



CITY OF MELROSE
APPROPRIATIONS & OVERSIGHT COMMITTEE
AGENDA • NOVEMBER 25, 2024

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

7:30 PM

I. CALL TO ORDER

Maya Jamaled dine	Chair
Ryan Williams	Vice Chair
Mark Garipay	
Robb Stewart	
Manjula Karamcheti	
John Obremski	
Ward Hamilton	
Kimberly Vandiver	
Devin Romanul	
Cal Finocchiaro	
Leila Migliorelli	President, Ex Officio

II. PUBLIC COMMENT

tcifuni@cityofmelrose.org is inviting you to a scheduled Zoom meeting.

Topic: L&L, HE&W, Public Service and A&O Sub Committees
Time: Nov 25, 2024 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://cityofmelrose-org.zoom.us/j/93085175472?pwd=tKnS7dmd55pSfe8dvsaKfZOF4SF1ah.1>

Meeting ID: 930 8517 5472
Passcode: 024448

III. LEGISLATIVE ITEMS

1. **(ID # 12178):** Appointment of Raj R. Singh, 255 W. Emerson Street, Melrose MA 02176, to the Board of Appeals.

From: City Council

ASSIGN TO COMMITTEE

2. **(ID # 12158):** Requesting authorization to dispose of surplus vehicles and equipment in accordance with Melrose Revised Ordinances Chapter 4-13, as set forth herein.

3. **(ID # 12215):** FY2025 State 911 EMD Grant

From: City Council

ASSIGN TO COMMITTEE

4. **(ID # 12216):** FY2025 State 911 Training Grant

From: City Council

ASSIGN TO COMMITTEE

5. **(ID # 12217):** FY2025 State 911 S&I Grant

From: City Council

ASSIGN TO COMMITTEE

6. **(ID # 12208):** Revised Rules of the Melrose City Council

Sponsored by: President, Ex Oficio Leila Migliorelli

From: City Council

ASSIGNED TO COMMITTEE

IV. ADJOURNMENT

Dear Zoning Board of Appeals:

I am interested in serving the Melrose Zoning Board of Appeals and ask that you consider me for the open seat.

My family moved to Melrose about a decade ago and have established strong roots here, owning a home and a rental property in town. I believe my professional and educational background would provide the ZBA with a valuable, unique skillset to leverage.

I moved to the Boston area 30 years ago to attend graduate school at the MIT Department of Urban Studies and Planning. I received a Master's in City Planning, during which I studied zoning laws deeply to understand the pace and shape of urban growth. I became so fascinated by the way zoning has shaped our landscape that I stayed on at MIT to pursue a PhD in urban planning. Along the way I studied countless land use legal frameworks from around the country in support of the development of computer models that could help people envision urban growth based on tweaks to zoning.

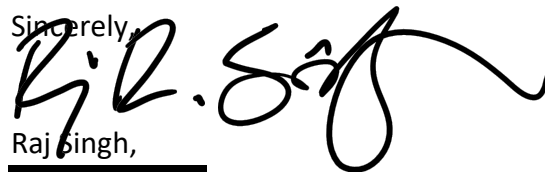
After finishing the PhD, I went to work for Parsons Brinkerhoff, the international engineering and construction management firm (which is now rebranded as WSP), helping them establish a practice helping towns with long-range master planning.

Lately, my career has led me deeper into technology and away from urban planning issues, but I have never lost my love for understanding how land use and zoning laws shape our environment, and I look forward to applying that to my home town.

I would be happy to provide my resume or answer any questions you may have.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Singh', with a stylized flourish extending from the end.

Raj Singh,

255 West Emerson Street

Attachment: Raj Singh Letter of Interest and Resume Redacted (12178 : Appointment of Raj R. Singh to the Board of Appeals)

RAJ R. SINGH

255 W Emerson St., Melrose, MA | [REDACTED] | [REDACTED]

BUILDING INFORMATION SYSTEMS TO UNDERSTAND THE WORLD

Product Management | Cloud Databases | Geospatial & Mapping | Developer Relations

PROFESSIONAL EXPERIENCE

SENIOR PRODUCT MANAGER

APR 2019 – PRESENT

InterSystems | Cambridge, MA

Leading the design of next-generation data fabric offerings as the company transitions from an on-premise to cloud-based focus.

OFFERING (PRODUCT) MANAGER

NOV 2018 – APR 2019

IBM MetroPulse | Cambridge, MA

Led acquisition data lake design and for this machine learning platform in the retail analytics space.

SENIOR DEVELOPER ADVOCATE

AUG 2014 – OCT 2018

IBM Watson and Cloud | Cambridge, MA

The developer advocate's role intersects software development, marketing and business development to build a strong developer community around IBM's cloud offerings. We build working code that highlights the strengths of the technology, then market that content via articles, conference talks, webinars and hackathons.

DIRECTOR, INTEROPERABILITY PROGRAMS

2004 – 2014

The Open Geospatial Consortium (OGC)

OGC brings software companies together to rapidly prototype complex multi-vendor, multi-national information sharing scenarios in areas such as disaster management, homeland security, and sensor networks. The "client" is usually a coalition of defense and space agencies from around the globe.

EDUCATION

PhD, *Information Systems, Planning*

Massachusetts Institute of Technology, Cambridge, MA 2004

MCP, Master's in city planning

Massachusetts Institute of Technology, Cambridge, MA 1996

BA, *Economics*

Brown University, Providence, RI 1991

Attachment: Raj Singh Letter of Interest and Resume Redacted (12178 : Appointment of Raj R. Singh to the Board of Appeals)



The Commonwealth of Massachusetts
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
 151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
 Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911



MAURA T. HEALEY
 Governor

TERRENCE M. REIDY
 Secretary

KIMBERLEY DRISCOLL
 Lieutenant Governor

FRANK POZNIAK
 Executive Director

November 5, 2024

Chief Kevin Faller
 Melrose Police Department
 56 West Foster Street
 Melrose, MA 02176

Dear Chief Faller:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2025 State 911 Department Emergency Medical Dispatch Grant Program**.

For your files, attached please find a copy of the executed contract for your grant. Please note your contract start date is **November 5, 2024** and will run through June 30, 2025. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2025.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Angela Pilling at 508-821-7305. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2025.

Sincerely,

Frank P. Pozniak
 Executive Director

cc: FY2025 Emergency Medical Dispatch Grant File

Attachment: FY25 EMD - MELROSE_Award (12215 : FY2025 State 911 EMD Grant)

FY 2025 Emergency Medical Dispatch Grant

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: CITY OF MELROSE (and d/b/a): MELROSE POLICE DEPARTMENT		COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS	
Legal Address: (W-9, W-4): 562 MAIN STREET, MELROSE, MA 02176		Business Mailing Address: 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
Contract Manager: KIM UPTON	Phone: 781.979.4457	Billing Address (if different):	
E-Mail: kupton@cityofmelrose.org	Fax: 781.979.4488	Contract Manager: Cindy Reynolds	Phone: 508-821-7299
Contractor Vendor Code: VC 6000192116		E-Mail: 911DeptGrants@mass.gov	Fax: 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT EPS EMDG	
_____ X _____ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		_____ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services ☐ Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>18,000.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ☐ % PPD; Payment issued within 15 days ☐ % PPD; Payment issued within 20 days ☐ % PPD; Payment issued within 30 days ☐ % PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle ☐ statutory/legal or Ready Payments (MGL c. 29, § 23A); ☐ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Contract is for the reimbursement of funds under the State 911 Department FY 2025 Emergency Medical Dispatch Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: <u>10/28/24</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>JENNIFER GRIGORAITIS</u> Print Title: <u>MAYOR, CITY OF MELROSE</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: <u>11/5/24</u> (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Frank Pozniak</u> Print Title: <u>Executive Director</u>	

FY 2025 EMERGENCY MEDICAL DISPATCH GRANT

RECEIVED

NOV 1 2024

Name of Eligible Entity / PSAP / RECC

MELROSE POLICE DEPARTMENT

Address

56 WEST FOSTER STREET

STATE 911 DEPARTMENT

City/Town/Zip

MELROSE / MA / 02176

Telephone Number

781.665.1212

Fax Number

781.979.4488

Website

melrosepolicenet

Name & Title of Authorized Signatory

KEVIN FALLER / CHIEF OF POLICE

Telephone Number

781.979.4468

Email Address

kfaller@cityofmelrose.org

Name & Title Grant Contract Manager

KIM UPTON

Telephone Number

781.979.4457

Email Address

kupton@cityofmelrose.org

Total Grant Program Funds Requested \$ 18,000.00

Applicant meets the EMD requirements established by the State 911 Department by:

Providing EMD in-house utilizing certified emergency medical dispatchers and the following Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐

APCO

☐

PowerPhone

☒

Priority Dispatch

OR

Utilizing the following Certified EMD Resource: CATLDO AMBULANCE SERVICE

CEMDR's Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐

APCO

☐

PowerPhone

☐

Priority Dispatch

Authorization and Certification

Through its submission of this application to the State 911 Department, the applying governmental entity and the authorized signatory of the applying governmental entity affirms and declares that all information submitted to the State 911 Department regarding the application, reimbursements, budget modifications, reporting, and any and all other submissions required throughout the duration of the grant process, its award and execution shall be true and verifiable through source documentation. The above noted documents, excluding this application, will no longer require a signature at the time of submission. Submission of this application by the applying governmental entity and authorized signatory shall be applicable to any and all transactions submitted under a contract awarded as the result of this application.

Sign below to acknowledge having read and agreed to the grant conditions and reporting requirements listed in the grant guidelines.

Signed under the penalties of perjury this 15 day of OCTOBER, 20 24.

ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

Attachment: FY25 EMD - MELROSE_Award (12215 : FY2025 State 911 EMD Grant)

**FY 2025 Emergency Medical Dispatch
Grant Budget Worksheet**

Funding Category	Amount Requested	Detailed Narrative
1. Certified EMD Resource	\$ 18,000.00	Name of CEMDR: CATALDO AMBULANCE SERVICE, INC. (Attached copy of signed contract with CEMDR)
2. Emergency Medical Dispatch Protocol Reference System	\$	EMD Guide/Cardsets, EMD Annual Maintenance, EMD Software (if eligible entity). (Attach quote(s) for this category)
3. Other Emergency Medical Dispatch and Quality Assurance of Emergency Medical Dispatch Services	\$	For Q/A, PSAPs must provide name of the individual(s), pay rate and number of Q/A review hours you are requesting. Attach signed contract for Medical Director or Third-party vendor conducting EMD case review for this category. For CPR Instructor, list name of instructor, # of 4-hour courses being taught and OT pay rate.
Total Amount of Grant Funding Requested	\$ 18,000.00	

Attachment: FY25 EMD - MELROSE_Award (12215 : FY2025 State 911 EMD Grant)

Emergency Medical Dispatch Contract
Between
Cataldo Ambulance Service of Massachusetts, Inc.
And
The City of Melrose ✓

WHEREAS, the City of Melrose Police Department (hereinafter referred to as the "Department") operates the Primary Public Safety Answering Point (PSAP), and is responsible for implementation of Emergency Medical Dispatch procedures, (hereinafter referred to as "EMD") is; pursuant to EMD AND ENHANCED 911 TELECOMMUNICATOR REGULATIONS 560 CMR 5.00; ✓

WHEREAS, Cataldo Ambulance Service of Massachusetts, Inc. (hereinafter referred to as the "Provider"), is a Certified Emergency Medical Resource, and has agreed to act as a Secondary Public Safety Answering Point (SecondaryPSAP) to provide Emergency Medical Dispatch service (EMD) to the residents and visitors to the City of Melrose; and

The hereunto-referred parties agree as follows:

1. The Melrose Police Department with the Provider shall create a uniform call handling procedure (transferring and answering) for all medical-related emergency calls, in accord with 560 CMR, Section 5.10, ss (2).
2. The Provider agrees to log all emergency calls into their current Computer Aided Dispatch system (CAD) and to maintain detailed records of all calls received on behalf of the City of Melrose, copies of such records to be produced upon the request of the Department
3. The Department and Provider shall agree to a telecommunicator protocol for when the transferring telecommunicator remains on the line to monitor and solicit information relative to non-medical aspects of an emergency call.
4. The City of Melrose agrees to pay an annual reoccurring fee of \$18,000 ✓ beginning in July 1, 2024 to June 30 2025 pending the approval of the ✓ application with the State 911 grant program for EMD reimbursement. Provider agrees to submit an invoice annually to the City of Melrose.

