutral		45			2	90	90		Low			✓	☐	
7	Infrastructure - Janitor Closet		25			1	25	25		Low			✓	☐	
8	Training - Meeting Room - with Tables		24	14	352								✓	☐	
9	Training - Meeting Room - Chairs only		18	22										☐	
10	Training - Audio / Visual Equipment													☐	
11	Training - Meeting Break-Out & Storage		15.00%	1	53								✓	☐	
12	Storage - Training Materials		64											☐	
13	Kitchenette		40											☐	
14	Hospitality Room / Kitchen		100											☐	
15	Office - Permits		80											☐	
16	Storage - Recreation					1	64	64		Low				☐	
17	Triage		130			1	130	130		Low				☐	
18	Other													☐	
VISITOR AREAS TOTALS:					595			655	655					461	
ADMINISTRATION															
19	Conference Room		30	6	180	16	480	480		Low				☐	
20	Toilet - Designated Male		45	1	45									☐	
21	Toilet - Designated Female		45	1	45									☐	
22	Toilet - Gender Neutral		45			1	45	45		Low				☐	
23	Break Room - Staff		30											☐	
24	Office - Administrative Assistant		120											☐	
25	Office - Manager		200											☐	
26	Office - Chief		250											☐	
27	Trit/Sher - Chief		92											☐	
28	Conference Table		18											☐	
29	Office - Assistant Chief		200											☐	
30	Office - Deputy Chief		200											☐	
31	Office - Driver / Engineer		120											☐	
32	Office - Captain		170	1	170	1	170	170		Low				☐	
33	Office - Lieutenant		170	1	170	1	170	170		Low				☐	
34	Office - Shift Commander	183	120											☐	
35	Office - EMS		120			1	120	120		Low				☐	
36	Office - Emergency Management (EMD)		120											☐	
37	Office - Fire Alarm		120			1	120	120		Low				☐	
38	Office - Fire Investigator		120											☐	
39	Office - Fire Prevention		350											☐	

Highlights from Space Upgrades:

- Adequate Public Areas
(vest/lobby, meeting rooms, toilet rooms)
- Expanded Administration and Operations
(offices, training, detention, apparatus...)
- Improved Staff Support/Living
(locker rooms, break room, training...)
- Modernized Building Infrastructure
(elevators, utility rooms, storage...)

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Preliminary Recommendations



March 9, 2023

MPSBC Recommends:

- New Police Station at New Location
(*new site TBD by City*)
- No Reduction to Number of Fire Stations
- No Combined Public Safety Building

Preliminary Construction Phasing



Preliminary 3-Phase Approach:

1. New Police Station and Engine 2

- *PD remains at current Police Station*
- *FD personnel relocates to Central Fire and Engine 3*
- *18 - 24 months of construction*
- *PD relocates to New Police Station*

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Preliminary Construction Phasing



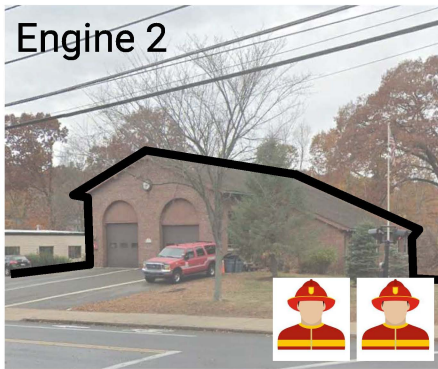
Preliminary 3-Phase Approach:

2. Central Fire

- *FD personnel relocates to upgraded Engine 2*
- *18 - 24 months of construction*

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Preliminary Construction Phasing



Preliminary 3-Phase Approach:

3. Engine 3

- *FD personnel relocates to upgraded Central Fire*
- *18 - 24 months of construction*
- *FD personnel relocates to upgraded Engine 3*

MPSBC currently considering options for shortening the construction phasing.

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Preliminary Square Footage

Stations	Gross Square Feet (GSF)		
	Existing	Proposed in 2017	Proposed in 2023
Police Station	7,144	24,066	30,624
Central Fire	13,903	23,240	18,736
Engine 2	7,400		27,178
Engine 3	7,200	7,200	19,490
TOTAL	35,647	54,506	96,028

Notes:

- GSF refers to everything within building footprint: walls, corridors, stairs, utility spaces, etc.
- In 2017, Central Fire and Engine 2 were planned as one single station.
- In 2017, Engine 3 was planned to be renovated but not expanded.
- 'Proposed in 2023' indicates preliminary areas; GSF still in development.

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Community Engagement Schedule



March 9, 2023

MPSBC Updates to City Council

Melrose Public Safety Buildings Project

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[About](#)
[Project Team](#)
[Schedule](#)
[Documents](#)
[FAQ](#)



"This community is as eager as I am to identify how we can improve our police and fire stations to give our public safety professionals the updated facilities they need to do their jobs effectively."
 - Mayor Paul Brodeur
 (Patch, October 4, 2021)

Our four public safety buildings:



Central Fire Station
576 Main Street
Built in 1889



Melrose Highlands Fire Station
278 Tremont Street
Built in 1929



East Side Fire Station
280 East Foster Street
Built in 1964



Melrose Police Station
56 West Foster Street
Built in 1900

[Let's Chat!](#)



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Home

City of Melrose Launches Melrose Public Safety Building Committee Website

POSTED ON JANUARY 11, 2023 - 6:05PM

As part of Mayor Paul Brodeur's efforts to increase public awareness about the progress of the **Melrose Public Safety Building Committee** (MPSBC) plan to renovate or replace the City's public safety buildings, the City of Melrose is pleased to announce that the MPSBC has developed a **website** dedicated to informing the public around the committee's efforts-to-date since the committee was reestablished by Mayor Brodeur in late 2021.

The website, [MelrosePSB.org](#), includes a project timeline, information about the project's team, a page dedicated to frequently asked questions, and will soon include updates regarding future MPSBC meetings and more. Please note that website is best viewed on a desktop computer and laptop. Those viewing the website on the phone may need to edit their phone's browser settings to activate "Request Desktop Website".

"I am excited by the committee's progress to date including the launch of this informative website that the public can use as a tool to learn more about the need for modern public safety buildings," said Mayor Brodeur. "I am grateful for their commitment to engaging the Melrose community as we move forward with developing an actionable plan for these critical buildings that everyone can get behind."



March 9, 2023

13

SPACE NEEDS ANALYSIS					Melrose Fire Station HQ				Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire				
Chief Ed Collina					576 Main St				13 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only			
VISITOR AREAS																							
1	Circulation - Vestibule - Public					56			1	56	56			Low					✓		☐		
2	Circulation - Lobby - Public					200			1	200	150	50		Low					✓		☐		
3	Circulation - Memorabilia					100	1	100	1	100						100			✓		☐	Display Cases and Wall hung items	
4	Toilet - Designated Male					45	1	45	1	45	45			Low					✓		☐		
5	Toilet - Designated Female					45	1	45	1	45	45			Low					✓		☐		
6	Infrastructure - Janitor Closet					25			1	25		25								✓	☐		
7	Training - Meeting Room - with Tables					24	42	944	50	1,408					1,408								
8	Training - Meeting Room - Chairs only					18	59		75														
9	Infrastructure - Audio / Visual Equipment					64	1	64	1	64					64								
10	Training - Meeting Break-Out & Storage					15.00%	1	142	1	211					211								
11	Storage - Training Materials					64			1	64					64								
12	Kitchenette					40			1	40					40								
13	Hospitality Room / Kitchen					100																	
14	Office—Permits					80																	
15	Triage					130	1	130	1	130	100	30		Low					✓		☐	Also Nursing/Wellness Room	
16	Other																						
VISITOR AREAS TOTALS:							1,470			2,388	396	105			1,787	100					396		
ADMINISTRATION																							
17	Conference Room					30	27	810	18	540		540											
18	Toilet - Designated Male					45	1	45	1	45		45											
19	Toilet - Designated Female					45	1	45	1	45		45											
20	Toilet - Gender Neutral					45			1	45	45		Low										
21	Break Room—Staff					30																	
22	Office - Administrative Assistant				360	120	1	120	1	120	120		Low				1	120				Adjacent to Chief's office (future Fire Prevent)	Include work table
23	Office—Manager					200																	
24	Office - Chief				259	250	1	250	1	250	250		Low									Not directly off of corridor	
25	Toilet - Gender Neutral					45	1	45	1	45	45		Low									Shared with Chief/Assistant Chief)	
26	Conference Table					18			5	90	90		Low									Shared with Chief/Assistant Chief)	
27	Office - Assistant Chief					200	1	200	1	200	200		Low				1	200					
28	Office—Deputy Chief					200																	
29	Office—Driver / Engineer					120																	
30	Office - Captain					170	2	340	1	170	120	50	Low										
31	Office - Lieutenant					170	2	340	1	170	120	50	Low										
32	Office—Shift Commander					120	1	120														Captain	
33	Office - EMS					120	1	120	1	120	120		Low				1	120				3rd floor if needed	
34	Office—Emergency Management (EMD)					120																	
35	Office - Fire Alarm					120	1	120	1	120						120							
36	Office—Fire Investigator					120																	
37	Office - Fire Prevention					350	1	350	2	450	200	250	Low				1	100				Also Fire Investigator. 2 Work Stations	3rd Floor if needed
38	Storage - Closet					10	1	10	1	25	25		Low										
39	Conference Table					18			5	90	90		Low										
40	Office - Administrative Assistant					120			1	120	120		Low				1	120					
41	Office—ALS / Clinical Coordinator					120																	
42	Office—OIC (Officer in Charge)					120																Shift Captain	
43	Office—Operations					120																	
44	Office—Paramedic / Ambulance					120																	
45	Office—Technology Specialist (I.T.)					160																	
46	Workroom					64			1	64					64							Station 2	
47	Copy / Supply Area					50	1	50	1	50	50		Low										

