



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • JUNE 26, 2023

Web-based remote meeting
, Melrose, MA 02176

Committee Meeting

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

Motion: remote meetings

Pursuant to Chapter 2 of the Acts of 2023, this meeting will be conducted via remote participation. Information for remote participation can be found at www.cityofmelrose.org/remote-meetings as soon as it is available. Every effort will be made to ensure that the public can adequately access the proceedings in real time, or in the event that we are unable to do so, we will post on the mmtv3.org website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. A link is noted under the Public Comment section of this agenda. A video recording or other record of proceedings will be posted to the City's website as soon as possible.

II. PUBLIC COMMENT

Remote Link for Public Comment:

<https://cityofmelrose-org.zoom.us/j/99081483447>

Meeting ID:

990 8148 3447

III. TRANSFERS

1. **TRNSF-2023-2:** A transfer in the amount of \$10,000 from City Clerk, salary and wages (account 011611-511000) to the Planning Department (011752-529026) for additional Messina Grant Funding.

From: City Council

HOLD

IV. ORDERS

1. **ORDER-2023-99** : Acceptance of The Foundation Trust Partnership Grant in the amount of \$10,000 for the Melrose Council on Aging

From: City Council

ASSIGNED TO COMMITTEE

V. APPROPRIATION

1. **APPRO-2023-49**: An Appropriation from Mt. Hood Retained Earnings, account 620000-319000, in the amount of \$45,000 (Forty Five Thousand Dollars) to Mt. Hood Professional Services, account 620000-529000 to fulfill contract obligations.

From: City Council

ASSIGNED TO COMMITTEE

2. **APPRO-2023-50**: An Appropriation from the Peg Access Cable Fund (#2922) in the amount of \$209,993.21 to MMTV and Melrose Public Schools.

From: City Council

ASSIGNED TO COMMITTEE

VI. ADJOURNMENT



DENISE M. GAFFEY
Director and City Planner

CITY OF MELROSE

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4190
Fax - (781) 979-4290

MEMORANDUM

TO: Mayor Paul Brodeur

CC: Patrick Dello Russo, CFO and City Auditor

FROM: Denise Gaffey, OPCD Director and City Planner

DATE: May 30, 2023

RE: Melrose Messina Fund for the Arts

The Office of Planning and Community Development is requesting a transfer of available funds in the amount of \$10,000 (Ten Thousand Dollars) to the Messina Fund for the Arts (011752-529026). The funds will bring the FY24 total amount for the Melrose Messina Fund for the Arts, a catalyst for the creative arts community in our city, to \$20,000. In Fiscal Year 2023, total funding requests for the Messina Fund exceeded the amount available. The additional funds will address this shortfall and allow even more worthwhile projects to receive funds.

Investments in local arts and culture are good for our residents and good for the economy. Thank you for your consideration and support.

Attachment: Messina Fund \$10K tranfer request memo 5_31_2023 (TRNSF-2023-2 : A transfer in the amount of \$10,000 from City Clerk to



PAUL BRODEUR

Mayor

CITY OF MELROSE

OFFICE OF THE MAYOR

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

To: The Honorable City Council
From: Mayor Paul Brodeur
CC: Patrick Dello Russo, Denise Gaffey, Lauren Grymek, Andrew Ghobrial
Re: FY 24 Funding for the Melrose Messina Fund for the Arts
Date: Wednesday, June 21, 2023

As the Council is aware, providing support for the Melrose Messina Fund for the Arts (MMFA) is a high priority for my administration. To that end, we filed the order TRNSF-2023-2: A transfer in the amount of \$10,000 from City Clerk, salary and wages (account 011611-511000) to the Planning Department (011752- 529026) for additional Messina Grant Funding.

At this time, we wish to request \$3,500 instead of \$10,000 be transferred from available funds to the Messina Fund. This amount will allow three existing applications to be funded which the MMFA Advisory Committee had placed on hold due to lack of sufficient funding.

Fiscal Year 2023 was an exceptional year for quality applications that included the projects and events listed at the end of this memo. You will see that total funding requests for the Messina Fund exceeded the amount available. Several projects which would have benefited the Melrose community went unfunded and were slated to be funded in FY24.