5. The Provider shall furnish copies of documentation provided and communication and information exchanged with the State with regard to 560 CMR 5.00, including but not limited to Section 5.06, Quality Assurance of Emergency Medical Dispatch Services program; Section 5.08, Approval as a Certified Emergency Medical Dispatch Resource; Section 5.11 Recordkeeping.
6. No Influence on referrals. It is not the intent of either party to this Agreement that any remuneration, benefit or privilege provided for under this Agreement shall influence or in any way be based on the referral or recommended referral by either party of patients to the other party or its affiliated Providers, if any, or the purchasing, leasing or ordering of any services other than the specific services described in this Agreement. Any payments specified in this Agreement are consistent with the parties reasonably believe to be a fair market value for the services provided.
7. The term of this Agreement is for one-year, with two one-year extensions subject to the City's option with 30 days' notice. The Contract shall expire within thirty (30) days after the Provider ceases providing Ambulance Services to the City of Melrose. ✓
8. Unless otherwise provided herein, it is agreed that Provider will not assign or transfer this Agreement, or any interest in this Agreement, without the prior written consent of the City of Melrose.
9. It is mutually understood and agreed that this Agreement shall be governed by and constructed in accordance with the laws of the Commonwealth of Massachusetts, both as to interpretation and performance.
10. The Provider will not discriminate against any client / patient for services because of race, color, religion, sex, sexual orientation, disability, family status or national origin.
11. This Agreement constitutes the sole and entire understanding between the parties relating to the subject matter hereof, and supersedes all prior understanding, agreements and documentation relating to the subject hereof.
12. This Agreement may be amended only by written instrument executed by the authorized representatives of both parties.

The City of Melrose

By: 

Signature

Kevin FALLIER

Printed

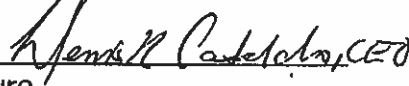
Chief of Police

Title

11 / 05 / 2024

Date

Cataldo Ambulance Service of
Massachusetts, Inc.

By: 

Signature

Dennis Cataldo

Printed

CED

Title

Date

7/2/24



Commonwealth of Massachusetts CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) VC 6000192116 / AD 001
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INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

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

There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
KEVIN FALLER		CHIEF OF POLICE	781.979.4468	kfaller@cityofmelrose.org

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

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

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 10/28/25
Print Name JENNIFER GRIGORAITIS	Phone Number 781.979.4440
Title MAYOR, CITY OF MELROSE	Email Address jgrigoraitis@cityofmelrose.org

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



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

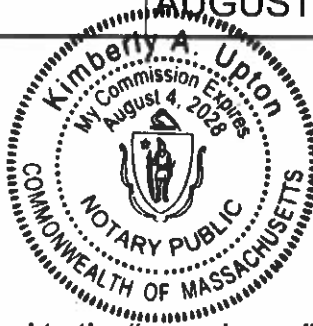
Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC 6000192116 / AD 001
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INSTRUCTIONS: Any Contractor, sole-proprietor, or an individual, must provide a notarized signature of the authorized person who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

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

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary)	
Print Signatory's full legal name JENNIFER GRIGORAITIS	Title MAYOR, CITY OF MELROSE

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name KIMBERLY A. UPTON	Notary Signature (ink on paper) <i>Kimberly A. Upton</i>
Date 10/29/24	My commission expires on AUGUST 4, 2028



AFFIX NOTARY SEAL/STAMP

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

Attachment: FY25 EMD - MELROSE_Award (12215 : FY2025 State 911 EMD Grant)



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

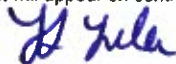
This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

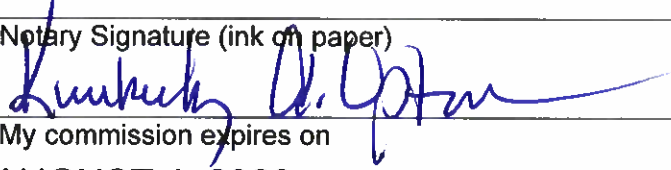
Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

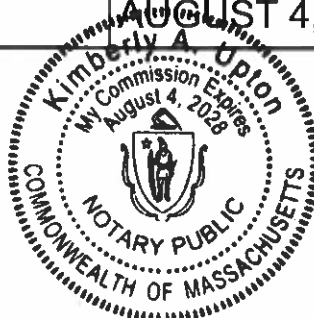
Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC 6000192116 / AD 001
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Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary) 	
Print Signatory's full legal name KEVIN FALLER	Title CHIEF OF POLICE

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name KIMBERLY A. UPTON	Notary Signature (ink on paper) 
Date 15 October 2024	My commission expires on AUGUST 4, 2028



AFFIX NOTARY SEAL/STAMP

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

Attachment: FY25 EMD - MELROSE_Award (12215 : FY2025 State 911 EMD Grant)



The Commonwealth of Massachusetts
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
 151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
 Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911



MAURA T. HEALEY
 Governor

TERRENCE M. REIDY
 Secretary

KIMBERLEY DRISCOLL
 Lieutenant Governor

FRANK POZNIAK
 Executive Director

November 5, 2024

Chief Kevin Faller
 Melrose Police Department
 56 West Foster Street
 Melrose, MA 02176

Dear Chief Faller:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY2025 State 911 Department Training Grant Program**.

For your files, attached please find a copy of the executed contract and the final approved Personnel Cost Worksheet for your grant. Please note your contract start date is **November 5, 2024** and will run through June 30, 2025. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2025.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Angela Pilling at 508-821-7305. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, add personnel, or to request approval for trainings, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2025.

Sincerely,

Frank P. Pozniak
 Executive Director

cc: FY2025 Training Grant File

Attachment: FY25 TG - MELROSE_Award (12216 : FY2025 State 911 Training Grant)

FY 2025 TRAINING GRANT

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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

CONTRACTOR LEGAL NAME: CITY OF MELROSE (and d/b/a): MELROSE POLICE DEPARTMENT		COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS	
Legal Address: (W-9, W-4): 562 MAIN STREET, MELROSE, MA 02176		Business Mailing Address: 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
Contract Manager: KIM UPTON	Phone: 781.979.4457	Billing Address (if different):	
E-Mail: kupton@cityofmelrose.org	Fax: 781.979.4488	Contract Manager: Cindy Reynolds	Phone: 508-821-7299
Contractor Vendor Code: VC 6000192116		E-Mail: 911DeptGrants@mass.gov	Fax: 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD_001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT EPS GRNT	
		RFRR/Procurement or Other ID Number: FY25 GRNT	
<u>X</u> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<u> </u> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20__ Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u>X</u> Commonwealth Terms and Conditions <u> </u> Commonwealth Terms and Conditions For Human and Social Services <u> </u> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>89,082.44</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <u> </u> % PPD; Payment issued within 15 days <u> </u> % PPD; Payment issued within 20 days <u> </u> % PPD; Payment issued within 30 days <u> </u> % PPD. If PPD percentages are left blank, identify reason: <u>X</u> agree to standard 45 day cycle <u> </u> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <u> </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Contract is for the reimbursement of funds under the State 911 Department FY 2025 Training Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☒ 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ☐ 2. may be incurred as of _____, 20__, a date <u>LATER</u> than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date. ☐ 3. were incurred as of _____, 20__, a date <u>PRIOR</u> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>[Signature]</u> Date: <u>10/25/24</u> (Signature and Date Must Be Captured at Time of Signature) Print Name: JENNIFER GRIGORITIS Print Title: MAYOR, CITY OF MELROSE		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>[Signature]</u> Date: <u>11/5/24</u> (Signature and Date Must Be Captured at Time of Signature) Print Name: Frank Pozniak Print Title: Executive Director	

(Updated 7/22/21)

CERTIFIED PERSONNEL

PSAP Name: MELROSE POLICE DEPARTMENT

All Cert
J @K

{List Personnel in Alphabetical Order by Last Name}

LAST NAME	FIRST NAME	OT Rate	Con Ed.	Travel	Total Hrs	Total Salary	Enter the Vendor Fees for 16 Hours of Training
Akell	David	72.4641	16		16	\$ 1,159.43	\$ 716.00
Alley	Ronald	59.75775	16		16	\$ 956.12	\$ 716.00
Baldwin	Ashley	61.9434	16		16	\$ 991.09	\$ 716.00
Barranco	Alexander	61.9434	16		16	\$ 991.09	\$ 716.00
Collins	Joseph	64.69455	16		16	\$ 1,035.11	\$ 716.00
Connors	Richard	52.3032	16		16	\$ 836.85	\$ 716.00
Cooney	Richard	74.0526	16		16	\$ 1,184.84	\$ 716.00
Crowley	Joshua	82.3455	16		16	\$ 1,317.53	\$ 716.00
Difranza	Levi	57.53355	16		16	\$ 920.54	\$ 716.00
Doherty	John	57.6375	16		16	\$ 922.20	\$ 716.00
Ehlers	Daniel	53.9121	16		16	\$ 862.59	\$ 716.00
Forestell	Gregory	52.3032	16		16	\$ 836.85	\$ 716.00
Galvin	Stephen	54.33	16		16	\$ 869.28	\$ 716.00
Gill	Mary	58.1244	16		16	\$ 929.99	\$ 716.00
Goc	Jonathan	82.3455	16		16	\$ 1,317.53	\$ 716.00
Goodhue	John	51.0936	16		16	\$ 817.50	\$ 716.00
Grant	Thomas	49.55475	16		16	\$ 792.88	\$ 716.00
Green	Richard	57.53355	16		16	\$ 920.54	\$ 716.00
Hickey	Cameron	52.83435	16		16	\$ 845.35	\$ 716.00
Hinchey	Cole	58.1244	16		16	\$ 929.99	\$ 716.00
Karelas	Jake	41.59035	16		16	\$ 665.45	\$ 716.00
Koytikh	Michael	55.7994	16		16	\$ 892.79	\$ 716.00
Ladner	Brian	77.9823	16		16	\$ 1,247.72	\$ 716.00
Letterie	Matthew	41.59035	16		16	\$ 665.45	\$ 716.00
Lynch	Michael	82.3455	16		16	\$ 1,317.53	\$ 716.00
MacIntosh	Nikolaus	73.1727	16		16	\$ 1,170.76	\$ 716.00
Mackey	David	95.1699	16		16	\$ 1,522.72	\$ 716.00
Maher	Timothy	95.1699	16		16	\$ 1,522.72	\$ 716.00
Maloney	Michael	49.55475	16		16	\$ 792.88	\$ 716.00
McNamara	Paul	82.3455	16		16	\$ 1,317.53	\$ 716.00
Morris	Sean	59.4657	16		16	\$ 951.45	\$ 716.00
Mulrenan	James	79.95225	16		16	\$ 1,279.24	\$ 716.00
Mulrenan	Kevin	96.108	16		16	\$ 1,537.73	\$ 716.00
Nee	Michael	52.84605	16		16	\$ 845.54	\$ 716.00
Norton	Paul	96.108	16		16	\$ 1,537.73	\$ 716.00
Piasecki	Jon	82.3455	16		16	\$ 1,317.53	\$ 716.00
Plumer	Michael	52.3032	16		16	\$ 836.85	\$ 716.00
Riordan	Daniel	59.4657	16		16	\$ 951.45	\$ 716.00
Ruby	Andrew	59.4657	16		16	\$ 951.45	\$ 716.00