SPACE NEEDS ANALYSIS					Melrose Fire Station HQ					Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire				
Chief Ed Collina					576 Main St					13 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes				
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only							
48	Storage - Closet		10			1	10	10			Low													
49	Storage - Active Files		80	1	80	1	80	80			Low													
50	Storage - Archives		200	1	200	1	200	150	50		Low													
51	Storage - Concessions		25	1	25	1	25	10	15		Low													
52	Storage - General		80			1	80	64	16		Low													
53	Dispatch - Supervisor		120	1	120	1	120	100	20		Low													
54	Dispatch - Stations		100	2	200	2	200	200			Low								Combined Space					
55	Dispatch - Radio Room / Backup		100			1	100	80	20		Low													
56	Dispatch - Breakroom		50	1	50	2	100	80	20		Low													
57	Dispatch - Toilet - Designated Female		48	1	48																			
58	Dispatch - Toilet - Designated Male		48	1	48																			
59	Dispatch - Toilet - Gender Neutral		48			1	48	48			Low													
60	Storage - Closet		10	1	10	1	10	10			Low													
61	Dispatch - Vestibule		35	1	35	1	35		35															
62	Other																							
ADMINISTRATION TOTALS:		619			3,781		3,767	2,427	1,156			64	120		660									
STAFF SUPPORT/LIVING/TRAINING																								
63	Circulation - Vestibule - Staff Entry		56			1	56	56			Medium						✓	☐						
64	Mailboxes		0.25			50	13		13															
65	Report Writing		30	5	150	3	90	90			Low						✓							
66	Library / Resource / Study		30	5	150	3	90										✓							
67	Tlt/Shwr - Designated Female	155	92	2	184	1	92	92			Low						✓							
68	Tlt/Shwr - Designated Male		92	2	184	1	92	92			Low						✓							
69	Tlt/Shwr - Gender Neutral		92			1	92	92			Low													
70	Laundry - Domestic		64	1	64	1	64	64			Low						✓							
71	Infrastructure - Janitor Closet		25			1	25	25			Low						✓							
72	Lockers - Personal - Gender Neutral	156	14	30	420	28	392	392			Low			3	42		✓		24"x24"	Lockers in Corridors				
73	Nursing / Wellness Room		50	1	50												✓		In Triage					
74	Training - Fitness Room	576	80	7	560	7	560	560			Low						✓							
75	Training - Mat / Floor	1,704	400																					
76	Tlt/Shwr - Gender Neutral	61	92																					
77	Sauna	47																						
78	Day Room	374	50		500		800	800			Low													
79	Dining	469	30	10	300	16	480	480			Low													
80	Kitchen	60	30		300		480	480			Low													
81	Sleeping Room - Officer	364	170	3	510	2	340	190	150		Low						✓							
82	Sleeping Room - Single	102	92	7	644	7	644	644			Low						✓							
83	Sleeping Room - Double		170	1	170																			
84	Sleeping Room - Dorm Style	727	50																					
85	Storage - General	296	80			1	80	64	16		Low						✓							
86	Other (MGA)	91																						
87	Other																							
STAFF SUPPORT/LIVING/TRAINING TOTALS:		5,182			4,186		4,300	4,121	179						42			56						
OPERATIONS																								
88	Circulation - Vestibule - Negative Pressue					1											✓	☐						
89	Patrol Desk / Watch Room / Operations	134	120	1	120												✓	☐						
90	Lockers - Fire TOG - Gender Neutral		13	40	520	34	612	612			High						✓	☐	30"x24"					
91	Apparatus - Center Bays	2,650	1,440	2	2,880	1	883	883			High						✓	☐	18' x 80' Apparatus Bays					
92	Apparatus - End Bays		1,600	2	3,200	2	1,767	1,767			High						✓	☐	20' x 80' Apparatus Bays	Verify if existing sf includes existing EMS room				
93	Apparatus - Maintenance Bay		1,440															☐	Off-Site					

SPACE NEEDS ANALYSIS					Melrose Fire Station HQ				Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire				
Chief Ed Collina					576 Main St				13 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only			
94	Decon - Gross					150	1	150	1	150	150			High					✓	☐			
95	Decon - Laundry - Domestic					80	1	80	1	80	280			High					✓	☐			
96	Decon - Laundry - TOG					200	1	200	1	200				High					✓	☐			
97	Decon - Tlt/Shwr - Designated Female					72	1	72	1	72	72			High					✓	☐			
98	Decon - Tlt/Shwr - Designated Male					72	1	72	1	72	72			High					✓	☐			
99	Decon - Tlt/Shwr - Gender Neutral				41	72																	
100	Decon - SCBA Gear					64	1	64	1	64	64			High					✓	☐	Small counter for minor repairs		
101	SCBA Fill				1,068	100	1	100	1	80	80			High					✓	☐	2 bottle size		
102	SCBA Bottles					4	1	4	10	42	42			High					✓	☐			
103	SCBA Compressor					50	1	50	1	50	50			High					✓	☐			
104	SCBA Repair					100	1	100	1	100						100				✓	☐		
105	Workshop - Mechanic					6													✓	☐			
106	Workshop - Equipment					200																	
107	Storage - Pallet Storage					144			1	144	80	64		High					✓	☐			
108	Storage - Fuel Containers					25			1	25	10	15		High					✓	☐			
109	Storage - Operations					80																	
110	Storage - Hardous Materials					45	1	45															
111	Storage - Hose Racks				25	3	75																
112	Storage - EMS / Medical				310	64	1	64	1	160	80		High	80					✓	☐	Ice Maker		
113	Storage - Parts					80	1	200	1	100	80	20	High						✓	☐	Tall Shelving. Tire Storage (4) for apparatus		
114	Storage - PPE					80																	
115	Storage - Tools				234	120			1	64					64				✓	☐			
116	Hose Tower				75																		
117	Training - Mezzanine					300	1	300															
118	Infrastructure - Janitor Closet					25	1	25	1	25	25		High						✓	☐			
119	Other																						
OPERATIONS TOTALS:					4,512			8,321		4,690	4,347	99			244						4,347		
INFRASTRUCTURE																							
120	Circulation - Elevator					58			3	174	174		Low					✓		☐	1 Elevator x 3 Levels		
121	Circulation - Stairs (sf/floor)				293	250			3	750	750		Medium					✓		☐			
122	Circulation - Stairs - Training (sf/floor)					350			3	1,050	1,050		Medium					✓		☐			
123	Circulation - Fire Slide Chute					36	2	72	2	72		72											
124	Circulation - Pole Closet				22	45	2	90															
125	Infrastructure - BDA					25			1	25	25		Low						✓				
126	Infrastructure - Comms Closet (IDF)					25			1	25	25		Low						✓				
127	Infrastructure - Electrical Closet					25			1	25	25		Low						✓	☐			
128	Infrastructure - Electrical Room					150			1	150	150		Low						✓	☐	Training Opportunity		
129	Infrastructure - Electrical - Emergency					25			1	25	25		Low						✓	☐			
130	Infrastructure - Elevator Machine Room					58			1	58	58		Low						✓	☐			
131	Infrastructure - Mechanical					500			1	500	500		Low						✓				
132	Infrastructure - Recycling					40			1	40	40		Low						✓				
133	Infrastructure - Server (MDF)				75	200			1	200	150	50	Low						✓				
134	Infrastructure - Trash					50			1	50	50		Low						✓				
135	Infrastructure - Water Entry / Sprinkler					100			1	100	100		High						✓	☐	Training Opportunity		
136	Storage - Grounds Equipment					144													✓	☐			
137	Other																						
INFRASTRUCTURE TOTALS:					390			162		3,244	3,122	122									1,016		
SUB TOTALS:					10,703			17,920		18,388	14,413	1,661			2,095	220		702			5,815		
GROSSING FACTOR																							

SPACE NEEDS ANALYSIS		Melrose Fire Station HQ			Current Phase: (FS) Feasibility Study					Staff Shifts: 4 groups working 42 hours average working 2 - 24 hour shifts rotating on an 8 day weekly cycle					https://www.cityofmelrose.org/fire				
Chief Ed Collina		576 Main St			13 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE	Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Move to:		Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Station #2	Station #3	Staff or Spaces	Area (sf)	Public	Staff Only			
Circulation & Infrastructure Increase	30%			30.00%		30.00%	30%	498			629	66		30%			30%		
GROSSING FACTOR TOTALS:	3,200			5,376		5,516	4,324							211			1,744		
TOTALS:	13,903			23,296		23,905	18,736	2,159			2,724	286	4.87%	913			7,559		
	estimated						134.76%	Increase over existing					future (%)	future (sf)			Not Shared		