Providing additional funds at this time will allow more worthwhile projects to receive funding in FY24. To reach the goal of doubling the funding available to the Messina Fund in FY24, in addition to making this \$3,500 available I will make up the difference (\$6,500) using ARPA funds allocated to providing support to the cultural sector.

The Messina Fund for the Arts has served as a crucial resource for our local artists to assist in funding community art initiatives and cultural events in Melrose since 2012. This funding has helped make dozens of projects reach fruition that otherwise would not have been possible over the last eleven years for Melrose artists. The funding level has not increased since the inception of the fund.

Each grant application is screened by the MMFA Advisory Committee, made up of the following members: Maggie Moore Abdow (Chair), Mark Morgan, Peter McSherry, and Gina Temptesta. Each granted project must be free and open to the entire community. The MMFA grant represents only a portion of a project's funding, with applicants securing sponsors, donations, and other grants.

Investments in local arts and culture are good for our residents and good for the economy. The MMFA has long been a catalyst for the creative arts community in our city, and we want to see that continue.

I encourage your favorable consideration of this request.

<u>Project/Applicant</u>	<u>Date</u>	<u>Amount Requested</u>	<u>Amount Funded</u>
Melrose Chamber of Commerce, Summer Stroll 2022	Jul-22	\$ 1,500.00	\$1,500.00
Follow Your Art Community Studios, Chalk Walk	Oct-22	\$1,000.00	\$1,000.00
John Bumstead, Cool Classics Concerts Series	Aug-22	\$440.00	\$440.00
Melrose Kind, Day of Kindness Community Mural and Video Project	Nov-22	\$2,000.00	\$1,500.00
Melrose Alliance Against Violence, Voices Against Violence Coffeehouse	Mar-23	\$2,000.00	\$760.00
Melrose Creative Arts Alliance, 2nd Annual Arts Summit	Mar-23	\$700.00	\$500.00
Opening Doors Project Concert Series 2023	May-23	\$2,000.00	\$2,000.00
Polymnia Choral Society, Elton John Tribute Concert	Jun-23	\$1,000.00	\$1,000.00
Melrose Farmers Market, Concert Series	Jun-23	\$1,200.00	\$600.00
Melrose Together, Art on Essex Public Art project	May-23	\$700.00	\$700.00
Melrose Arts	Mar-23	\$800.00	-
Susan Jerz: Public AP Arts Gallery Opening	Apr-23	\$350.00	-
Melrose Housing Families - Local Art Night	May-23	\$1,000.00	-
TOTAL		\$14,690.00	\$10,000.00

Attachment: Memo to City Council Re TRNSF-2023-2 June 21 2023 (TRNSF-2023-2 : A transfer in the amount of \$10,000 from City Clerk to



FOUNDATION TRUST

**Memorandum of Understanding, Agreement & Acceptance
between
The Foundation Trust
&
Melrose Council on Aging**

TERMS OF AGREEMENT

This Memorandum of Understanding, Agreement, and Acceptance (“MOU”) is entered into as of June 7, 2023, by and between the Melrose Council on Aging (“Grantee”), a nonprofit corporation, and The Foundation Trust (“Grantor”) regarding a one-year Partnership Grant (“Grant”).

The Foundation Trust desires to support the Melrose Council on Aging, a tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code. The present award reflects a one-time grant associated with the Melrose Council on Aging’s 2023 activities to be paid in installments upon successful completion of project goals and agreement requirements as described below.

1. GRANT AMOUNT AND DISBURSEMENT

1.1 The Foundation Trust will fund Melrose Council on Aging a one-year award in the amount of \$10,000.00 in accordance with the following schedule and requirements:

- 1.1.1 1st installment (20%)** of the award will be delivered upon successful completion of the electrical work by the City of Melrose, return of the signed MOU, AND publication of a press release drafted by the Grantee in Summer 2023 announcing the Foundation Trust award and its positive impact on Milano Center activities, constituents, etc. Organization will share a copy of this release with the Foundation Trust to preview, recommend any revisions, and to incorporate one or more supportive quotes from the Foundation Trust Executive Director and Managing Director. The Grantee will submit the press release to the print and online versions of at least three local newspapers, including, but not limited to, the Melrose Free Press, Melrose Weekly News, and Melrose Patch. In addition, the Grantee will include the press release in their monthly newsletter and post to their social media platforms including a “tag” and link to foundationtrust.org.
- 1.1.2 2nd installment (60%)** of the award will be delivered following the 1st installment when the Grantee is ready to order the furniture and equipment.
- 1.1.3 Final installment (20%)** of the award will be delivered following successful completion of the project including installation of a Foundation Trust plaque and a ribbon cutting ceremony (described below). In addition, the Grantee will submit a final progress report stating state the initial details and goals of the project, actual outcomes of the project (i.e. we were able purchase x,y,z, to serve x number of community members, etc.), actual financial breakdown, and any deviations made from the details of the award with explanation.