RECERTIFICATION FEES WITH NO TRAINING HOURS:

EX: APCO EMD Recert fee 2 @ \$30 DO NOT WRITE ON GRAY LINES \$ 60.00

DO NOT WRITE IN THIS SPACE

DO NOT ADD LINES TO THIS WORKSHEET, AS THE FORMULAS MAY CHANGE, CONTINUE ON THE NEXT WORKSHEET BELOW

TOTALS

\$ 40,761.79

\$ 27,924.00

Attachment: FY25 TG - MELROSE_Award (12216 : FY2025 State 911 Training Grant)

{List Personnel in Alphabetical Order by Last Name}

Attachment: FY25 TG - MELROSE_Award (12216 : FY2025 State 911 Training Grant)

Ex. APCO EMD Recert	5 @ \$30	DO NOT WRITE ON GRAY LINES	\$ 150.00
		DO NOT WRITE IN THIS SPACE	

TOTALS	\$	6,068.40	\$	5,012.00
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FY 2025 Training Grant Personnel Costs Worksheet

Pg 3 of 3

NEW PERSONNEL

In the Process of Obtaining Certification

$\cap \mathbb{R}$

PSAP Name: MELROSE POLICE DEPARTMENT

[illegible]

Attachment: FY25 TG - MELROSE_Award (12216 : FY2025 State 911 Training Grant)

FY 2025 TRAINING GRANT

RECEIVED
NOV 1 2024
STATE 911 DEPARTMENT

Name of Eligible Entity / PSAP / RECC

MELROSE POLICE DEPARTMENT

Address

56 WEST FOSTER STREET

City/Town/Zip

MELROSE / MA / 02176

Telephone Number

781.665.1212

Fax Number

781.979.4488

Website

melrosepolice.net

Name & Title of Authorized Signatory

KEVIN FALLER / CHIEF OF POLICE

Telephone Number

781.979.4468

Email Address

kfaller@cityofmelrose.org

Name & Title Grant Contract Manager

KIM UPTON

Telephone Number

781.979.4457

Email Address

kupton@cityofmelrose.org

Total Grant Program Funds Requested

\$89,082.44**Applicant meets the EMD requirements established by the State 911 Department by:**

Providing EMD in-house utilizing certified emergency medical dispatchers and the following Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐ APCO☐ PowerPhone☐ Priority Dispatch**OR**

Utilizing the following Certified EMD Resource:

CATALDO AMBULANCE SERVICE

CEMDR's Emergency Medical Dispatch Protocol Reference System (EMDPRS):

☐ APCO☐ PowerPhone☒ Priority Dispatch**Authorization and Certification**

Through its submission of this application to the State 911 Department, the applying governmental entity and the authorized signatory of the applying governmental entity affirms and declares that all information submitted to the State 911 Department regarding the application, reimbursements, budget modifications, reporting, and any and all other submissions required throughout the duration of the grant process, its award and execution shall be true and verifiable through source documentation. The above noted documents, excluding this application, will no longer require a signature at the time of submission. Submission of this application by the applying governmental entity and authorized signatory shall be applicable to any and all transactions submitted under a contract awarded as the result of this application.

Sign below to acknowledge having read and agreed to the Authorization and Certification above and the grant conditions and reporting requirements listed in the grant guidelines.

Signed under the penalties of perjury this 15 day of OCTOBER, 20 24.



ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

Attachment: FY25 TG - MELROSE_Award (12216 : FY2025 State 911 Training Grant)

FY 2025 TRAINING GRANT BUDGET NARRATIVE

- A. Fees** – Fees associated with attendance at approved live or online 911 training courses, including certifications/recertification for certified Telecommunicators to include 16 hours of continued education or for those working toward certification. Add the **Total Vendor Fees** from the **Personnel Costs Worksheet(s)** and the total Membership & Conference Fees below to get the total for Category A.

For Membership fees, list the name and amount for each below.

Membership Fees:

For Conference fees, list the name of the conference, number attending and the amount for each conference below.

Conference Fees:

Total Category A

\$32,936.00

- B. Personnel Costs** – Straight time or overtime expenses for participants or replacement/backfill (who are certified telecommunicators), to cover participant class hours but not both. Add the **Total Salary** column(s) from the **{REQUIRED}** **Personnel Costs Worksheet(s)** and enter below.

Total Category B

\$56,146.44

- C. Training Materials and Other Products** – Funding may be authorized for the purchase, installation, replacement, maintenance, and/or upgrade of software and other products related to the certification and training of enhanced 911 telecommunicators, including but not limited to, call handling guide cards, call handling software, skill and ability pre-employment testing software, and additional related training materials such as books and manuals. In addition, funding not to exceed \$2,500 may be authorized for the purchase of skill and ability software/programs/subscriptions utilized by a PSAP to enhance the skill set of its certified telecommunicators.

Description:

Attach quote for this category

Total Category C

\$ _____

- D. Lodging** – Enter the lodging expenses to include the number of people and number of nights for two (2) or more consecutive days of training (not to include the night prior to the training) and the distance of which is equal to or greater than ninety (90) miles away from where travel originates. NOTE: Lodging for conferences is not eligible.

Description:

Total Category D

\$ _____

- E. Mileage** – Funding may be authorized for the payment of mileage when an employee utilizes his/her personal vehicle to attend eligible trainings. Mileage, where applicable, will be verified utilizing a recognized mileage guide such as Google Maps. Eligible mileage will be calculated by determining the round-trip mileage from the PSAP to the training location, rounded to the nearest mile. Other expenses associated with travel, such as tolls and parking, may also be eligible. **If requesting funding under this category, applicant must provide its employment Agreement.**

Description: Show your calculation below for the amount you are requesting or use an additional sheet of paper.

Total Category E

\$ _____



Commonwealth Police Legacy, Inc.

P.O. Box 752

Norton, Massachusetts 02766

Phone: 508-989-9848 Fax: 508-622-1820

policelegacy.com

October 3, 2024

Kim Upton- Executive Office Manager
Melrose Police Department
56 West Foster Street
Melrose, MA 02176

Dear Kim,

Thank you for requesting a proposal for your FY2025 State 911 Dispatch training.
Please review the following information below:

- Four online or in-person 911 Dispatch Training classes; classes are 4 hours each
- Class dates to be finalized at a later date
- \$179.00 per person for each 4 hour class; \$716.00 per person for 16 hours of training

Should you have any questions, please feel free to contact me at 508-989-9848.

Sincerely,

A handwritten signature in cursive script that reads "Paula Heagney".

Paula Heagney,
President



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (If available, not the Taxpayer Identification Number or Social Security Number) VC 6000192116 / AD 001
---	---

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

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

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper);** 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Kevin Faller		Chief of Police	781.979.4468	kfaller@cityofmelrose.org

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

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

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 10/25/24
Print Name JENNIFER GRIGORAITIS	Phone Number 781.979.4440
Title Mayor, City of Melrose	Email Address jgrigoraitis@cityofmelrose.org

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



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC 6000192116 / AD 001
--	---

INSTRUCTIONS: Any Contractor, sole-proprietor, or an individual, must provide a notarized signature of the authorized person who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

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

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary)	
Print Signatory's full legal name JENNIFER GRIGORAITIS	Title MAYOR, CITY OF MELROSE

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name KIMBERLY A. UPTON	Notary Signature (ink on paper) <i>Kimberly A. Upton</i>
Date 10/29/24	My commission expires on AUGUST 4, 2028



AFFIX NOTARY SEAL/STAMP

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



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

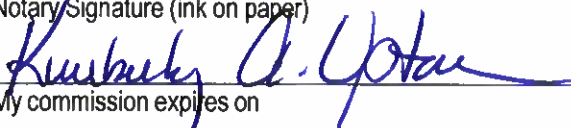
Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC 6000192116 / AD 001
---	--

INSTRUCTIONS: Any Contractor, sole-proprietor, or an individual, must provide a notarized signature of the authorized person who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

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

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary) 	
Print Signatory's full legal name KEVIN FALLER	Title CHIEF OF POLICE

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name KIMBERLY A. UPTON	Notary Signature (ink on paper) 
Date 15 October 2024	My commission expires on AUGUST 4, 2028



AFFIX NOTARY SEAL/STAMP

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



The Commonwealth of Massachusetts
 EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
 151 Campanelli Drive, Suite A ~ Middleborough, MA 02346
 Tel: 508-828-2911 ~ TTY: 508-947-1455
www.mass.gov/e911



MAURA T. HEALEY
 Governor

TERRENCE M. REIDY
 Secretary

KIMBERLEY DRISCOLL
 Lieutenant Governor

FRANK POZNIAK
 Executive Director

November 8, 2024

Chief Kevin Faller
 Melrose Police Department
 56 West Foster Street
 Melrose, MA 02176

Dear Chief Faller:

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2025 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract and the final approved Appendix A: Personnel Costs form for your grant. Please note your contract start date is **November 8, 2024** and will run through June 30, 2025. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services **MUST** be received on or before June 30, 2025.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/E911. For any questions related to this process, please contact Angela Pilling at 508-821-7305. Please note that funding of reimbursement requests received more than one (1) month after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@mass.gov. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before March 31, 2025.