SPACE NEEDS ANALYSIS	Melrose Fire Station 2	Current Phase: (FS) Feasibility Study	Staff Shifts: four groups each working a 24 hour shift rotating.	https://www.cityofmelrose.org/fire	
Chief Ed Collina	206 Tremont	5 Response(s) Received to Date		February 17, 2023	Application V-4.4

ROOM or SPACE	Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			

VISITOR AREAS

1	Circulation - Vestibule - Public		56			1	56	56			Low			✓		☐	
2	Circulation - Lobby - Public		200			1	200	200			Low			✓		☐	
3	Circulation - Memorabilia		100	1	100									✓		☐	At Station 3
4	Toilet - Designated Male		45	1	45	1	45	45			Low			✓		☐	
5	Toilet - Designated Female		45	1	45	2	90	90			Low			✓		☐	
6	Infrastructure - Janitor Closet		25			1	25	25			Low				✓	☐	
7	Training - Meeting Room - with Tables		24	22	624	50	1,408	1,408			Low			✓		☐	
8	Training - Meeting Room - Chairs only		18	39		75					Low					☐	
9	Infrastructure - Audio / Visual Equipment		64	1	64	1	64	64			Low				✓	☐	
10	Training - Meeting Break-Out & Storage		15.00%	1	94	1	211	211			Low			✓		☐	
11	Storage - Training Materials		64			1	64	64			Low				✓	☐	
12	Kitchenette		40	1	40	1	40	40			Low			✓		☐	
13	Hospitality Room / Kitchen		100														
14	Office - Permits		80														
15	Triage		130	1	130	1	130	130			Low			✓		☐	Also nursing mother's room
16	Other															☐	
VISITOR AREAS TOTALS:					1,142		2,333	2,333								2,333	

ADMINISTRATION

17	Conference Room		30	16	480												
18	Toilet - Designated Male		45	1	45												
19	Toilet - Designated Female		45	1	45												
20	Toilet - Gender Neutral		45			1	45	45			Low						
21	Break Room - Staff		30														
22	Office - Administrative Assistant		120														
23	Office - Manager		200														
24	Office - Chief		250	1	250												
25	Trt/Shwr - Chief		92	1	92												
26	Conference Table		18														
27	Office - Assistant Chief		200	1	200	1	200		200			1				At HQ	
28	Office - Deputy Chief		200														
29	Office - Driver / Engineer		120														
30	Office - Captain		170	1	170												
31	Office - Officer		170	1	170	1	170	170			Low					2 Officers, between Officer's dorms	
32	Office - Shift Commander		120														
33	Office - EMS		120	1	120	1	120		120							At HQ	
34	Office - Emergency Management (EMD)		120														
35	Office - Fire Alarm		120													At Station 3	
36	Office - Fire Investigator		120														
37	Office - Fire Prevention		350			2	450		450							If not at HQ	
38	Storage - Fire Prevention		64			1	64		64								
39	Office - ALS / Clinical Coordinator		120														
40	Office - OIC (Officer in Charge)		120	1	120												
41	Office - Operations		120														
42	Office - Paramedic / Ambulance		120														

SPACE NEEDS ANALYSIS				Melrose Fire Station 2				Current Phase: (FS) Feasibility Study				Staff Shifts: four groups each working a 24 hour shift rotating.				https://www.cityofmelrose.org/fire				
Chief Ed Collina				206 Tremont				5 Response(s) Received to Date								February 17, 2023		Application V-4.4		
ROOM or SPACE				Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
						Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
43	Office—Technology Specialist (I.T.)				160															
44	Workroom				80			1	80	80			Low						For 3 people	
45	Copy / Supply Area				50	1	50	1	50	50			Low							
46	Storage - Supply Closet				50			1	50	50			Low							
47	Storage—Active Files				80	1	80													
48	Storage - Archives				200	1	200	1	200	200			Low						Depending on which station it fits in	
49	Storage - Concessions				25	1	25	1	25	25			Low							
50	Storage - General				80			1	80	80			Low							
51	Dispatch—Supervisor				120	1	120	1	120		120									
52	Dispatch—Stations				100	1	100													
53	Dispatch - Radio Room / Backup				100			1	100	100			Low							
54	Dispatch—Breakroom				50	1	50													
55	Dispatch—Toilet—Designated Female				48	1	48												100 net sf	
56	Dispatch—Toilet—Designated Male				48	1	48													
57	Dispatch—Toilet—Gender Neutral				48															
58	Dispatch—Storage				64	1	64													
59	Dispatch—Vestibule				35	1	35													
60	Other																			
ADMINISTRATION TOTALS:							2,512		1,754	800	954									
STAFF SUPPORT/LIVING/TRAINING																				
61	Circulation - Vestibule - Staff Entry				56			1	56	56			Medium				✓	☐		
62	Mailboxes				0.25	20	5	20	5	5			Low							
63	Report Writing				30	3	90	3		90			Low				✓			
64	Library / Resource / Study				30	3	90	3									✓			
65	Tlt/Shwr - Designated Female				92	1	92	1	92	92			Low				✓			
66	Tlt/Shwr - Designated Male				92	1	92	2	184	184			Low				✓			
67	Tlt/Shwr - Gender Neutral				92			1	92	92			Low							
68	Laundry - Domestic				64	1	64	1	64	64			Low				✓			
69	Infrastructure - Janitor Closet				25			1	25	25			Low				✓			
70	Lockers - Personal - Gender Neutral				14	19	266	24	336	336			Low				✓		24"x24"	Lockers in Corridors
71	Nursing / Wellness Room				50	1	50										✓			
72	Training - Fitness Room				80	5	400	7	560	560			Low				✓			
73	Training—Mat / Floor				400															
74	Tlt/Shwr—Gender Neutral				92															
75	Day Room				50	6	300		650	650			Low							
76	Dining				30	6	180	13	390	390			Low							
77	Kitchen				30	6	180		390	390			Low							
78	Sleeping Room - Officer				170	1	170	2	340	340			Low				✓			
79	Sleeping Room - Single				92	5	460	10	920	920			Low				✓			
80	Sleeping Room—Double				170												✓			
81	Sleeping Room—Single + Murphy				135															
82	Storage - General				80			1	80	80			Low				✓			
83	Other																			
STAFF SUPPORT/LIVING/TRAINING TOTALS:							2,439		4,274	4,274								56		

SPACE NEEDS ANALYSIS				Melrose Fire Station 2				Current Phase: (FS) Feasibility Study				Staff Shifts: four groups each working a 24 hour shift rotating.				https://www.cityofmelrose.org/fire			
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ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
84	Circulation - Vestibule - Negative Pressure		56			1	56	56			High				✓	☐			
85	Patrol Desk / Watch Room / Operations		120												✓	☐			
86	Lockers - Fire TOG - Gender Neutral		15	20	300	32	576	576			High				✓	☐	30"x24"		
87	Apparatus - Center Bays		1,440	2	2,880	2	2,880	2,880			High			✓		☐	18' x 80' Apparatus Bays	6,080 net sf	
88	Apparatus - End Bays		1,600	2	3,200	2	3,200	3,200			High			✓		☐	20' x 80' Apparatus Bays		
89	Apparatus - Maintenance Bay		1,440	1	1,440	1	1,440	1,440			High				✓	☐	On-Site Maintenance Bay Maintenance Pit	80' Long to accommodate ladder	
90	Decon - Gross		150	1	150	1	150	150			High				✓	☐			
91	Decon - Laundry - Domestic		80	1	80	1	80	280			High				✓	☐			
92	Decon - Laundry - TOG		200	1	200	1	200				High				✓	☐	1 Extractor (3 sets of gear) and 1 Dryer		
93	Decon - Tlt/Shwr - Designated Female		72	1	72	1	72	72			High				✓	☐			
94	Decon - Tlt/Shwr - Designated Male		72	1	72	1	72	72			High				✓	☐			
95	Decon - Tlt/Shwr - Gender Neutral		72																
96	Decon - SCBA Gear		64	1	64	1	64	64			High				✓	☐			
97	SCBA Fill		100	1	100	1	100	100			High				✓	☐	3 bottle size		
98	SCBA Bottles		4	1	4	20	83	83			High				✓	☐			
99	SCBA Compressor		50	1	50	1	50	50			High				✓	☐			
100	SCBA Repair		100	1	100	1	100	100			High				✓	☐			
101	Workshop		200			1	200	200			High				✓	☐			
102	Workshop - Equipment		200			1	200	200			High								
103	Storage - Exterior Operations		144			1	144	144			High				✓	☐	Small overhead door		
104	Storage - Fuel Containers		25			1	25	25			High				✓	☐			
105	Storage - Operations		80																
106	Storage - Hardous Materials		45	1	45										✓	☐			
107	Storage - Hose Racks		25	2	50	2	50	50			High				✓	☐	300' of 4", 150' of 2-1/5", 150' of 1-3/4"		
108	Storage - EMS / Medical		64			1	80	80			High				✓	☐			
109	Storage - Parts		80	1	80	1	80	80			High				✓	☐			
110	Storage - PPE		80												✓	☐	In EMS Storage		
111	Storage - Tools		120			1	64	64			High								
112	Hose Tower																		
113	Training - Mezzanine		300	1	300	1	300	300			High						300 sf max if no elevator access	Bail-out, repelling, confined space, etc	
114	Infrastructure - Janitor Closet		25	1	25	1	25	25			High				✓	☐			
115	Other																		
OPERATIONS TOTALS:					9,212		10,291	10,291								9,727			
INFRASTRUCTURE																			
116	Circulation - Elevator		58			3	174	174			Low			✓		☐	1 Elevator x 3 Levels		
117	Circulation - Stairs (sf/floor)		250			3	750	750			Medium			✓		☐	x3 levels		
118	Circulation - Stairs - Training (sf/floor)		350			3	1,050	1,050			Medium			✓		☐	x3 levels		
119	Circulation - Fire Slide Chute		36	2	72	2	72	72			Medium					☐	1 slide x 2 levels		
120	Circulation - Pole Closet		45																
121	Infrastructure - BDA		25			1	25	25			Low				✓				
122	Infrastructure - Comms Closet (IDF)		25			1	25	25			Low				✓				
123	Infrastructure - Electrical Closet		25			1	25	25			Low				✓	☐			
124	Infrastructure - Electrical Room		150			1	150	150			Low				✓	☐			
125	Infrastructure - Electrical - Emergency		25			1	25	25			Low				✓	☐			
126	Infrastructure - Elevator Machine Room		58			2	87	87			Low				✓	☐			