- 1.2 Timing of award delivery to the Grantee may be negotiable depending on the nature of the project and at the discretion of the Grantor.

2. AWARD SPECIFICATIONS, TERMS, & AWARD COMPONENTS

- 2.1 This award is designated to support the furnishing of the Melrose Council on Aging's outdoor pavilion in 2023 including, but not limited to:
- 2.1.1 Purchase and installation of outdoor seating and tables
 - 2.1.2 Purchase and installation of AV equipment including a television and sound system
 - 2.1.3 Purchase and installation of lighting and outdoor decor
 - 2.1.4 Installation of a plaque acknowledging the Foundation Trust as the sponsor of the pavilion furnishings with mutually agreed upon plaque text and placement within the pavilion. *(The Foundation Trust will assume responsibility for drafting of the plaque language and will cover the costs associated with plaque purchase, engraving, and installation)*
 - 2.1.5 Ribbon cutting ceremony upon completion of the project with invitations to the mayor, the Melrose city council, local press, a photographer, and other relevant parties
 - 2.1.6 Funds in excess of the cost of seating and AV equipment may be used to fund the ribbon cutting ceremony (refreshments, etc.) and additional items pertaining to the pavilion (*i.e.* additional seating)

3. GRANTOR RECOGNITION, PUBLICITY

- 3.1 Melrose Council on Aging will acknowledge the Foundation Trust, this award, and its importance to the individuals and families it serves via the following platforms:
- 3.1.1 Melrose Council on Aging/Milano Center Looking Ahead Newsletter, including the Foundation Trust logo and the press release described in section 1.1.1
 - 3.1.2 City of Melrose Facebook page will announce and promote the pavilion's opening and FT's support.
 - 3.1.2.1 City of Melrose will "tag" the FT Facebook page in any posts pertaining to this award.
 - 3.1.3 City of Melrose agrees to "Like" and "Share" any Foundation Trust postings about this award on Facebook.
 - 3.1.4 Melrose Council on Aging leadership are encouraged to "Like" the Foundation Trust's Facebook page.
 - 3.1.5 Melrose Council on Aging (@MelroseCOA) and City of Melrose (@cityofmelrosema) Twitter Feeds will announce and promote the pavilion's opening and FT's support.
 - 3.1.6 City of Melrose (@cityofmelrosema) Instagram Feed will announce and promote the pavilion's opening and FT's support.

- 3.2 Melrose Council on Aging will list the Foundation Trust in its 2023 annual report.
- 3.3 Melrose Council on Aging will display the Foundation Trust logo in print and digital versions of newsletters and will provide the Foundation Trust with print and electronic copies as applicable.
- 3.4 Melrose Council on Aging will maintain Foundation Trust brochures and flyers in a prominent, visible location accessible to its clientele and contact the Foundation Trust for additional copies once these have been exhausted.
- 3.5 Melrose Council on Aging leadership are encouraged to subscribe via email to Foundation Trust News posting through the following link: <http://www.foundationtrust.org/news>
- 3.6 Melrose Council on Aging will actively participate (i.e., preview, supply information, photos, and supportive quotes, etc.) in the Foundation Trust efforts to disseminate announcements pertaining to this award, Revere-area grants, and/or Track 3 (Adults Living with Chronic Conditions) grants awarded by FT in 2023. This may include, but is not limited to, the Foundation Trust website, newsletter, brochures, Facebook page, press releases, and news articles.
- 3.7 Grantee will not make any other public communications related to the Grant without prior consent of the Grantor.