Sincerely,

Frank P. Pozniak
 Executive Director

cc: FY 2025 Support and Incentive Grant File

Attachment: FY25 SI - MELROSE_Award (12217 : FY2025 State 911 S&I Grant)

FY 2025 SUPPORT AND INCENTIVE GRANT COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

NOV 07



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

CONTRACTOR LEGAL NAME: CITY OF MELROSE (and d/b/a): MELROSE POLICE DEPARTMENT		COMMONWEALTH DEPARTMENT NAME: State 911 Department MMARS Department Code: EPS	
Legal Address: (W-9, W-4): 562 MAIN STREET, MELROSE MA 02176		Business Mailing Address: 151 Campanelli Drive, Suite A, Middleborough, MA 02346	
Contract Manager: KIM UPTON	Phone: 781.979.4457	Billing Address (if different):	
E-Mail: kupton@cityofmelrose.org	Fax: 781.979.4488	Contract Manager: Cindy Reynolds	Phone: 508-821-7299
Contractor Vendor Code: VC 6000192116		E-Mail: 911DeptGrants@mass.gov	Fax: 508-947-1452
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): CT EPS SUPG	
☒ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☒ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☐ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		☐ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services ☐ Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended): \$ <u>90,505.00</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days — % PPD; Payment issued within 15 days — % PPD; Payment issued within 20 days — % PPD; Payment issued within 30 days — % PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle — statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); — only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Contract is for the reimbursement of funds under the State 911 Department FY 2025 Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant as authorized and awarded in compliance with the grant guidelines and the grantee's approved application.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:			
☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☐ 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2025</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>[Signature]</u> Date: <u>11/1/24</u> (Signature and Date Must Be Captured at Time of Signature) Print Name: Jennifer Grigoraitis Print Title: MAYOR, CITY OF MELROSE		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>[Signature]</u> Date: <u>11/1/24</u> (Signature and Date Must Be Captured at Time of Signature) Print Name: Frank Poznaniak Print Title: Executive Director	

(Updated 7/22/2021)

All Cert's

{Alphabetical Order by Last Name - Not Rank}

Attachment: FY25 SI - MELROSE_Award (12217 : FY2025 State 911 S&I Grant)

Packet Pg. 29

FY 2025 SUPPORT AND INCENTIVE GRANT

RECEIVED

NOV 1 2024

STATE 911 DEPARTMENT

Type of PSAP: (please check one)

- ☒ Primary ☐ Regional ☐ Regional Secondary
☐ Regional Emergency Communication Center

Name of Eligible Entity (PSAP/RECC)	<u>Melrose Police Department</u>
Address	<u>56 West Foster Street</u>
City/Town/Zip	<u>Melrose/MA/02176</u>
Telephone Number	<u>781.665.1212</u>
Fax Number	<u>781.979.4488</u>
Website	<u>melrosepolice.net</u>
Name & Title of Authorized Signatory	<u>Kevin Faller / Chief of Police</u>
Telephone Number	<u>781.979.4468</u>
Email Address	<u>kfaller@cityofmelrose.org</u>
Name & Title of Grant Contract Manager	<u>Kim Upton / Office Manager</u>
Telephone Number	<u>781.979.4457</u>
Email Address	<u>kupton@cityofmelrose.org</u>

Total Grant Program funds requested: \$ 90,505.00

Authorization and Certification

Through its submission of this application to the State 911 Department, the applying governmental entity and the authorized signatory of the applying governmental entity affirms and declares that all information submitted to the State 911 Department regarding the application, reimbursements, budget modifications, reporting, and any and all other submissions required throughout the duration of the grant process, its award and execution shall be true and verifiable through source documentation. The above noted documents, excluding this application, will no longer require a signature at the time of submission. Submission of this application by the applying governmental entity and authorized signatory shall be applicable to any and all transactions submitted under a contract awarded as the result of this application.

Sign below to acknowledge having read and agreed to the Authorization and Certification above and the grant conditions and reporting requirements listed in the grant guidelines.

Signed under the penalties of perjury this 15 day of October, 20 24.



 ORIGINAL SIGNATURE OF AUTHORIZING SIGNATORY

Attachment: FY25 SI - MELROSE_Award (12217 : FY2025 State 911 S&I Grant)

FY 2025 SUPPORT AND INCENTIVE GRANT

BUDGET SUMMARY

Primary PSAP, Regional PSAP, Regional Secondary PSAP, & RECCs	
CATEGORY	AMOUNT
A. Enhanced 911 Telecommunicator Personnel Costs	\$ 78,828.18
B. Heat, Ventilation, Air Conditioning, and Other Environmental Control Equipment	\$ 0.00
C. Computer-Aided Dispatch Systems	\$ 11,676.82
D. Radio Console	\$ 0.00
E. Console Furniture and Dispatcher Chairs	\$ 0.00
F. Fire Alarm Receiving and Alerting Equipment Associated with Providing Enhanced 911 Service	\$ 0.00
G. Other Equipment	\$ 0.00
REGIONAL PSAPs and RECCs ONLY	
H. Public Safety Radio Systems	\$
REGIONAL SECONDARY PSAP ONLY	
I. PSAP Customer Premises Equipment Maintenance	\$
SUB-TOTAL/FY25 ALLOCATION	\$ 90,505.00

APPENDIX B: Mobile Behavioral Health Crisis Response Services REVIEW FOR ELIGIBILITY & ENTER AMOUNT HERE	\$ 0.00
--	---------

REGIONAL PSAPs and RECCs ONLY	
APPENDIX C: Up to 60% of one (1) Annual Maintenance Contract (not to exceed \$314,000)	\$

GRAND TOTAL*	\$ 90,505.00
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*Grand Total = Total allocation and, if requesting, Mobile Behavioral Health Crisis Response Services and Annual Maintenance Contract amounts

Attachment: FY25 SI - MELROSE_Award (12217 : FY2025 State 911 S&I Grant)

FY 2025 SUPPORT AND INCENTIVE GRANT

DETAIL NARRATIVE

Please make sure that every item listed in the above Budget Summary is listed in below narrative with a detailed description including category of item, price per unit, quantity, brand, model, and any other pertinent and available information. Please include any and all quotes to support the budget narrative. For personnel costs, please complete the Appendix A – Personnel Costs Form. Please use additional pages if needed.

A. Enhanced 911 Telecommunicator Personnel Costs – to defray the costs of salary for enhanced 911 telecommunicator personnel, including enhanced 911 telecommunicators who are emergency communications dispatchers or supervisors. In order to be eligible for such funding, a grantee shall show that the personnel costs to be reimbursed: (1) cover only personnel who are trained and certified as an enhanced 911 telecommunicator in accordance with the requirements of the State 911 Department, or are in the process of obtaining such certification, in accordance with the requirements of the State 911 Department; and (2) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are working in the capacity of an enhanced 911 telecommunicator as their primary job function; and (3) except as otherwise approved by the State 911 Department, are solely for hours in which such personnel are conducting quality control/quality assurance of 911 calls. Reimbursement may be allowed for straight time costs for on the job training for new telecommunicators who are in the process of obtaining certification as an enhanced 911 telecommunicator, in accordance with the requirements of the State 911 Department. Reimbursement for personnel costs related to training may be allowed only for training courses that have been approved by the State 911 Department under the Fiscal Year 2025 State 911 Department Training Grant, or with the prior written approval of the State 911 Department. Reimbursement for personnel costs for individuals who have other primary job duties not directly related to enhanced 911 service, such as firefighters or police officers who may occasionally be assigned PSAP enhanced 911 telecommunicator duty, may be allowed only for the documented hours in which the employee is acting primarily in the capacity of an enhanced 911 telecommunicator. For example, if a police officer or firefighter is assigned to work as an enhanced 911 telecommunicator 1 day a week, funding from these grants may only be used to cover the portion of such firefighter or police officer's salary for the 1 day a week that he or she is assigned to enhanced 911 telecommunicator duty. Funding awarded through these grants shall be assigned to specific identified personnel, and the funding shall be applied to the personnel costs associated with such specific identified personnel.

All wage reimbursements authorized under this Program shall be allocated by the grantee in adherence with applicable collective bargaining agreements. However, the State 911 Department is not bound by or required to adhere to grantee collective bargaining agreements when determining allocations or reimbursements.

☒ Attach Appendix A – Personnel Costs Form

Total Category A \$ **78,828.18**

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment – to defray costs associated with the acquisition and maintenance of heat, ventilation and air-conditioning equipment and other environmental control equipment. Such funds may only be used to purchase, install, replace, maintain, operate, and/or upgrade such equipment used in the physical space used for the provision of enhanced 911 service.

B. Heat, Ventilation, Air Conditioning and Other Environmental Control Equipment

Description:

Vendor:

☐ Attach Quote and mark with letter B

Total Category B \$

FY 2025 SUPPORT AND INCENTIVE GRANT

C. Computer-aided Dispatch Systems – to defray costs associated with the purchase, installation, replacement, maintenance and/or upgrade of CAD hardware and software used by emergency communication dispatchers, call takers, and 911 operators in primary PSAPs, regional PSAPs, regional secondary PSAPs, and RECCs to initiate public safety calls for service and dispatch, and to maintain the status of responding resources in the field. Funds may be used for mobile devices that are linked to a CAD system. Primary PSAPs may not use funding for records management systems, whether or not part of a CAD system. Regional PSAPs and RECCs may apply for funding for records management systems.

C. Computer-aided Dispatch Systems

Description(s):

The Melrose Police Department is requesting 2 new Rugged Book tablets. One is a replacement tablet for an existing one that has been repaired far too many times, and one is a new tablet for a new cruiser. Both will be connected to the CAD system for Dispatch Instructions, GIS and Alerts.

Attachment: FY25 SI - MELROSE_Award (12217 : FY2025 State 911 S&I Grant)

Are the requested items linked to CAD? YES

If requesting MDT's, list the number of vehicles that are linked to CAD. 14 currently

Where will the requested items be located? In the cruisers

What will run or be displayed on computers/monitors, if requesting? Dispatch instructions, GIS and Alerts.