SPACE NEEDS ANALYSIS		Melrose Fire Station 2			Current Phase: (FS) Feasibility Study					Staff Shifts: four groups each working a 24 hour shift rotating.					https://www.cityofmelrose.org/fire			
Chief Ed Collina		206 Tremont			5 Response(s) Received to Date										February 17, 2023	Application V-4.4		
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
127	Infrastructure - Mechanical		500			1	500	500			Low				✓			
128	Infrastructure - Recycling		25			1	25	25			Low				✓			
129	Infrastructure - Server (MDF)		200			1	200	150	50		Low				✓			
130	Infrastructure - Trash		50			1	50	50			Low				✓			
131	Infrastructure - Water Entry / Sprinkler		100			1	100	100			High				✓	□		
132	Storage - Grounds Equipment		144												✓	□		
133	Other																	
INFRASTRUCTURE TOTALS:					72		3,258	3,208	50							1,081		
SUB TOTALS:		6,001			15,377		21,910	20,906	1,004							13,197		
GROSSING FACTOR																		
Circulation & Infrastructure Increase		23%			30.00%		30.00%	30%	301				30%			30%		
GROSSING FACTOR TOTALS:		1,399			4,613		6,573	6,272								3,959		
TOTALS:		7,400			19,990		28,483	27,178	1,305							17,156		
		estimated						367.27%	Increase over existing			future (%)	future (sf)			10,022		

SPACE NEEDS ANALYSIS					Melrose Fire Station 3					Current Phase: (FS) Feasibility Study					Staff Shifts: 24 hour shifts. No change.					https://www.cityofmelrose.org/fire				
Chief Ed Collina					280 E Foster St					5 Response(s) Received to Date										February 17, 2023		Application V-4.4		
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes			
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only						
VISITOR AREAS																								
1	Circulation - Vestibule - Public					56			1	56	56			Low			✓		☐					
2	Circulation - Lobby - Public					200			1	200	200			Low			✓		☐					
3	Circulation—Memorial Area					100	1	100									✓		☐					
4	Toilet - Designated Male					45	1	45	1	45	45			Low			✓		☐					
5	Toilet - Designated Female					45	1	45	1	45	45			Low			✓		☐					
6	Toilet - Gender Neutral					45			2	90	90			Low			✓		☐	Exterior for public use				
6	Infrastructure - Janitor Closet					25			1	25	25			Low				✓	☐					
7	Training—Meeting Room—with Tables					24	14	352									✓		☐					
8	Training—Meeting Room—Chairs only					18	22														☐			
9	Training—Audio / Visual Equipment																							
10	Training—Meeting Break-Out & Storage					15.00%	1	53									✓		☐					
11	Storage—Training Materials					64												✓	☐					
12	Kitchenette					40																		
13	Hospitality Room / Kitchen					100																		
14	Office—Permits					80																		
15	Storage - Recreation								1	64	64			Low						For Public Storage for the Park				
16	Triage					130			1	130	130			Low						Also, Nursing Mother's Room				
17	Other																							
VISITOR AREAS TOTALS:								595		655	655								461					
ADMINISTRATION																								
18	Conference Room					30	6	180	16	480	480			Low										
19	Toilet—Designated Male					45	1	45						Low										
20	Toilet—Designated Female					45	1	45																
21	Toilet - Gender Neutral					45			1	45	45			Low										
22	Break Room—Staff					30								Low										
23	Office—Administrative Assistant					120																		
24	Office—Manager					200								Low										
25	Office—Chief					250																		
26	Tlt/Shwr—Chief					92								Low										
27	Conference Table					18																		
28	Office—Assistant Chief					200								Low										
29	Office—Deputy Chief					200																		
30	Office—Driver / Engineer					120								Low										
31	Office - Captain					170	1	170	1	170	170				Low									
32	Office - Lieutenant					170	1	170	1	170	170			Low										
33	Office—Shift Commander				183	120								Low										
34	Office - EMS					120			1	120	120				Low									
35	Office—Emergency Management (EMD)					120								Low										
36	Office - Fire Alarm					120			1	120	120				Low									
37	Office—Fire Investigator					120								Low										
38	Office—Fire Prevention					350																		
39	Storage—Fire Prevention					64								Low										
40	Office—ALS / Clinical Coordinator					120																		
41	Office—OIC (Officer in Charge)					120																		

SPACE NEEDS ANALYSIS				Melrose Fire Station 3				Current Phase: (FS) Feasibility Study				Staff Shifts: 24 hour shifts. No change.				https://www.cityofmelrose.org/fire			
Chief Ed Collina				280 E Foster St				5 Response(s) Received to Date								February 17, 2023		Application V-4.4	
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
42	Office - Officer		120			2	240	240			Low						Between Officer's Dorms	100 net sf	
43	Office - Paramedic / Ambulance		120																
44	Office - Training		120			1	120	120			Low								
45	Office - Technology Specialist (I.T.)		160																
46	Office - Union Representative		64	1	64	1	64	64			Low								
47	Copy / Supply Area		50	1	50	1	50	50			Low								
48	Storage - Supply Closet		50			1	50	50			Low								
49	Storage - Active Files		80																
50	Storage - Archives		200																
51	Storage - Concessions		25																
52	Storage - General		80			1	100	100			Low								
53	Dispatch - Supervisor		120	1	120														
54	Dispatch - Stations		100	1	100														
55	Dispatch - Radio Room / Backup		100			1	100	100			Low								
56	Dispatch - Breakroom		50	1	50														
57	Dispatch - Toilet - Designated Female		48	1	48														
58	Dispatch - Toilet - Designated Male		48	1	48														
59	Dispatch - Toilet - Gender Neutral		48																
60	Dispatch - Storage		64	1	64														
61	Dispatch - Vestibule		35	1	35														
62	Other																		
ADMINISTRATION TOTALS:		183			1,189		1,829	1,829											
STAFF SUPPORT/LIVING/TRAINING																			
63	Circulation - Vestibule - Staff Entry		56			1	56	56			Medium				✓	☐			
64	Mailboxes		0.25	20	5	20	5	5			Low								
65	Report Writing		30	3	90	3	90	90			Low				✓				
66	Library / Resource / Study		30			3									✓				
67	Tlt/Shwr - Designated Female	73	92	1	92	1	92	92			Low				✓				
68	Tlt/Shwr - Designated Male	103	92	1	92	2	184	184			Low				✓				
69	Tlt/Shwr - Gender Neutral		92																
70	Laundry - Domestic		64	1	64	1	64	64			Low				✓				
71	Infrastructure - Janitor Closet		25			1	25	25			Low				✓				
72	Lockers - Personal - Gender Neutral		21	18	378	20	280	280			Low				✓		24"x24"		
73	Nursing / Wellness Room		50	1	50										✓				
74	Training - Fitness Room		80	7	560	5	400	400			Low				✓				
75	Training - Mat / Floor		400																
76	Tlt/Shwr - Gender Neutral		92																
77	Day Room	275	50	6	300	12	600	600			Low								
78	Dining		30	6	180		360	360			Low								
79	Kitchen	66	30	6	180		360	360			Low								
80	Sleeping Room - Officer		170	2	340	2	340	340			Low				✓				
81	Sleeping Room - Single	376	92	5	460	6	552	552			Low				✓				
82	Sleeping Room - Double		170												✓				
83	Sleeping Room - Dorm Style		50																
84	Storage - General		80			1	80	80			Low				✓				