4. CONTACT PERSONS

- 4.1 The Grantee and Grantor will each appoint one individual to act as principal contact person for notices and other communications under this MOU. The initial appointees are identified below. The Grantee and Grantor may change its contact person by written notice to the other party. The Foundation Trust's Managing Director, Janelle Johnson, will connect with you to provide support, as feasible, for expedited completion of the requirement stated in this MOU.
- 4.1.1 Grantor contact: Janelle Johnson, Managing Director, administrator@foundationtrust.org
- 4.1.2 Grantee contact: Stacey Minchello, Executive Director, sminchello@cityofmelrose.org

5. REPORTING AND RECORDKEEPING

- 5.1 The Grantee will provide the Grantor with two progress reports, described in detail in sections 1.2 and 1.3, including any relevant financial documents. Additional reports may be requested at the discretion of the Grantor.
- 5.2 The Grantee will maintain its books and records in a manner that will provide the Grantor with sufficient detail to review Grantee's receipts and expenditures relating to the MOU. Grantee will send relevant records to the Grantor at administrator@foundationtrust.org for review and make them available for review by the Grantor during the MOU period upon request.

6. GRANT ADMINISTRATION

6.1 Funds Management

Grantor will manage the Grant funds in accordance with applicable law, the provisions of this MOU, and Grantee policies.

6.2 Changed Circumstances

The Grantee will notify the Grantor if the Grantee determines in good faith that, because of factual or other changes in circumstances, it is no longer possible for the grant to serve its original purpose. In that case, and in cases where a portion of the Grant remains unspent or unallocated upon completion of the applicable purpose, the Grantee will return unspent funds and release Grantor of any and all obligations associated with this project.

7. COMPLIANCE

7.1 Tax Status

Grantee represents and warrants that it is a tax-exempt public charity under Section 501(c)(3) of the IRC. Client will promptly notify Grantor of any changes in such status. Grantee will comply with all IRC provisions applicable to Grantee as a tax-exempt organization.

7.2 Good Standing

- 7.2.1 The Foundation Trust reserves the right to revoke any grant funds should the Grantee fail to fulfill the requirements stated in this MOU or should the integrity of the Grantee or their organization come into question including, but not limited to, any illegal accusations.
- 7.2.2 Discrimination with respect to any aspect of the grant on the basis of race, color, religion, creed, national or ethnic origin, age, sex, gender identity, sexual orientation, marital or parental status, disability, source of income, status as a veteran, or any other applicable protected category shall be grounds for termination of this MOU.

7.3 Miscellaneous

The Foundation Trust's consideration of prior grant recipients in future grant cycles is predicated in part upon the extent to which prior awardees honor award terms and expectations and successfully complete Grant deliverables including agreed upon forms of acknowledgment. Competitive and noncompetitive renewals are considered on an annual basis contingent upon the following factors: successful operation of this program and adherence to its terms, conditions and intent; achievement of program goals and outcomes; continued interest by the nonprofit partner in operating this program; ongoing positive lines of communication between Foundation Trust and the partner organization; continued availability of funds; and successful completion of grant reporting and acknowledgement requirements by the Grantee organization.



FOUNDATION TRUST

I acknowledge that I have read, understand, and agree to abide by the terms and expectations of the Foundation Trust grant award that I hereby accept on behalf of my organization.

Grantee

 Stacey Minchello
 Executive Director
 Melrose Council on Aging

 Date

Grantor

Joseph Spinazzola Ph.D.
 Joseph Spinazzola, Ph.D.
 Executive Director and Trustee
 Foundation Trust

 6.7.2023

 Date



CITY OF MELROSE

PARKS DEPARTMENT

100 Slayton Road
Melrose, MA 02176

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

June 12, 2023

To: Mayor Paul Brodeur
Patrick Dello Russo, Auditor

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

Cc: Kerriann Golden, Assistant Auditor

Subject: Appropriation

I respectfully request an appropriation in the amount of forty five thousand dollars and 00 cents

From: Mt. Hood Certified Retained Earnings 620000-319000

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

This appropriation is necessary to fulfill contractual obligations

Thank you.

Regards,

Joan E. Bell

Superintendent of Mt. Hood & Public Open Space

Attachment: Appropriation 6-12-23 Mt. Hood (APPRO-2023-49 : An Appropriation from Mt. Hood Retained Earnings to Professional Services)