Vendor(s): NORTHEAST MDT

☒ Attach Quote and mark with letter C

Total Category C

\$ 11,676.82

Date: 10/7/24
 Customer: Melrose MA Police Department
 Contact: Kim Upton
 Phone:

Ryan Garofano
 401-741-8361
 sales@northeast-mdt.com



QTY	Rugged One Part #	Category	Description			Extended
2	7472795	LTE	GETAC : F110G6 - i5-1135G7, 11.6 inch + Webcam, Win11+8GB, 256GB PCIe SSD, SR FHD+TS+stylus, US Power Cord, Rear Camera, WiFi+BT+4G GPS/Glonass+PT	\$3,717.00	\$3,717.00	\$7,434.00
Total Price Base Configuration						\$7,434.00
ACCESSORIES & ADDITIONAL SERVICES						

QTY	Rugged One Part #	Category	Description			Extended
2	4688785	Charger	GETAC : Getac 11-16V, 22-32V DC Vehicle adapter / Charger (120W for Docking Station)	\$109.99	\$109.99	\$219.98
2	2725276	Havis Charge Guard	Havis Charge Guard- Vehicle Timer	\$101.97	\$101.97	\$203.94
2	6297731	G6 Dock w/ Passthrough	GETAC : F110G5 & G6 - Havis, DS-GTC-221-3, Vehicle Dock, with Tri Pass-through (ex. vehicle adapter)	\$789.92	\$789.92	\$1,579.84
2	500-0001	Hint Mount: TM-5502UDB UNIB-E	Tablet and Keyboard Mount with Two Telescopic Posts. 12" Tablet Post with G.R.I.P. Tilt/Swivel and Single Arm with Universal Display Bracket with VESA 75, VESA 100 & 2X4 Patterns (UDB-01). 10" Keyboard Post with G.R.I.P. Tilt/Swivel and Double Arm with Triple Pivot and Adjustable Tray for 12" Keyboard. Telescopic Mid Section with the Next Generation Under the Seat UNIBASE EVOLUTION (See list of vehicles)	\$720.00	\$720.00	\$1,440.00
2	GPSCO-3SP	Antennas- Low Pro	GPS/GNSS/CELL/WIFI ANT 3x 3m SMA	\$120.00	\$120.00	\$240.00
2	9078861	KYBRD- Rubber	Description 83 Key, Backlit, Rubber, Touchpad, USB, Two Cables, US	\$279.53	\$279.53	\$559.06
Discount	0.00%	Total Discounted Price Accessories				\$4,242.82

\$11,676.82

NOTES:

FREE SHIPPING

QUOTE EXPIRES IN 60 DAYS

TERMS ARE NET 30 PENDING PROPER CREDIT APPROVALS

ALL ORDERS SUBJECT TO Rugged One TERMS & CONDITIONS

LEAD TIME IS APPROXIMATELY 4-6 WEEKS

DEVICES ARE BUILT TO ORDER - NO RETURNS/EXCHANGES

Name/Date Rank:

Signature:

Date:

All prices and descriptions are subject to change without notice. This price list is a quotation only and is not an order or offer to sell. No contract for sale will exist unless and until one of the following occur: 1.) a purchase order has been issued by you and accepted by Rugged One or 2.) an order is placed on-line and accepted by Rugged One or 3.) a written proposal is accepted by you. The prices contained in this list may not be relied upon as the price at which Rugged One will accept an offer to purchase products unless expressly agreed to by Rugged One in writing. Product specifications may be changed by the manufacturer without notice. It is your responsibility to verify product conformance to specifications of any subsequent contract. All products are subject to availability from the manufacturer. Prices quoted may not include applicable taxes. Sales tax will be included on the invoice. Products are non-returnable unless approved in writing by Rugged One Technologies within 30 days of invoice date. Those approved returns may be subject to a restocking fee. Payment terms are available upon credit approval; unless otherwise stated in writing, terms shall not exceed 30 days from date of invoice. Questions about these and other terms and conditions should be addressed by your sales representative.

Attachment: FY25 SI - MELROSE_Award (12217 : FY2025 State 911 S&I Grant)

GREAT BARRINGTON POLICE DEPARTMENT	YES	YES
GREENFIELD POLICE DEPARTMENT	YES	YES
GROVELAND POLICE DEPARTMENT	YES	YES
HADLEY POLICE DEPARTMENT	YES	YES
HAMILTON POLICE DEPARTMENT	YES	YES
HANSCOM AIR FORCE BASE	YES	YES
HAVERHILL POLICE DEPARTMENT	YES	YES
HOLYOKE POLICE DEPARTMENT	YES	YES
HOPKINTON POLICE DEPARTMENT	YES	YES
HUDSON POLICE DEPARTMENT	YES	YES
IPSWICH POLICE DEPARTMENT	YES	YES
KINGSTON POLICE DEPARTMENT	NO	YES
LAKEVILLE POLICE DEPARTMENT	YES	YES
LAWRENCE POLICE DEPARTMENT	YES	YES
LEOMINSTER POLICE DEPARTMENT	YES	YES
LEXINGTON POLICE DEPARTMENT	YES	YES
LINCOLN POLICE DEPARTMENT	YES	YES
LITTLETON POLICE DEPARTMENT	YES	YES
LOWELL POLICE DEPARTMENT	YES	YES
LUDLOW POLICE DEPARTMENT	YES	YES
LYNN POLICE DEPARTMENT	PRELIM	PRELIM
LYNNFIELD POLICE DEPARTMENT	PRELIM	YES
MALDEN POLICE DEPARTMENT	YES	YES
MARBLEHEAD POLICE DEPARTMENT	YES	YES
MARION POLICE DEPARTMENT	YES	YES
MARLBOROUGH POLICE DEPARTMENT	YES	YES
MARSHFIELD POLICE DEPARTMENT	YES	YES
MASSACHUSETTS STATE POLICE (NEW BRAINTREE)	PRELIM	PRELIM
MASSACHUSETTS STATE POLICE (NORTHAMPTON)	PRELIM	PRELIM
MASSACHUSETTS STATE POLICE (SHELburne FALLS)	PRELIM	PRELIM
MATTAPOISETT POLICE DEPARTMENT	NO	YES
MAYNARD POLICE DEPARTMENT	YES	YES
MEDFIELD POLICE DEPARTMENT	YES	YES
MEDFORD POLICE DEPARTMENT	YES	YES
MEDWAY POLICE DEPARTMENT	YES	YES
MELROSE POLICE DEPARTMENT	YES	YES
MERRIMAC POLICE DEPARTMENT	YES	YES
METACOMET EMERGENCY COMMUNICATIONS CENTER	PRELIM	YES
METHUEN POLICE DEPARTMENT	YES	YES
METRO NORTH REGIONAL EMERGENCY COMMUNICATIONS CENTER	PRELIM	PRELIM
MIDDLEBOROUGH POLICE DEPARTMENT	YES	YES
MILFORD POLICE DEPARTMENT	YES	YES
MILLBURY POLICE DEPARTMENT	YES	NO
MILLIS POLICE DEPARTMENT	YES	YES
MILTON POLICE DEPARTMENT	YES	YES
MONTAGUE POLICE DEPARTMENT	YES	YES
NAHANT POLICE DEPARTMENT	NO	YES
NANTUCKET POLICE DEPARTMENT	YES	YES
NASHOBA VALLEY REGIONAL COMMUNICATIONS CENTER	PRELIM	YES
NATICK POLICE DEPARTMENT	YES	YES
NEEDHAM POLICE DEPARTMENT	YES	NO
NEW BEDFORD POLICE DEPARTMENT	YES	YES
NEWBURY POLICE DEPARTMENT	YES	YES
NEWBURYPORT POLICE DEPARTMENT	YES	YES
NEWTON POLICE DEPARTMENT	YES	YES
NORFOLK COUNTY EMERGENCY COMMUNICATIONS CENTER	PRELIM	PRELIM
NORTH ADAMS POLICE DEPARTMENT	PRELIM	YES
NORTH ANDOVER POLICE DEPARTMENT	YES	YES
NORTH ATTLEBOROUGH POLICE DEPARTMENT	YES	YES
NORTH READING POLICE DEPARTMENT	YES	YES
NORTH SHORE REGIONAL 911 CENTER	PRELIM	YES
NORTHAMPTON POLICE DEPARTMENT	YES	YES
NORTHBOROUGH POLICE DEPARTMENT	YES	YES
NORTHBRIDGE POLICE DEPARTMENT	YES	YES
NORTHERN MIDDLESEX REGIONAL EMERGENCY COMMUNICATIONS CENTER	YES	PRELIM
OXFORD POLICE DEPARTMENT	YES	YES
PALMER POLICE DEPARTMENT	YES	YES
PATRIOT REGIONAL EMERGENCY COMMUNICATIONS CENTER	PRELIM	PRELIM
PEABODY POLICE DEPARTMENT	YES	YES
PEMBROKE POLICE DEPARTMENT	YES	YES
PITTSFIELD POLICE DEPARTMENT	YES	YES
PLYMOUTH COUNTY SHERIFF'S OFFICE	PRELIM	PRELIM
PROVINCETOWN POLICE DEPARTMENT	YES	YES
QUINCY POLICE DEPARTMENT	YES	YES



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

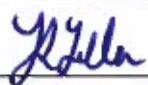
Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) VC 6000192116 / AD 001
---	---

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

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

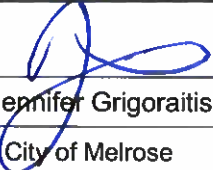
There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Kevin Faller		Chief of Police	781.979.4468	kfaller@cityofmelrose.org

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

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

Please note you cannot self-certify your own signature as a single signer listed above.

Signature 	Date 10/25/24
Print Name Jennifer Grigoraitis	Phone Number 781.979.4440
Title Mayor, City of Melrose	Email Address jgrigoraitis@cityofmelrose.org

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



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

Contractor Legal Name City of Melrose	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC 6000192116 / AD 001
--	---

INSTRUCTIONS: Any Contractor, sole-proprietor, or an individual, must provide a notarized signature of the authorized person who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

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

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary)	
Print Signatory's full legal name JENNIFER GRIGORAITIS	Title MAYOR, CITY OF MELROSE

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name KIMBERLY A. UPTON	Notary Signature (ink on paper) <i>Kimberly A. Upton</i>
Date 10/29/24	My commission expires on AUGUST 4, 2028



AFFIX NOTARY SEAL/STAMP

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



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY FORM

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

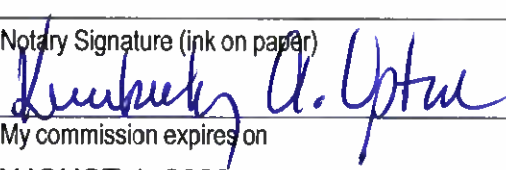
Notarized Signature for Individual, Sole-Proprietor or Single Member LLC (must match Form W-9 tax classification)

Contractor Legal Name CITY OF MELROSE	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number) VC 6000192116 / AD 001
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INSTRUCTIONS: Any Contractor, sole-proprietor, or an individual, must provide a notarized signature of the authorized person who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf.

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

Signature (ink on paper) Contractor Signature as it will appear on contract or other documents (Complete only in presence of notary) 	
Print Signatory's full legal name KEVIN FALLER	Title CHIEF OF POLICE

Certificate of Acknowledgement of Notary Public	
Before me, the undersigned notary public, the above named individual proved to me through satisfactory evidence of identification, to be the person whose name is signed above and acknowledged to me that (he)/(she) signed for its stated purpose.	
Print Notary Name KIMBERLY A. UPTON	Notary Signature (ink on paper) 
Date 15 October 2024	My commission expires on AUGUST 4, 2028



AFFIX NOTARY SEAL/STAMP

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

From: [Migliorelli, Leila](#)
To: [Cifuni, Tanji](#)
Subject: New Order for 11/12 agenda
Date: Wednesday, November 6, 2024 5:04:51 PM
Attachments: [2025 CC Rules of Order 11.06.24.docx](#)
[List of Rules changes 110624.docx](#)

Hi Tanji,

I'd like to submit the attached new order for the 11/12 full council meeting: **Revised Rules of the Melrose City Council**. I also have an attachment summarizing the changes. (I will likely send this to the A&O committee for discussion).

Please let me know if you have any questions!