SPACE NEEDS ANALYSIS					Melrose Fire Station 3				Current Phase: (FS) Feasibility Study					Staff Shifts: 24 hour shifts. No change.					https://www.cityofmelrose.org/fire				
Chief Ed Collina					280 E Foster St				5 Response(s) Received to Date										February 17, 2023			Application V-4.4	
ROOM or SPACE					Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes		
							Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only					
85	Other																						
STAFF SUPPORT/LIVING/TRAINING TOTALS:					893			2,791		3,488	3,488							56					
OPERATIONS																							
86	Circulation - Vestibule - Negative Pressure					56			1	56	56			High				✓	☐				
87	Patrol Desk / Watch Room / Operations					120												✓	☐				
88	Lockers - Fire TOG - Gender Neutral					18	20	360	20	360	360			High				✓	☐	30"x24"			
89	Apparatus - Center Bays				1,650	1,440	2	2,880	1	1,440	1,440			High			✓		☐	18' x 80' Apparatus Bays	4,640 net sf		
90	Apparatus - End Bays					1,600	2	3,200	2	3,200	3,200			High			✓		☐	20' x 80' Apparatus Bays			
91	Apparatus Maintenance Bay					1,440														Off-Site			
92	Decon - Gross					150	1	150	1	150	150			High				✓	☐				
93	Decon - Laundry - Domestic					80	1	80	1	80	280			High				✓	☐				
94	Decon - Laundry - TOG					200	1	200	1	200								✓	☐				
95	Decon - Tlt/Shwr - Designated Female					72	1	72	1	72	72			High				✓	☐				
96	Decon - Tlt/Shwr - Designated Male					72	1	72	1	72	72			High				✓	☐				
97	Decon Tlt/Shwr Gender Neutral					72																	
98	Decon - SCBA Gear					64	1	64	1	64	64			High				✓	☐				
99	SCBA Fill					100	1	100	1	100	100			High				✓	☐	2 bottle size			
100	SCBA Bottles					4	1	4	10	42	42			High				✓	☐				
101	SCBA Compressor					50	1	50	1	50	50			High				✓	☐				
102	SCBA Repair					100	1	100	1	100	100			High				✓	☐				
103	Workshop Mechanic					6												✓	☐				
104	Workshop Equipment					200																	
105	Storage - Exterior Operations					144			1	80	80			High				✓	☐	Double doors			
106	Storage - Fuel Containers					25			1	10	10			High				✓	☐				
107	Storage Operations					80																	
108	Storage Hardous Materials					45																	
109	Storage - Hose Racks					25	2	50	1	25	25			High				✓	☐				
110	Storage - EMS / Medical					64			1	64	64			High				✓	☐				
111	Storage - Parts					80	1	80	1	10	10			High				✓	☐	Parts Cabinet			
112	Storage PPE					80												✓	☐				
113	Storage Tools					120																	
114	Hose Tower																						
115	Training - Mezzanine					300	1	300	1	300	300			High				✓		300 sf max if no elevator access			
116	Infrastructure - Janitor Closet					25	1	25	1	25	25			High				✓	☐				
117	Other																			Exterior Manhole Training			
OPERATIONS TOTALS:					1,650			7,787		6,500	6,500							6,200					
INFRASTRUCTURE																							
118	Circulation - Elevator					58			2	116	116			Low			✓		☐	1 Elevator x 2 Levels			
119	Circulation - Stairs (sf/floor)					250			2	500	500			Medium			✓		☐	x2 levels			
120	Circulation - Stairs - Training (sf/floor)					350			2	700	700			Medium			✓		☐	x2 levels			
121	Circulation - Fire Slide Chute					36			2	72	72			Medium				✓	☐	1 Pole x 2 Levels			
122	Circulation Pole Closet					45	2	90															
123	Infrastructure - BDA					25			1	25	25			Low				✓					
124	Infrastructure - Comms Closet (IDF)					25			1	25	25			Low				✓					

SPACE NEEDS ANALYSIS				Melrose Fire Station 3				Current Phase: (FS) Feasibility Study				Staff Shifts: 24 hour shifts. No change.				https://www.cityofmelrose.org/fire			
Chief Ed Collina				280 E Foster St				5 Response(s) Received to Date								February 17, 2023		Application V-4.4	
ROOM or SPACE		Existing Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Hazard Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
				Number	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
125	Infrastructure - Electrical Closet		25			1	25	25			Low				✓	☐			
126	Infrastructure - Electrical Room		150			1	150	150			Low				✓	☐			
127	Infrastructure - Electrical - Emergency		25			1	25	25			Low				✓	☐			
128	Infrastructure - Elevator Machine Room		58			1	58	58			Low				✓	☐			
129	Infrastructure - Mechanical		500			1	500	500			Low				✓				
130	Infrastructure - Recycling		25			1	25	25			Low				✓	☐			
131	Infrastructure - Server (MDF)		200			1	200	150	50		Low				✓				
132	Infrastructure - Trash		50			1	50	50			Low				✓	☐			
133	Infrastructure - Water Entry / Sprinkler		100			1	100	100			High				✓	☐			
134	Storage - Grounds Equipment		144																
135	Other																		
INFRASTRUCTURE TOTALS:					90		2,571	2,521	50							1,127			
SUB TOTALS:		2,726			12,452		15,043	14,993	50							7,844			
GROSSING FACTOR																			
Circulation & Infrastructure Increase		164%			30.00%		30.00%	30.00%	30.00%				30%			30%			
GROSSING FACTOR TOTALS:		4,474			3,736		4,513	4,498	15							2,353			
TOTALS:		7,200			16,188		19,555	19,490	50	0						10,197			
		estimated						270.70%	Increase over existing			future (%)	future (sf)			Not Shared			

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/					
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date								February 8, 2023		Application V-4.5			
ROOM or SPACE		Existing Area (sf)	Previous Study Calculated Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
					Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
VISITOR AREAS																			
1	Circulation - Vestibule		64	56			1	56	56			Medium			✓		☐		Pamphlets, TV Monitor, space for Drug Drop-off, Sharps, etc.
2	Circulation - Lobby - Public		250	200			1	200	200			Low			✓		☐	8' of Glass cases in walls, 12" deep min	
3	Circulation - Memorabilia			100	1	100									✓		☐		
4	Toilet - Designated Male		64	45	1	45	1	45	45			Low			✓		☐		
5	Toilet - Designated Female		64	45	1	45	2	90	90			Low			✓		☐		
6	Toilet - Family			45											✓				
7	Infrastructure - Janitor Closet		40	25	1	25	1	25	25			Low				✓	☐		
8	Interview - Multi-Use		200	80	3	272	2	160	80	80		Medium			✓		☐		
9	Interview - Dedicated		120	64	2	135	1	64	64			Medium			✓		☐		
10	Public Greeter			64			1	64	64			Low			✓		☐		
10	Office - Permits (License To Carry)		150	150			1	150	150			Medium			✓		☐	Storage including fingerprint	May also be sex offender registration room
	Training / Meeting Area																		
11	Training - Meeting Room - with Tables		1,050	24	36	987	40	1,260	1,260			Low			✓		☐	Training for other departments	1,483 net sf
12	Training - Meeting Room - Chairs only			18	55		70										☐	Tv's with public information	
13	Infrastructure - Audio / Visual Equipment		150	64	1	64	1	64	32	32		Low			✓		☐		
14	Storage - Tables & Chairs			10%	1	0	1	126	126			Low				✓	☐		
15	Storage - Training Materials			64	1	64	1	25	25			Low				✓	☐		
16	Kitchenette		53	40	1	40	1	40	40			Low					☐	In back of training room	
17	Hospitality Room / Kitchen			100	1	100													
18	Storage - General			80												✓			
19	Other																		
VISITOR AREAS TOTALS:			2,205			1,878		2,369	2,257	112							2,257		
ADMINISTRATION																			
20	Conference Room		291	30	31	917	12	360	360			Low	4	120					
21	Copy / Supply Area		60	50			1	50	50			Low							
22	Storage - Supply Closet			25			1	25	25			Low							
23	Toilet - Designated Male		64	45	1	45	1	45	45			Low							
24	Toilet - Designated Female		64	45	1	45	1	45	45			Low							
25	Toilet - Gender Neutral			45															
26	Infrastructure - Janitor Closet			25			1	25	25			Low							
	Dispatch Area																		
27	Dispatch - Supervisor		160	120	1	120	1	120	120			High					☐	Visual connection to Dispatch	719 net sf
28	Dispatch - Stations		500	100	3	291	3	291	291			High	1	100			☐	Building Greeters	
29	Dispatch - Radio Room / Backup		100	100	1	100	1	100	100			High					☐		
30	Dispatch - Breakroom		200	50	1	50	2	100	100			High					☐	Including Lockers, full size fridge/freezer, microwave, coffee, sink, etc.	
31	Dispatch - Toilet - Designated Female			48	1	48											☐		
32	Dispatch - Toilet - Designated Male			48	1	48											☐		
33	Dispatch - Toilet - Gender Neutral		64	48			1	48	48			High					☐		
34	Dispatch - Storage			64			1	25	25			High					☐		
35	Dispatch - Vestibule			35	1	35	1	35	35			High					☐		
36	Office - Chief		250	250	1	250	1	250	250			Medium							
37	Conference Room			30			5	150	150			Low							
38	Tlt/Shwr - Chief			92	1	92	1	92	92			Low							

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/					
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date								February 8, 2023		Application V-4.5			
ROOM or SPACE		Existing Area (sf)	Previous Study	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
39	Office—Assistant Chief			200															
40	Office - Deputy Chief			200			1	200	200			Medium	1	200					
41	Office - Captain			170	0	24													
42	Office - Operations		390	120	0	17	1	120	120			Medium							
43	Office - Patrol Commander		390	120			1	120	120			Medium						Adjacent to Chief's Office	
44	Office - Professional Standards		390	120	3	357	1	120	120			Medium							
45	Office - Sergeant (Patrol)			160	3	480	2	240	240			Medium	1	120			☐	2 Workstations in 1 office on First Floor, near	Roll Call
	Detective Area																		
46	Office - Detective Supervisor		214	120	1	120	1	150	150			Medium						Detective Seargeant	
47	Office - Detective		750	120	3	353	5	600	500	100		Medium	1	100					
48	Office - Detective - Interview			64	1	64	2	128	128			Medium						1 Interogtaion + 1 soft interview	922 net sf
49	Storage - Detective			64	1	64	1	64	64			Medium							
50	Surveillance Storage & Viewing			80	1	80	1	80	80			High						Future Crime Analyst	
51	Copy / Supply Area			50			1	50	50			Low							
52	Office - Administrative Assistant		120	120	1	120	1	120	120			Medium	1	120					
53	Office—Animal Control		120	144															
54	Office - Clerk			120	1	120	1	120	120			Medium							
55	Office—Community Outreach		120	120															
56	Office - Domestic Violence			120	1	120	1	160	160			Medium						2 Workstations near Detectives	
57	Office - Family Services			120			1	80	80			Medium						Near Detectives	
58	Office—Fire Arms			120	1	120													
59	Office - Future		120	120			2	240	240			Medium	2	240					
60	Office - Manager		120	200	1	200	1	200	200			Medium						Adjacent to Chief	
61	Office—OIC (Officer in Charge)		120	120	1	120												Dispatch Supervisor	
62	Office—Parking			120															
63	Office - Prosecutor		140	120	1	120	1	80	80			Medium						Workstation Near Detectives	
64	Office—SRO			120															
65	Office—Public Safety		120	120															
66	Office—Shift Commander			120	1	120												OIC	
67	Office - Social Worker			120	1	120	1	120	120			Medium						Near Domestic Violence	2 Workstations
68	Office - Technology Specialist (I.T.)			160	1	160	1	160	160			Medium	1	160					
69	Office - Traffic		130	120	1	120	4	480	480			Medium	1	120				Seargeant	
70	Storage - Traffic Equipment			80	1	80	2	160	160			Medium							
71	Office - Training			120	1	120	1	120	120			Medium	1	120					
72	Office - Union Representative		160	64	1	64	1	80	80			Medium						2 Workstations	
73	Storage - Active Files		200	80	1	80	1	200	200			Medium							
74	Storage - Archives			200	1	200	1	200	200			Medium						High Density Storage	
75	Storage - HR Records			45	1	45	1	64	64			High							
76	Storage - General		80	80	1	80	1	200	200			Medium							
77	Workroom		60	150															
78	Other																		
ADMINISTRATION TOTALS:			5,497			5,710		6,417	6,317	100				1,400			959		
STAFF SUPPORT / TRAINING																			
79	Circulation - Vestibule - Staff Entry		64	56			1	56	56			Medium					☐		
80	Break Room / Kitchenette		300	30	8	243	8	243	243			Low					☐		

Attachment: 2023-02-08 Draft Police Space Needs (INFO-2023-13 : Update - Public Safety Building Committee)

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/						
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date								February 8, 2023		Application V-4.5				
ROOM or SPACE		Existing Area (sf)	Previous Study	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes	
			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only				
81	Briefing / Roll Call Room		240	18	18	323	18	323	323			Medium					☐	Near Breakroom	Include counter with sink at back	
82	Laundry - Domestic		100	64	1	64	2	128	128			Low						In Male & Female Locker Rooms		
83	Library / Resource / Study			30			5	150	150			Low						Might also function as Memorial Area		
84	Infrastructure - Janitor Closet		40	25	1	25	1	25	25			Low								
85	Lockers - Police - Designated Female		144	21	8	167	8	143	143			High	6	108				30"x24"	Near Gym	
86	Lockers - Police Supervisors - Dsg. Female			21	4	92	4	79	79			High	2	36						
87	Lockers - Police - Designated Male		630	21	40	840	40	720	720			High	6	108						
88	Lockers - Police Supervisors - Dsg. Male			21	12	257	18	324	324			High	4	72						
89	Mailboxes			0.25	46	12	60	15	15			Medium						Adjacent to Roll Call - Open Cubbies		
90	Nursing / Wellness Room			50	1	50	1	50	50			Low								
91	Report Writing			30	6	169	4	120	120			Low					☐	Near Booking & OIC & Roll Call		
92	Squad/Patrol Room		291	18								Medium								
93	Storage—Duty Bags		30	5																
94	Storage - General		80	80			1	80	80	60									AED Storage. Near Roll Call	
95	Storage - Honor Guard		120	64	1	64	1	120	60										Between Male & Female Locker Rooms	
96	Tlt/Shwr - Designated Female		188	92	1	103	2	184	184			Low								
97	Tlt/Shwr - Designated Male		282	92	4	406	4	406	406			Low								
98	Training - Fitness Room		450	80	18	1,438	5	400	400			Low						Lower Level near lockers if possible.	Accessible route for equipment delivery	
99	Training - Mat / Floor			400			1	400	400			Low								
100	Training - Simulator		400	400	1	400														
101	Training—Taser			100																
102	Other																			
	Training - Shooting Range																			
103	Training - Shooting - Firing Line			45	3	143	4	180	180			High					☐		2,815 net sf	
104	Training - Shooting - Firing Lane			375	3	1,189	4	1,500	1,500			High					☐			
105	Training - Shooting - Bullet Stop			90	3	285	4	360	360			High					☐			
106	Training - Shooting - Cleaning			25	1	25	1	25	25			High					☐			
107	Training - Shooting - Mechanical			300	1	300	1	300	300			High					☐			
108	Training - Shooting - Munitions			200	1	200	1	200	200			High					☐			
109	Training - Shooting - Range Control			150	1	150	1	150	150			High					☐			
110	Training - Shooting - Work Bench			25	3	79	4	100	100			High					☐			
STAFF SUPPORT / TRAINING TOTALS:			3,359			7,023		6,781	6,721	60				324			3,557			
OPERATIONS																				
111	Circulation - Vestibule - Egress			35			1	35	35			High					☐			
112	Armory - Storage		200	200	1	200	1	200	200			High					☐	Block Walls, on first floor. Ammunition delivered by pallets		
113	Armory - Cleaning & Munitions			150	1	150	1	150	150			High					☐			
114	Armory—Swatt			100																
	Detention Area																			
114	Detention - Booking / Processing		218	75	1	86	1	86	86			High					☐			
115	Detention - Lockers - Detainees			4	8	31	8	31	31			High					☐			
116	Detention—Lockers—Staff			4													☐			
117	Detention - Shower		48	40			1	40	40			High					☐			
118	Detention - Storage		60	64			1	64	64			High					☐			
119	Detention—Toilet—Gender Neutral		64	48																
120	Detention—Interview—Juvenile		74	74	1	110														