Best,
Leila

Leila B. Migliorelli

President & Councilor-at-Large

Melrose City Council

lmigliorelli@cityofmelrose.org

(c) 781-462-1425

Pronouns: she/her/hers

****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.****

MELROSE CITY COUNCIL RULES OF ORDER



Adopted [DATE]

Contents

OVERVIEW	3
RULES OF ORDER	4
PRESIDENT	4
CITY CLERK AND ASSISTANT CITY CLERK.....	5
CLERK OF COMMITTEES.....	6
RIGHTS AND DUTIES OF MEMBERS	6
STANDING COMMITTEES	7
MEETING AGENDAS.....	9
MEETING PROCEDURES.....	9
ORDER OF BUSINESS	12
LEGISLATIVE PROCEEDINGS	12
APPEAL.....	16
USE OF COUNCIL CHAMBER.....	16
CAUCUS & ELECTION OF PRESIDENT	16
SUSPENSION OR AMENDMENT OF RULES	17
VACANCIES ON THE CITY COUNCIL	17
VIRTUAL MEETINGS & REMOTE PARTICIPATION	18

OVERVIEW

In accordance with [Melrose City Charter §2](#), except as otherwise may be provided by law or the Melrose City Charter, the legislative powers of the Melrose City Council may be exercised in a manner determined by the City Council. The following are the Melrose City Council Rules of Order, which set forth a set of adopted rules regulating procedures of the Melrose City Council in how it conducts business. These Rules are superseded only by the Melrose City Charter, §2 which details how this legislative branch of government functions. In addition, the Council shall be governed by Robert's Rules of Order, in all questions of parliamentary procedure not provided for by the Council's Rules of Order.

RULES OF ORDER

Rule 1 As set forth in the Melrose City Charter, regular meetings of the City Council shall be held at a time and place fixed by Ordinance. Regular meetings of the City Council shall be held in accordance with [§48-6](#) of the Administrative Code for the City.

Rule 2 According to the City Charter, special meetings of the City Council shall be held at the call of the president or members of the City Council, as outlined by [§2-6, C \(ii\)](#) of the City Charter. Special meetings may also be called by the Mayor per the procedure outlined in [§3-6](#) of the City Charter.

Rule 3 A majority of the Council or any Committee thereof shall constitute a quorum. Per [§2-6](#) of the City Charter, a quorum for the City Council consists of six (6) members. A quorum of a Committee is three (3) voting members; the President may be counted as a member of the quorum.

PRESIDENT¹

Rule 4 The President of the City Council shall take the chair at the scheduled hour, call the members to order and, on the appearance of a quorum, proceed with business for a full Council meeting.

Rule 5 In the absence of the President, the President Pro Tempore of the Council, who shall be the senior member in length of service present at the meeting, shall preside and call the Council to order. When two or more members have the same seniority, names shall be drawn by the City Clerk at the start of the meeting to determine who is the President Pro Tempore for the duration of the meeting.

Rule 6 During the full Council meeting, the President shall preserve decorum and order, shall decide all questions of order, and shall be the determinant on all interpretations of these rules, subject to an appeal by the Council. They may also express an opinion on any subject under debate, or state facts, without leaving the chair, but in such case, they shall wait until all other councilors have expressed opinions. They may ask questions pertaining to any agenda item/order, but in such case, they shall leave the chair, and the President Pro Tempore will preside until the order has been voted.

¹ Additional information about the President's role is detailed in the City Charter, [§2-2](#).

CITY CLERK AND ASSISTANT CITY CLERK²

Rule 7 The City Clerk shall keep minutes of the proceedings of the full Council meetings, which shall be voted on by the Council. The City Clerk shall note upon legislative papers the action taken by the Council relating to said papers.

The City Clerk shall report to the President. The City Clerk shall perform such duties in connection with the transaction of business during the sessions of the Council, as the President deems necessary.

Within forty-eight (48) business hours after adjournment of a Council meeting, the City Clerk shall prepare a Post-Meeting Bulletin containing a statement of all items referred to committees, whether standing or special. All matters so referred shall be listed separately under the heading of the respective committees; and all matters laid upon the table or postponed to a further date, and any hearings ordered to be held at any subsequent meeting, shall be included in said Bulletin.

Whenever a petition is filed, as provided by Section 22 of Chapter 166 of the General Laws of Massachusetts, seeking a permit for an original location for wires, poles, piers, abutments or conduits to be used for the transmission of electricity, the City Clerk shall forthwith, upon receipt of such petition, send notice, in the manner required by said Section, of a public hearing to be held thereon at the next meeting of the Council occurring not less than seven (7) days following such receipt. The City Clerk shall also send notice of such hearing to the Inspector of Wires.

The City Clerk shall be responsible for preparing a Pre-Meeting Calendar for full Council meetings containing the following items: all matters of new business; all reports of committees to be presented at any regular or special meeting of the Council; a statement of any orders for which notice of a motion to reconsider has been filed; all orders which have been laid upon the table or postponed to a day certain; all hearings which may have been ordered; and all matters of unfinished business. Such Calendar shall be electronically transmitted to each member of the Council at least forty-eight (48) business hours prior to said meeting.

A full, accurate and up-to date account of the proceedings of the city council shall be kept, which shall include a record of each vote taken and which shall be made available with reasonable promptness following each meeting; provided, however, that the minutes of an executive session shall be made available as soon as their publication would not defeat the lawful purposes of the executive session.

Rule 8 The Assistant City Clerk, in the absence of the City Clerk, shall perform the duties of the City Clerk.

² Additional information about the City Clerk's role is detailed in the City Charter, [§1-302](#).

Rule 9 In the event of a vacancy in the position of the City Clerk, the President of the Council shall appoint a nominating committee of three (3) Councilors. The nominating committee will cause any such vacancy to be posted, will review applicant resumes, and conduct interviews. Thereafter, the nominating committee shall recommend up to three (3) candidates for consideration by the full Council.

CLERK OF COMMITTEES³

Rule 10 The Clerk of Committees shall report to the City Clerk, providing legislative assistance, support, and other professional services to all City Council members as needed.

The Clerk of Committees shall keep minutes of the proceedings of the Committees, which shall be voted on by the Committee. The Clerk of Committees is also responsible for maintaining all related documentation for all orders.

The Clerk of Committees shall, following the final action of the Committee on Appropriations & Oversight and the making of its report on the annual budget, or any supplementary budget, prepare a statement with respect to the appropriations recommended for each department, when such appropriations include any sums for increase in salaries for employees of such departments, stating in detail the amount of such increases allowed in such appropriations and the period of the budget year allowed by said appropriations.

Rule 10B In the absence of the Clerk of Committees, the City Clerk, Assistant City Clerk, or any staff within their office shall perform the duties of the Clerk of Committees.

Rule 11 In the event of a vacancy in the position of the Clerk of Committees, the President of the Council shall work with the Human Resources Director to post the position. A special committee of three (3) councilors (inclusive of the President) shall review applicant resumes (following the standard screening process of the Human Resources Department) and conduct interviews. Thereafter, the special committee shall recommend up to three (3) candidates for consideration by the full Council.

RIGHTS AND DUTIES OF MEMBERS

Rule 12 When a member speaks, they shall address the Presiding Officer and shall confine their remarks to the question under consideration. While speaking, members shall avoid personalities, and no member shall directly or indirectly impugn another member or conduct themselves in a manner unworthy or unbecoming of a City Councilor. No member shall speak or vote out of their place without leave of the Presiding Officer.

Rule 13 No member shall be interrupted while speaking except by their consent or by a point of order or point of information; nor shall there be any conversation among the members while a question is being stated, while a member is speaking, or a paper is being read.

³ Additional information about the Clerk of Committees' role is detailed in the Administrative Code, §48-3.

Rule 14 No member shall stand up, to the inconvenience of others, while a member is speaking; pass unnecessarily between the Presiding Officer and the member speaking; stand in the area in front of the chair; or stand at the City Clerk's desk while a roll call is in progress.

Rule 15 If a member repeatedly violates any of the rules of the Council or disrupts the orderly procedure of the Council, the Presiding Officer, after warning the member of such violations, shall call the member to order, and a member so called to order shall lose the right to speak on the pending subject matter but shall not be prevented from voting. A member so called to order shall remain silent until the Presiding Officer returns to the member their rights to the floor.

STANDING COMMITTEES

Rule 16 The President shall annually appoint voting members to each Standing Committee, one of whom shall serve as Chairperson and a Vice Chairperson. The President shall, at the first meeting in January, announce the Chairpersons and voting members appointed to all Standing Committees for that calendar year. The President shall serve as a member ex-officio of all committees and, when required, may be counted in the making of a quorum. The President shall be entitled to vote as an ex-officio member of all standing committees.

Rule 16A Committee Chairpersons serve at the pleasure of the President, who may at any time remove a Chair and designate a new Chair. Neither the removal nor the appointment or re-appointment of a Chairperson shall be subject to the approval of the Council.

Rule 16B Committee Chairpersons shall preserve decorum and order, shall decide all questions of order, and shall be the determinant on all interpretations of these rules, subject to an appeal by the Committee. They may speak to points of order in preference to other members and shall declare all votes and may vote in all cases. The Chairperson may express an opinion on any subject under debate, ask questions, or state facts, without leaving the chair, but in such case, they shall wait until all other voting members have expressed opinions.

Rule 17 Whenever one (1) or more committee meetings are scheduled to commence the same evening as the full Council or other committee meeting(s), each meeting shall commence within fifteen (15) minutes of the meeting's respective scheduled meeting time. Where the earlier opened meeting(s) has not adjourned prior to the time by which another meeting must commence, the earlier committee(s) may recess so as to allow the other scheduled committee meeting(s) to open for the purpose of public comment. After public comment the members may vote to recess and reconvene the preceding meeting.

Rule 18 A non-voting member of a committee may only speak on a pending matter after all voting members have been given the opportunity to deliberate; and non-voting members shall only speak once unless granted leave by the Chairperson. This provision of the rule, however, shall not apply to non-voting members who have sponsored or co-sponsored a matter

appearing before a committee. The sponsor(s) shall always be recognized first by the Chairperson for the purposes of introducing an order.

Rule 19 Reports on all matters from committees shall be made as early as practicable, but no later than forty-eight (48) business hours before the next full Council meeting. Reports shall be appropriately designated by the action taken in committee and presented as such on all future meeting agendas until that time the Council disposes of a matter. Reports shall be designated in one of three (3) ways:

- Favorable Report (“ought to pass”)
- Adverse Report (“ought not to pass”)
- Undeclared Report (“without recommendation”)

Rule 20 The President shall form special committees of the Council as needed and shall appoint its members. Special committees shall consist of three members, unless otherwise ordered.

Rule 21 All committees of the Council shall be notified of their meetings by the Clerk of Committees. No two committee meetings may occur at the same time.

Rule 22 The following Standing Committees are hereby established:

1. **Appropriations & Oversight:** Eleven (11) voting members for approval of annual and supplementary budgets, federal or state grants, zoning, and all general oversight matters. Approval of mayoral appointments for city department heads (i.e. CFO, City Solicitor, Chief of Police, Fire Chief, Director of Public Works, Director of Planning & Community Development, Chief Assessor, Building Inspector, Treasurer/Collector, etc.)
2. **Finance:** Five (5) voting members for approval of surety bonds, election matters, print and supplies, and City Council purchases. Approval of mayoral appointments for Board of Assessors and Registrars of Voters.
3. **Legal & Legislative:** Five (5) voting members for approval of legislative matters, ordinances, and claims.
4. **Protection & License:** Five (5) voting members for approval of matters related to the Police and Fire Departments, Emergency Management, and licenses. Approval of mayoral appointments for Animal Control Officer and Constable.
5. **Public Works:** Five (5) voting members for approval of matters related to the Department of Public Works, public transportation, all municipal parking areas, and lighting of streets and municipal parking areas, and electric, cable and telephone wires. Approval of mayoral appointments to the Cemetery Committee, Historic District Commission, and Traffic Commission.