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study				8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/					
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date								February 8, 2023		Application V-4.5			
ROOM or SPACE		Existing Area (sf)	Previous Study Calculated Area (sf)	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
					Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
121	Detention - Interview - Secure		148	74	2	165	1	74	74			High					☐		Separate blocks
122	Detention - Holding - Designated Female		148	74	2	163	2	148	148			High					☐		
123	Detention - Holding - Designated Male		296	74	4	307	4	296	296			High					☐		
124	Detention - Holding - Detox			74															
125	Detention - Holding - Juvenile			74															
126	Detention - Holding - Temporary		48	74	2	135	1	74	74			High					☐	Bench, monitor, rail. Adj to Booking with window. May double as Matron room	
127	Detention - Monitor / Matron		80	64															
128	Detention - Bail - Officer		74	74			1	74	74			High					☐		
129	Detention - Bail - Waiting			64			1	64	64			High					☐		
130	Detention - Vestibule - Release		64	42			1	42	42			High					☐		
131	Detention - Vestibule - Access Control		25	25			1	25	25			High					☐		
	Evidence Area																		
132	Evidence - Processing		150	80	1	80	1	80	80			High					☐	Large & small lockers and refrigerated. Size to accommodate new Sexual Assult kit sizes.	
133	Evidence - Lockers			6	2	12	5	30	30			High					☐	Block Walls	
134	Evidence - Lab			150	1	150	1	150	150			High					☐	Eye Wash and Sink and Deluge Shower	
135	Evidence - Drying			10	1	10	1	10	10			High					☐		
136	Evidence - Storage - General		400	500	1	500	1	500	500			High					☐	Minimum Size. To be verified	
137	Evidence - Storage - Contaminated			25	1	25	1	25	25			High					☐		
138	Evidence - Storage - High Value			64	1	64	1	64	64			High					☐	Locked	
139	Evidence - Storage - Long Weapons			25	1	25	1	25	25			High					☐	Locked	
140	Evidence - Storage - Refrigerated			36	1	36	1	36	36			High					☐		
141	Evidence - Storage - Sidearms			25	1	25	1	25	25			High					☐	Locked	
142	Evidence - Storage - Technology			25													☐	Locked	
143	Evidence - Storage - Ventilated			25	1	25	1	25	25			High					☐	Locked	
144	Crime Lab			150	1	150	1	150	150			High							
	Garage																		
145	Storage - ATV			72			1	72	72			Medium					☐	motorcycles, mountain bikes, trailers for speed traps, and also a bay separate for any crime scene processing of vehicles , and Site Maintenance Equipment	
146	Storage - Bicycle Patrol		60	24			4	96	96			Medium					☐		
147	Storage - General			80			2	160	160			Medium					☐		
148	Storage - K9 Officer			25			2	50	50			Medium					☐		
149	Storage - Kennels		240	65	1		2	130	130			High					☐		
149	Storage - Large Items		64	64			1	64	64			Medium					☐		
150	Storage - Lost & Found		200	64															
151	Storage - Motorcycle			45			2	90	90			High					☐		
152	Storage - Mounted Patrol			25															
153	Storage - Trailer			162			1	162	162			Medium					☐		
154	Infrastructure - Janitor Closet			25			1	25	25			Low					☐		
155	Sally Port		1,080	600	3	1,663	2	1,200	1,200			High					☐		
156	Vehicle Holding/Processing		1,080	600			2	1,200	1,200			High					☐		
157	Storage - Vehicle Supplies		60	80			1	80	80			Medium					☐	First Aid Kits, Windshield Wipers, etc	
158	Other																		
OPERATIONS SUBTOTALS:			4,881			4,111		5,852	5,852								5,667		
INFRASTRUCTURE																			
159	Circulation - Elevator		240	58	2	116	2	116	116			Medium					☐		
160	Circulation - Stairs (sf/floor)		600	250	2	500	2	500	500			Medium					☐		

SPACE NEEDS ANALYSIS		Melrose Police Station				Current Phase: (FS) Feasibility Study						8 hrs shifts: 7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				https://melrosepolice.net/			
Police Chief Kevin M. Faller		Existing Location: 56 W Foster St				35 Response(s) Received to Date						7:45am-3:45pm, 3:45pm- 11:45pm, 11:45pm-7:45am				February 8, 2023		Application V-4.5	
ROOM or SPACE		Existing Area (sf)	Previous Study	Area Standard	Calculated Program		Suggested Program		Priority (sf)			Security Zone	Dedicated Future Growth		Accessed By		Included in Footprint	Comments	Additional Notes
			Calculated Area (sf)		Number (Avg'd)	Area (sf)	Number	Area (sf)	High	Medium	Low		Staff or Spaces	Area (sf)	Public	Staff Only			
161	Circulation - Stairs (sf/floor)		600	250	2	500	2	500	500			Medium					☐		
162	Infrastructure - Comms Closet (IDF)			25	1	25	1	25	25			High							
163	Infrastructure - E911			36	1	36	1	36	36			High							
164	Infrastructure - Electrical Closet			25	1	25	1	25	25			High							
165	Infrastructure - Electrical Room		150	150	1	150	1	150	150			High					☐		
166	Infrastructure - Electrical - Emergency			25	1	25	1	25	25			High					☐		
167	Infrastructure - Elevator Machine Room		80	58	1	58	1	58	58			Medium					☐		
168	Infrastructure - Maintenance - Shop			100			1	100	100			Low							
169	Infrastructure - Maintenance - Storage			64															
170	Infrastructure - Server (MDF)		300	200	1	200	1	200	200			High							
171	Infrastructure - Mechanical		500	500	1	500	1	500	500			Medium							
172	Infrastructure - Recycling			25	1	25	1	25	25			Low							
173	Infrastructure - Trash			50	1	50	1	50	50			Low							
174	Infrastructure - Water Entry / Sprinkler		100	100	1	100	1	100	100			Medium					☐		
175	Storage—Grounds Equipment			144	1	144											☐		
176	Other																		
INFRASTRUCTURE SUBTOTALS:			2,570			2,454		2,410	2,410								891		
SUBTOTALS (Including Shared Spaces):			18,512			21,176		23,829	23,557	272				1,724			13,332		
GROSSING FACTOR																			
Circulation & Infrastructure Increase			30.00%			30.00%		30.00%	30.00%	30.00%	30.00%			30.00%			30.00%		
GROSSING FACTOR TOTALS:			5,554			6,353		7,149	7,067	82				517			3,999		
GRAND TOTAL:		7,144	24,066			27,529		30,978	30,624	354			7.32%	2,241			17,331		



Paul Brodeur
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Zoning Board of Appeals
Date: February 7, 2023

I respectfully request the Honorable City Council confirm the reappointment of Benjamin Rosenberg, 76 Ards Moor Road, as a Full Member of the Zoning Board of Appeals (ZBA) for a five-year term set to expire on the last day of February 2028. Mr. Rosenberg's appointment satisfies the Engineering role on the board.

With nearly 20 years of structural engineering experience, Rosenberg has shown a commitment to being a sensible leader in his field. He has a proven track record of managing teams on large-scale projects for esteemed universities, museums, and other notable structures, all the while cultivating positive relations with both employees and the public — often serving as a mediator during difficult conversations. Since his initial appointment, Mr. Rosenberg's practical leadership and strong qualifications have added immense value to the Melrose ZBA.

Thank you for your consideration and support for Mr. Rosenberg's reappointment to the ZBA.

Benjamin Rosenberg, PE, LEED AP
76 Ardsmoor Road
Melrose, MA 02176
[REDACTED]
[REDACTED]

6/27/2022

To Whom It May Concern:

I write to express my interest in serving as a Full Member on the City of Melrose Zoning Board of Appeals. As a licensed and practicing structural engineer, a teacher, and a Melrose resident, I look forward to bringing my professional experience to bear in support of the ZBA's mission. I would also consider the position of Associate Member should the Full Member position be otherwise filled.

During my seventeen years at Silman, I have worked as both the lead technical designer and the project manager on a wide variety of project types and sizes, ranging from single- and multi-family residential to commercial to institutional work. Leading teams of up to six people internally and being the primary coordinator with the architect and broader project teams, I enjoy the creativity and communication necessary throughout the design and construction process. On projects ranging from the ongoing repairs at Harvard Stadium to the MIT Met Warehouse development for the School of Architecture + Planning to commercial fit-outs in Cambridge and Malden, I have supported each stage of the project's structural, architectural, and owner-driven requirements. As a Principal and Sector Manager, I am engaged on aspects of firm-wide management that require the ability to ask critical questions in our initiatives and decision-making process and then to message to a broad swath of employees. This sometimes involves difficult conversations and I have worked hard to cultivate the ability to bridge disparate views in search of resolution. Our firm's founder, Bob Silman, imbued our firm with a deep sense of the importance of serving society through our contributions to the built environment. Serving on the ZBA will allow me to engage with the City of Melrose in support of this mission.

As a lecturer in the Architecture Department at the Rhode Island School of Design (RISD) for the past five semesters, I have been able to engage architecture students in the field of structures by building on my own experience, including through the use of numerous case studies. Developing the curriculum allows me to present structural material as integral to the broader design industry, as indeed structures must be considered with architecture, zoning, code, and other disciplines in order to properly support a project.

My family and I have developed a wonderful sense of belonging since moving to Melrose last July, and I look forward to engaging with the City to deepen our community roots. I am happy to provide additional information as needed.

Sincerely,



Benjamin Rosenberg, PE, LEED AP

Benjamin Rosenberg, PE, LEED AP

76 Ardsmoor Road, Melrose, MA 02176

Structural engineer with 17 years of experience designing and leading projects of various types and sizes. Experienced in managing staff and clients, business development and marketing, and representing the firm in the industry. Leader in office- and firm-wide staffing, financial, and technical processes. Seeking a position as a Full Member of the Melrose ZBA.