6. **Boards & Commissions:** Five (5) voting members for approval of mayoral appointments to all city commissions and boards (i.e. Beebe Estate Trustees, Conservation Commission, Council on Aging, Disability Commission, Board of Health, Historical Commission, Housing Authority, Human Rights Commission, Library Trustees, Park Commission, Memorial Hall Trustees, Veteran's Advisory Board, and Women's Commission).

MEETING AGENDAS

Rule 23 Agendas and corresponding agenda packets for all full Council and committee meetings shall be publicly posted no later than forty-eight (48) business hours before a meeting is called to order, excluding Saturdays, Sundays, and legal holidays, in accordance with the Massachusetts Open Meeting Law. All Orders, Ordinances, Petitions, Resolutions, and Remonstrances appearing on meeting agendas shall include the name(s) of the corresponding sponsor(s). The City Clerk or the Clerk of Committees shall post meeting agendas to the city website.

Rule 23A Notice of emergency meetings must be posted as soon as reasonably possible prior to a meeting and in a manner accessible to persons with disabilities to the extent required by federal and state law.

MEETING PROCEDURES

Rule 24 A Councilor or any combination of Councilors who file legislation shall be given up to five (5) minutes in total to introduce the matter.

Rule 25 On general matters of discussion, members of the Council shall occupy no more than five (5) minutes when speaking on a particular subject and/or debating the matter. No member shall speak more than once if any other member, who has not previously spoken, desires to speak.

Rule 26 When a matter is being debated, no member may occupy more than five (5) minutes for each point under debate, nor shall they speak twice to the same question without leave of the Council, nor more than once if any other member, who has not previously spoken, desires to speak.

Rule 27 When a city official or other person appears before the Council or committee thereof, an individual Councilor shall not occupy more than ten (10) minutes of dialogue with the party. If a Councilor, however, requires additional time for questions, they may seek leave from the Presiding Officer. In determining whether to grant the Councilor additional time, the Presiding Officer shall consider but is not limited to the following factors:

- The number of remaining questions the Councilor intends to ask.

- The number of questions the Councilor has already asked.
- The relevancy of the questions.
- The amount of time that has been occupied by the attendee in answering questions.
- The responsiveness of the attendee.
- The nature of the matter before the Council or committee.
- Public interest considerations.
- The hour of day.
- Remaining business before the Council or committee.

The Presiding Officer, at their discretion, may designate the City Clerk or Clerk of Committees to monitor the time provisions of this rule.

Rule 28 When a question is put forward, every member present, shall vote, unless excluded by personal interests in light of the Conflict of Interest Law, or if the matter before the Council is a resolution filed by the member(s) of the Council.

Rule 29 No member shall leave a meeting without permission of the Presiding Officer if their presence is necessary to make a quorum.

Rule 30 When a committee fails to issue a report on an item within forty-five (45) days after the matter is referred to committee, the Clerk of Committees shall notify the City Clerk of such, and the City Clerk shall place said item on the agenda for the next regularly scheduled Council meeting under Reports from Committee with the following notation: "No Action Taken."

Rule 31 Whenever any Order or Ordinance adopted by the Council at any meeting has not been returned by the Mayor within ten (10) days and is thereby enacted pursuant to §3.7 of the City Charter, the agenda for the next meeting of the Council shall include a statement that such Order or Ordinance has taken effect by operation of law.

Rule 32 In order to promote fair and open discussion, once a public hearing is called to order, the Presiding Officer shall recognize members of the public who may speak in the order of recognition. Public hearings shall not be divided into time periods for proponents and opponents to speak.

Rule 33 All sessions of the City Council and of every committee thereof shall be open to the public unless another provision has been made by law. Each meeting of the Council or any standing committee thereof shall allow up to three (3) minutes per person for Public Comment, as noted on the agenda. There will be an option to speak in public comment via remote participation whenever practicable, to be managed by the City Clerk and/or the Clerk of

Committees. This rule shall only be suspended by unanimous consent of the members.

Rule 33A To ensure the ability of the Council to discuss its business and hold its meetings in an orderly and peaceable manner, while also providing the opportunity for public input on the business before it, the following procedures are hereby adopted:

1. Speakers during Public Comment will begin their remarks by stating their first and last name, and town of residency for the record. All remarks will be addressed through the Presiding Officer.
2. Public comment is dedicated only to topics identified on the Council's meeting notice for that particular meeting. Comments expressing any viewpoint on these matters are welcome.
3. Large groups addressing the same topic are encouraged to consolidate their remarks and/or select a spokesperson to speak during Public Comment.
4. All speakers are encouraged to present their remarks in a respectful manner.
5. Public Comment is not a discussion, debate, or dialogue between individuals and the Council or Committee. Comments made during Public Comment do not reflect the views or opinions of the Council.
6. Members of the audience shall not interrupt or speak over recognized speakers or the discussion of the body.
7. Physically disruptive or physically threatening conduct is forbidden.
8. The Presiding Officer will not interrupt speakers during Public Comment who have been recognized to speak, except that the Presiding Officer reserves the right to terminate speech which is not Constitutionally protected because it constitutes true threats and incitement to imminent lawless conduct.
9. Verbal comments will also be curtailed by the Presiding Officer once they exceed the time limits outlined in Rule 34, and to the extent they address topics not listed on the agenda as required under Section 2 above.

Rule 33B The City Clerk shall redact the e-mail address and phone number of any member of the public who submits correspondence to the Council before any such correspondence is attached to the order.

ORDER OF BUSINESS

Rule 34 At every meeting of the Council the order of business shall be as follows:

- I. Call to Order
- II. Reading of the Minutes
- III. Public Comment
- IV. Public Hearings – *if necessary*
- V. Communications from the Honorable Mayor & Other City Officials
- VI. New Business
 - a. Filings by the Honorable Mayor
 - b. Filings by Members of the City Council
- VII. Unfinished Business
- VIII. Reports from Committees
- IX. Expiries
- X. Rule 37 Reports
- XI. Adjournment

Rule 35 The above order may be changed, at any meeting, by a two-thirds (2/3) vote of the members present and, upon motion to change the order of business, no debate shall be allowed.

Rule 36 Whenever the President, or a member of the Council appointed by the President or Mayor to serve on a special committee, commission, council, board or other working group, attends a meeting of such committee, commission, council, board or other working group, that member shall report back at the next regular meeting of the Council as to the actions taken on all matters on the agenda of said body.

LEGISLATIVE PROCEEDINGS

Rule 37 All pending matters before the Council shall be presented by the President; and shall be read by the President, City Clerk, Clerk of Committees, or such other person as the President may request. They shall be acted upon in the order in which they are presented unless the Council shall otherwise direct.

Rule 38 All nominations/appointments made by the Mayor, subject to the confirmation of the Council, shall, when received by the Council, be referred without debate to the proper standing committee and said committee shall report its recommendations thereon within forty-five (45) days or at the next regular meeting.

Rule 38A All appointments made by the Mayor and subject to the confirmation of the Council shall include a written statement of interest and/or resume from the candidate.

Rule 39 All filings (legislative or otherwise), communications from the Mayor or other city officials, and reports from committees that may require action by the Council, must be in the hands of the City Clerk no later than close of business on the Wednesday prior to each regular full Council meeting, in order to comply with the Massachusetts Open Meeting requirement for all agendas to be posted 48 hours prior to the meeting. All filings from the Mayor or other city officials must include a written statement or memorandum detailing the intent of the filing and any impacts to the City's finances, if applicable. The City Clerk shall confirm the receipt of all filings by notifying the sponsor(s) via e-mail at the time of receipt.

Any subsequent written document independently submitted by the administration and/or department heads following the initial posting of the agenda shall be transmitted electronically to the Council or committee thereof at least twenty-four (24) hours in advance of the meeting at which the matter is scheduled to be heard.

Rule 40 Whenever any filing by a member of the Council, the name of such member shall be designated thereon and be reflected on all agendas and reports related to the matter. The filer of any matter shall be listed first on all agendas followed by the names of any co-sponsors in the order that they appear in the original filing.

Rule 41 All correspondence from members of the public submitted in writing to the Council in connection with any scheduled agenda item or Order before the full Council or committee thereof shall be publicly available; such correspondence shall be automatically attached to the order in question by the City Clerk or Clerk of Committees

Rule 42 Ordinances of the city (and associated amendments) and appropriations shall be established by a two-thirds (2/3) vote of all the members of the full Council (i.e. eight members), to be taken by a roll call vote. In the case of all other legislative matters, except as otherwise provided in the General Laws, or in the Revised Charter and Ordinances of the City of Melrose, the affirmative vote of a majority of all members of the full Council shall be necessary for passage at each debatable legislative stage.

Rule 43 Subject to the provisions of §2-9(b) of the City Charter, every legislative matter shall be read once when it is introduced and shall then be referred to its appropriate committee, unless, where appropriate, immediate consideration is requested. In the case of a request for immediate consideration, the legislative matter shall be at once considered, provided no councilor objects; and no motion shall be applied to any such matter when originally introduced until immediate consideration has been granted. It shall be the duty of the President to ask if

there is objection before immediate consideration is given any matter, and upon objection the matter will be referred to the appropriate committee.

Rule 43A All matters involving the appropriation of moneys in the treasury not otherwise appropriated, the intra- and inter-departmental transfer of moneys from one account of the city to another, or otherwise affecting municipal finances, shall be referred to the Finance Committee. Intra-departmental transfers may occur at any point in the year and inter-departmental transfers may only occur in the last two (2) months of the fiscal year, until July 15. The provisions of this section shall not apply in the case of matters referred to the Appropriations & Oversight Committee.

Rule 44 Upon the report of a committee recommending the passage of any filing, the item shall be read a second time and be in order for a final action at the next full Council meeting. When a filing appears before the full Council with a recommendation from a committee that same day, it shall be placed on the following full Council meeting agenda, unless a Councilor makes a motion to immediately pull from committee. If that motion is seconded and approved by a simple majority of the Council, the order will be ready for final action at the meeting. If that motion fails, the order will be placed on the next full Council meeting agenda. Appropriations or appointments of city officials are not included in connection with the aforesaid.

Rule 44A When a matter is introduced to the full Council with a recommendation for passage from any standing or special committee, a period of discussion shall be in order before a Motion for Passage is entertained by the President.

Rule 45 All matters pertaining to amendments to the Rules of Order of the City Council, ordinances, and legal affairs shall be referred to the committee on Legal and Legislative Matters.

Rule 46 When amendments are recommended to the Council, the Clerk of Committees shall forward copies of any proposed changes to all members, and no amendment shall be in order for final passage until each member shall have received such copy.