PROFESSIONAL EXPERIENCE

SILMAN

Principal and Sector Manager

Boston, MA

June 2006–Present

- Design and manage new construction and renovation projects, including single- and multi-family residential, higher education, historic preservation, commercial, and government work.
- Coordinate with clients throughout the design and construction process.
- Oversee technical and financial performance of Buildings staff in the Northeast.
- Support Boston office and firm-wide staffing, recruiting, mentoring, and technical development.
- Lead liaison between finance/accounting department and technical engineering staff, responsible for development and implementation of firm-wide financial project management processes.
- **Selected projects: The Restoration of the Robert Gould Shaw and 54th Regiment Memorial, Boston, MA:** Comprehensive restoration and seismic retrofit of existing Memorial. **King Boston Memorial, Boston, MA:** Foundation and landscape structural design. **Granoff Center, Brown University, Providence, RI:** Four-story performing and creative arts building. **National Museum of African American History and Culture, Washington DC:** 665,000 square foot Smithsonian Museum, including structural design and exhibit support. **200 Exchange Street, Malden, MA:** Renovation and tenant fit out of existing four-story office building converting to life science use. **2Life Communities PACE Center, Lynn, MA:** New 150-unit residence and living community for adults 62+. **Various Private Residences, Northeast:** Single-family residences including standalone structures and townhouses, including homes in Boston, Cambridge, Barnstable, Milton, Kennebunk (ME), Amagansett (NY), Water Mill (NY), etc.

RHODE ISLAND SCHOOL OF DESIGN (RISD)

Lecturer

Providence, RI

February 2020–Present

- Teach one Structures course per semester in the Architecture Department, including curriculum development: Steel Structures in the fall and Concrete Structures in the spring.
- Work closely with 90-100 students to provide academic support and ensure comprehension of structural material in support of students' pursuit of degrees in architecture.
- Co-lead structural workshops throughout the semester to practice and demonstrate class material in hands-on experiments, including a concrete casting project each spring.

EDUCATION

PRINCETON UNIVERSITY

Bachelor of Science in Engineering, Civil and Environmental Engineering, Structures Focus

Princeton, NJ

May 2004

PROFESSIONAL REGISTRATION

- Professional Engineer: MA, RI, NY, RI, WA, NE
- LEED Accredited Professional

From: [Martin, Lily](#)
To: [Benjamin Rosenberg](#)
Subject: RE: Reappointment to Zoning Board of Appeals
Date: Monday, February 6, 2023 10:22:00 AM

Good morning, Ben,

Thank you so much for confirming.

Best regards,
 Lily

Lily Martin
 she/her/hers
 Communications & Community Outreach Coordinator
 Office of Mayor Brodeur
 Melrose City Hall
 562 Main Street
 Melrose, MA, 02176
 781-979-4148



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From: Benjamin Rosenberg <benjaminrosenberg@gmail.com>
Sent: Friday, February 3, 2023 8:56 AM
To: Martin, Lily <lmartin@cityofmelrose.org>
Subject: Re: Reappointment to Zoning Board of Appeals

Hi Lily,

Yes, I would like to be reappointed. Thanks.

--Ben

On Thu, Feb 2, 2023 at 11:15 AM Martin, Lily <lmartin@cityofmelrose.org> wrote:

Good morning, Ben,

I hope you are doing well! I am reaching out to confirm that you'd like to be reappointed to the Melrose Zoning Board of Appeals, as your term is expiring on

Attachment: RE_ Reappointment to Zoning Board of Appeals.1 [Revision 1] (ORDER-2023-75 : Reappointment of Benjamin Rosenberg to the

the last day of February. If so, can you send me a reply stating that you would like to be reappointed, so I can share that with the City Council?

Thank you,
Lily

Lily Martin

she/her/hers

Communications & Community Outreach Coordinator

Office of Mayor Brodeur

Melrose City Hall

562 Main Street

Melrose, MA, 02176

781-979-4148



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Paul Brodeur
Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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Melrose, Massachusetts 02176
Telephone - (781) 979-4440
Fax - (781) 662-2182

MEMORANDUM

To: Melrose City Council
From: Mayor Paul Brodeur
Re: Melrose Human Rights Commission
Date: February 14, 2023

I respectfully request the Honorable City Council confirm the reappointment of Joseph Phillips, 1 Hillside Ave, to the Melrose Human Rights Commission (HRC) for a three-year term set to expire on the last day of February 2026.

Mr. Phillips has a proven track record of dedicated commitment to the Melrose community, as evident in his passionate participation and service to the HRC and the Diversity, Equity, and Inclusion Advisory Task Force, in addition to community groups. Mr. Phillips, along with my office, co-organized and hosted the City's October 8, 2022, Melrose Dance for Community event, which brought together residents of all ages, abilities, genders, ethnicities, and backgrounds, building a stronger sense of community. I look forward to his continued efforts to ensure the City of Melrose and our community work together to grow into "One community, open to all."

Thank you for your consideration and support for Mr. Phillips' reappointment to the Historical Commission.

Attachment: HRC_Memo_Joe_Phillips (ORDER-2023-70 : Reappointment of Joseph Phillips to the Human Rights Commission)

From: [Joseph M. Phillips](#)
To: [Martin, Lily](#)
Subject: Re: Urgent: Expiring Terms
Date: Wednesday, February 8, 2023 6:42:08 PM

Hello Lily,

Can you please accept this email as a formal request to remain a member of the Melrose Human Rights Commission. It would be my pleasure to continue working on behalf of the community of Melrose.

Thank you,

Best -

JMP

Joseph M. Phillips, MBA

Scopus meus excelsior est
 [My goal is ever higher]

Sent from my iPhone

On Feb 8, 2023, at 5:23 PM, Martin, Lily <lmartin@cityofmelrose.org> wrote:

Good evening, Fatma and Joe,

Following up to see if you can pass along your brief letters of interest so we can reappoint you to the Melrose Human Rights Commission,

Please send along the letters as soon as possible. The next deadline to get appointments down to the City Council is next Tuesday at 11 a.m.

Sincerely,
 Lily

Lily Martin
 she/her/hers
 Communications & Community Outreach Coordinator
 Office of Mayor Brodeur
 Melrose City Hall
 562 Main Street
 Melrose, MA, 02176
 781-979-4148
 <image001.jpg>

Attachment: Joe_P_LOI_2023 (ORDER-2023-70 : Reappointment of Joseph Phillips to the Human Rights Commission)

Joseph M. Phillips

Melrose, MA 02176 - linkedin.com/in/josephmphilips – [REDACTED]

Financial Planning Advisor

Comprehensive Financial Planning. Consultative Sales Leadership Management. Coaching and Business Development.

CORE COMPETENCIES

- Provide individual holistic financial planning, ESG/SRI strategies, legacy planning, wealth preservation, tax efficiency and asset distribution consistent with client goals and objectives
- New client acquisition, value-based messaging and strategic planning
- Strong client discovery engagement and presentation skills
- Construct intricate investment portfolios, stock selection, and portfolio management based on Analysis and Modern Portfolio Theory
- Conduct ongoing monitoring of implemented plans and constant client reviews
- Relationship Management - Thoughtful team leadership, excellent interpersonal communication skills, and ability to expand existing relationships
- Promote change management practices to corporate and organizational leaders to embrace and facilitate work environmental change
- Provided end to end equity execution management technology solutions to major equity trading desks, emerging and minority broker dealers
- Analyze marketing opportunities, identify target markets, and conduct intelligence gathering on competitors
- Managed all aspects of client relationships with some of the largest pension funds, money managers hedge funds and broker dealers in the country
- Spearheaded the Diversity and Emerging Broker and Asset management initiative program for State pension funds and large asset managers

PROFESSIONAL EXPERIENCE

Vice President, Financial Advisor	2014-Present
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Santander Investment Services – Boston, MA

Securities and Financial Advisory Services offered through Santander Investment Services.

Assistant Vice President, Financial Advisor	2013-2014
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RBS Citizens – Boston, MA

Securities and Financial Advisory Services offered through RBS Citizens

Owner of Phillips Consulting	2010-2013
------------------------------	-----------

Phillips Consulting – Greater Boston, MA

Corporate Business and Individual Planning

Director of Business Development	2008-2010
----------------------------------	-----------

Finacorp Securities – Boston, MA

Fixed Income Selling Group and Execution Management Systems

Vice President, Head of Business Development	2004-2008
--	-----------

Firefly Capital Execution Technology Systems – Boston, MA

Financial Consultant, CGA, GPM	1998-2002
--------------------------------	-----------

Smith Barney/Citi Group – Boston, MA

Attachment: Joe_Phillips_Resume (ORDER-2023-70 : Reappointment of Joseph Phillips to the Human Rights Commission)

LICENSES AND CERTIFICATIONS

FINRA Licenses: Series 7, 65, 63
MA Life and Variable Life

EDUCATION

Northeastern University - Boston, MA - BS, Leadership Management – Graduated Summa Cum Laude
Western New England University – Springfield, MA – MBA

Volunteer Experience

Pathways of Lynn – President of the Board of Directors 2017-Present

Adult education, job training and ESOL. Helping adults prepare to be successful in the workplace by integrating basic, technical and work-readiness skill building.

Melrose Alliance Against Violence – Walk Committee Member 2012-2016

Organize annual Vigil and walk to remember victims of domestic violence.