Rule 47 When any matter has been rejected by the full Council, no measure embodying substantially the same subject shall be introduced by any committee or member within six (6) months of its previous rejection.

Rule 47A Any matter not acted upon by the Council or the appropriate committee within one (1) year of said matter being filed, shall be considered null and void and shall be removed from the calendar of the Clerk of Committees. Any matter considered null and void by operation of this rule shall not be subject to any refiling restriction of Rule 48.

Rule 48 Unless otherwise ordered, votes shall be taken orally. A roll call vote shall be taken upon request of five (5) or more councilors.

Rule 49 The Presiding Officer shall consider a motion to adjourn as always in order, except on immediate repetition. When a question before the Council or a Committee is under debate, the Presiding Officer shall entertain no motion except:

- To adjourn
- To lay on table
- For the previous question
- To postpone to a day certain
- To refer to a committee
- To amend
- To postpone indefinitely
- To recess

These motions shall be decided by a majority vote of those present and shall take precedence in the order in which they are arranged, and the first two shall be decided without debate.

Rule 50 On the following motions, the debate shall be limited to the time specified in each case:

- Roll call: no debate
- To adjourn: no debate
- To lay on table: no debate
- The previous question; to close debate; postpone to a day certain; to amend; to postpone indefinitely; to suspend the rules; to reconsider: three (3) minutes of debate per councilor, but no longer than ten (10) minutes total.

Whenever, at any meeting, a question is laid on the table, it shall remain there until the close of the next regular meeting, if not taken up earlier; but, if it is not taken from the table at such next meeting, or earlier, the Clerk shall place the same in the files of the Council and shall make a record thereof in the minutes of such meeting and upon any paper relating to such question.

Rule 51 A question containing two or more propositions capable of division shall be divided whenever any member so requests and is confirmed by majority vote.

Rule 52 No motion or proposition of a subject different from that under consideration shall be admitted under the color of any amendment.

Rule 53 No vote on any of the following motions shall be reconsidered:

- To Adjourn
- To Lay on the Table
- To Take from the Table
- To the Previous Question
- To Reconsider

Rule 54 The final disposition of all filings for a given fiscal year shall be posted to the City Council section of the City's webpage by the City Clerk. The public posting of dispositions, hereinafter known as the Legislative Disposition List, shall include the following information for all disposed matters: 1) the title of the filing; 2) the filing number; 3) the name of the Councilor who sponsored the filing; 4) the names of any co-sponsors; 5) how each Councilor voted on the matter; 6) the outcome of the vote; and 7) the date of disposition. The Legislative Disposition List shall be maintained in the order that matters are disposed.

APPEAL

Rule 55 No appeal from any decision of the Presiding Officer shall be entertained unless it is duly seconded, and no other business shall be in order until the question on the appeal has been decided by a majority vote of the Council.

USE OF COUNCIL CHAMBER

Rule 56 The City Council shall have priority use of the Council Chamber, and the Council Committee Room. Any request to book either room in the evening shall be sent to the Clerk of Committees to confirm that there is no meeting taking place in that space.

CAUCUS & ELECTION OF PRESIDENT

Rule 57 The City Council shall, on the first Monday in December of each year, nominate a President for the ensuing year. Notice of the holding of the caucus shall be sent to each member qualified to vote therein not less than four (4) days before the date thereof.

Such Caucus shall be held in the Council Chamber; shall be called to order by the City Clerk and shall be conducted in accordance with the rules of the Council pertaining to the conduct of regular meetings. Notice of the Caucus shall be posted, and the Caucus shall be held in public session. Nominations, as aforesaid, shall be followed by a roll call vote, each member present answering to their name when called by the City Clerk, stating the name of the person for whom they vote, or that they decline to vote. The vote of the majority of all the members of the full Council shall be necessary to nominate a President.

The nomination of a President shall be a non-binding vote. The formal election of the President shall take place at the first meeting in January next following. Before a final vote commences, all nominees shall be required to make a public statement regarding their candidacy, at the first meeting in January, which shall not exceed five (5) minutes in length. The conduct of the election shall follow the process of the Caucus.

SUSPENSION OR AMENDMENT OF RULES

Rule 58 A rule may be suspended by an affirmative vote of two-thirds (2/3) of the members of the Council present. When a motion to suspend a rule is made, the specific rule for which suspension is sought must be cited in the motion and the reason stated on the record. This does not apply to any rules related to items in the City's Charter, Administrative Code, and/or that are governed by Massachusetts General Law. Rules on Conduct and Decorum may also not be suspended.

Rule 58A Any rule may be amended or repealed by a vote of two-thirds (2/3) of the members of the Council, but the motion for such purpose shall not be made and acted upon at the same meeting. All motions for amendments to these rules shall be in writing and copies thereof shall be sent to each member by the City Clerk before final action thereon.

VACANCIES ON THE CITY COUNCIL

Rule 59 In the event the Council has a vacancy, for either a Councilor-at-Large or a Ward seat, they shall act in accordance with §2-11(a) and (b) of the City Charter.

If no such candidate exists for either position (in the manner provided in subsections (a) and (b) in §2-11) and/or is willing to serve, the procedure for filling such vacancy shall be as follows, and pursuant to §2-11(c):

1. Notice shall be given by immediate publication once in a newspaper of local circulation and for not less than two (2) weeks on the City's website homepage that the vacancy exists and that a placement is being sought.
2. Individuals interested in filling the vacancy (hereinafter "Applicants") shall be requested to contact the Clerk of Committees. By the close of business two (2) weeks following publication in a newspaper of local circulation, Applicants shall submit a letter of intent and resume to the Clerk of Committees.
3. Applicants who have complied with Rule 61, Section 2 above shall be invited to a meeting of the full Council, at which time all applicants will be given an opportunity to address the Council. At that time, Applicants will be afforded up to ten (10) minutes to make a statement; and Councilors will have the opportunity to ask questions of the Applicants.

4. After all applicants have been given an opportunity to address the Council, an election shall be conducted.
5. To be eligible for election, an Applicant must have their name placed in nomination and must receive a second.
6. The voting shall be public with each member of the Council stating the name of the Applicant for whom they are voting.
7. The first Applicant to receive six (6) votes shall be elected pursuant to §2-11(c) of the City Charter.
8. If there is more than one Applicant and no Applicant receives six (6) votes on the first ballot, the two (2) individuals who receive the most votes shall move to a second ballot. The other Applicants shall be eliminated. In the event that there is a tie for either of the top two spots, any individual in such a tie shall move on to a second ballot.
9. If no Applicant receives six (6) votes after at least five (5) ballots, the Council may place the order on the table and continue with the process at the next regularly scheduled meeting of the full Council.

VIRTUAL MEETINGS & REMOTE PARTICIPATION

Rule 60 Pursuant to the supplemental budget bill signed into law by the Governor on March 29, 2023, temporary allowances pertaining to the Open Meeting Law have been extended through March 31, 2025. The two primary provisions allow for any or all members of a public body to participate in a meeting remotely (suspending the requirement a quorum of the body and chair be physically present at the meeting location), and public bodies may provide alternative means of public access to the public meeting rather than in a location physically accessible to the public. While these temporary provisions are still legally applicable to the Melrose City Council, members may request remote participation, or virtual meetings may be held subject to the procedures outlined below.

Rule 61 If a Councilor wishes to participate remotely in a Council or committee meeting, they shall notify the Presiding Officer of the body and the City Clerk or Clerk of Committees in writing 48 business hours prior to the meeting and state the reason for and facts supporting their request.

Rule 61A Remote participation by a Councilor will be permitted only if physical attendance would be unreasonably difficult. Examples of unreasonable difficulties include but are not limited to personal illness or disability; family emergencies; military service; business travel; and/or religious observances.

Rule 61B Councilors cannot preside over a meeting remotely, unless the entire meeting

is virtual.

Rule 62 With 48 business hours' notice, fully virtual meetings will be permitted at the discretion of the Presiding Officer of the body and in conjunction with a determination that a federal, state or city emergency would prohibit the safety of the council, administration and/or public to attend a meeting in person.

Rule 63 Members participating remotely, and all people present at the meeting location shall be clearly audible to each other at all times. Councilors must make every effort possible to utilize a video feed when participating in a virtual meeting. If a Councilor loses audio feed during a meeting, no vote shall occur on any matter until after such time that a recess has occurred to troubleshoot the problem. If the Councilor's audio feed has not been reestablished within fifteen (15) minutes of recessing, a simple majority of the members shall decide whether to proceed with a vote.

Rule 63A If the meeting is fully remote, and the City Clerk or Clerk of Committees loses audio feed during a meeting the committee, the President or the Presiding Officer shall call the roll and record all votes.

Rule 63B Members of the administration or other participants participating remotely shall be clearly audible to each other at all times. These remote participants must make every effort possible to utilize a video feed. No member of the administration or other participant shall be admitted without the approval of the Presiding Officer. If a participant loses audio feed during a meeting, a recess shall be called to troubleshoot the problem. If the participant's audio feed has not been reestablished within fifteen (15) minutes of recessing, a simple majority of the members shall decide whether to proceed with the discussion and vote.

Melrose City Council

Rules of Order

List of Edits¹ Proposed by President Migliorelli

November 6, 2024

- Rule 3: Added clarification of how many councilors/committee members constitute a quorum
- Rule 5: Streamlined to define the criteria for being President Pro Tempore
- Rule 6: Re-defining when the President may participate in a full Council meeting. (The President may express opinions or state facts without leaving the chair, but must step down if they want to ask questions during a full Council meeting.)
- Rule 7: Clarifying minutes procedures
- Rule 10: Added explicit language for having the Clerk of Committees report to the City Clerk
- Rule 10B: Added coverage plan for when the Clerk of Committees is absent
- Rule 16B: Re-defining when the Chair may participate in committee meeting. (The Chair may express opinions, ask questions, or state facts without leaving the chair, but only after every other committee member has spoken)
- Rule 17: Changing the period of time in between committee meetings from 30 minutes to 15 minutes, in line with other communities, per the City Solicitor's Office (also raised concerns that 30 minutes may be too long to reasonably expect a member of the public to wait in the chamber or online to participate in the next committee meeting)
- Rule 22: Streamlined mayoral appointments (i.e. department heads will be approved in A&O, boards/commissions in newly created "Boards & Commissions", which is the combination of HEW and Public Service Committees)
- Rule 28: Added a provision for abstention for resolutions
- Rule 33: Changed public comment from 10 minutes to 3 minutes per person (in line with many other communities)
- Rule 33A: Added new comprehensive rules on public comment period (in consultation with the City Solicitor)
- Rule 39: Reverted back to 48-hour rule for posting agendas, which is also in line with Open Meeting law
- Rule 43A: Clarified matters that go to the Finance Committee (per the CFO)
- Rule 54: Deleted the 48 hour requirement for disposition of filings to appear on website
- Rule 56: Clarified how Council Chamber may be booked (Clerk of Committees now only needs to review request for booking the Chamber in the evenings)
- Rule 57: Reverted back to the original Caucus process (i.e. changing back to Clerk running the Caucus)
- Rules 60-63: Added a new section on virtual/hybrid meetings

¹ Not including the changes of order numbers, which were all shifted in order to accommodate these proposed edits.